



Health and Safety Policy Statement and Employee and Contractor Safety Rules

HEALTH AND SAFETY AT WORK

The Health and Safety at Work Act makes provision for the health, safety, and welfare of everyone at work

Employers are required under the act to declare a written safety policy and to ensure that the means of effectively implementing the policy are set up.

The AGGORA Health and Safety Policy are stated below, and the means of implementation will be developed as necessary to meet the full requirements of the ACT.

HEALTH AND SAFETY AT WORK POLICY STATEMENT

It is the AGGORA Policy to provide working conditions and develop working practices, which are safe, and to create an environment, which is not injurious to the health of employees and contractor's employees employed by us in any way.

Health and Safety at work responsibility is a prime task for management and all other personnel employed by the company at every level and safe working practices will have priority over all other operating requirements, i.e. a job or task must not be carried out where there is a risk to Health and Safety.

All personnel employed by the company including contracted employees are reminded that they have a duty, in law, as well as in common sense, to co-operate with the company by actively improving safety standards and taking care of themselves and others who may be at risk of injury. Failure to fulfil this responsibility is regarded, as a serious breach of duty and appropriate action will be taken. Any representative who frustrates the implementation of a safe and healthy system of work will face disciplinary or contract determination action.

Employees must be given safety rules in the safety aspects of their work.

Everyone employed by the company is expected to work in accordance with the safety rules in such a way that accidents and damage to their health or themselves, and others around are avoided.

The safety rules of AGGORA are company rules and apply to all employees and Contractors employees employed whilst working for any AGGORA operating company, this includes all Directors, Managers, Supervisors, Tradesmen, Artists, Labourers, Mates and Trainees.

The company will carry out a regular review (approximately annually) of this policy to ensure that these standards of healthy working are maintained.

Signed:

A handwritten signature in blue ink, appearing to read "RE", with a horizontal line extending to the right.

Dated: 03 April 2023

Ross Emery
Managing Director
AGGORA (a trading division of Bunzl UK Ltd)

ORGANISATIONAL STRUCTURE

Management and all employees both direct and subcontracted at every level must receive training and understand that Health and Safety at Work is a primary objective for all employees and that Safe Working Practices must have priority over all other operating requirements.

The AGGORA management recognises their important responsibility to create the right operational procedures and conditions under which work will be undertaken safely.

All direct and contracted employees of AGGORA have a legal duty to work safely and to co-operate in the management's efforts to create and maintain a safe working environment. Failure by any direct or contracted employee to follow the AGGORA Safe Working Practices and Health and Safety at Work rules could, in the event of a serious accident, be liable to criminal prosecution.

The Organisational structure and ultimate responsibility for Health and Safety within AGGORA is as follows: -

Ross Emery - Managing Director - BUNZL UK Ltd t/a AGGORA. (*hereinafter known as **AGGORA***) Has the overall responsibility for staff and operatives employed by the AGGORA.

Tim Stanley - Finance Director - BUNZL UK Ltd t/a AGGORA. Has the responsibility for finance activities of AGGORA.

Ryan Clark - Project Director - BUNZL UK Ltd t/a AGGORA. (*hereinafter known as **A.L.P.***) Has the responsibility for the staff and operatives employed by AGGORA (AGGORA LOCKHART PROJECTS).

Lee Anne Faulkner - Sales Director - BUNZL UK Ltd t/a AGGORA. (*hereinafter known as **Technical***). Has the responsibility for commercial sales aspects of AGGORA (Technical).

Health and Safety Management / Administration

Named ultimately responsible person for H & S	Ross Emery (Managing Director)
Named person responsible for the day-to-day running of H & S	Neil Curtis (Health & Safety Manager)
Experience/qualifications of the above person	19 year's senior management positions. DIPLOMA in Occupational Health & Safety
Named person responsible for the administration and support of running H & S	Jo Blount (Health & Safety Support)

The Health and Safety Co-coordinator / Representative will undertake responsibility for:

- Monitoring the implementation of the health and safety policy throughout AGGORA and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces,
- Investigate accidents and implementing corrective action.
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking.
- Liaising with managers, employees, sub-contractors, and specialists as and when appropriate.
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R) 2013.

COMPANY RULES – SAFETY Rules – January 2023

Unsafe working practices will not be tolerated. Failure to observe the Safety Rules and Safe Practices by any employee, direct or contracted, will be subject to disciplinary or contractual action, which may result in the termination of the employees' contract of employment or contractor's employment.

The following Company Rules relate to the Health and Safety at Work for all direct and contracted employees.

1. COVID-19

AGGORA recognises and accepts its responsibility as an employer and provider of services and will support the provision of safe and healthy workplace environments for all staff and such other persons as may be affected by its activities. We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines. Good health and safety management will be an integral part of the way that AGGORA operates and will be considered across all work activities.

2. SITE HAZARD – CLIENT PERSONNEL & PROTECTION OF THE PUBLIC

AGGORA, direct and contracted employees must advise all client personnel and members of the public of possible hazards or obstructions by displaying adequate warning signs and taking the necessary protective measures i.e. safety barriers etc. Fire exit doors or other routes to safety must not be obstructed.

At all times, direct and contracted employees will ensure that THEIR operations do not cause danger to the Public.

3. REPORTING ACCIDENTS AND INJURIES

It is the AGGORA policy to maintain records of all Dangerous Occurrences and Near Misses whether they resulted in physical injury or damage to property.

All employees both direct and contracted must ensure that the personal accident form, via Prontoforms or a hard copy from the H&S dept – Report of an injury or Dangerous Occurrence is completed properly and fully within 24 hours of the occurrence.

When the report is completed, a copy must be forwarded to the AGGORA Health & Safety Manager for filing and inputting on to the Bunzl BRMS system.

If the employee is absent from work for more than 7 days due to an accident at work and whilst working for AGGORA, then a copy of the report shall be sent to your local HSE office, or the submitted on-line at www.hse.gov.uk/riddor.

All employees both direct and contracted must report immediately to their manager/director and the AGGORA help desk any of the following: -

- Injury to self or others
- Accident to self or others
- Damage or fault to safety equipment
- Damage or fault to plant
- Breach of company rules regarding Health and Safety at Work

In case of injury, first aid treatment must be the first priority.

All reportable accidents / Incidents will be investigated by the Health and Safety Manager and any action taken as a result of an investigation will be formally recorded.

4. COMMUNICATION

To meet the legal requirements of the Health and Safety (Consultation with Employees) Regulations. The company will communicate and consult with all employees on the following issues:

- The content of this policy.
- Any rules specific to a site or job
- Changes in legislation or working best practice.
- The planning of Health and Safety training.
- The introduction or alteration of new work equipment or technology.

This communication and consultation will take place directly with the employee via safety meetings, toolbox talks, e-mails and memo's posted on the staff notice board.

Wherever there is more than one contractor working on site and the other contractor is not under our control. We will request that the client ensures that liaison arrangements are set up with all parties. This could take the form of a meeting or a briefing. We will co-operate in any way to ensure that ours and others working is undertaken as safely as possible.

5. TRAINING

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees.
- The introduction or modification of new/existing machinery or technology.
- A change in employee position/work activity or responsibility.

Training is also provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

6. FIRST AID

Adequate first aid provision will be made at every place of work occupied by the company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Location	First Aider	First Aid box location	Defibrillator location
Centech House	Chris Smith (Ext 187) Sharon Pugh (Ext 111) Gail Webb	Worktop by coffee bar	Accounts Department (Outside Tim Stanley's office)
Crest Park	Jo Blount (Ext 227) Marie Binsley (Ext 134) Jonathan Greasley (Ext 237) Cameron Feast (Ext 215)	UNIT 2: Within cupboard by Kitchen UNIT 4: Wall Mounted adjacent to HELPDESK	UNIT 3: On Window Shelf
Manchester	Thomas O'Neill James Hurley Neil Curtis	Kitchen Area	Kitchen Area
Project Sites	Site First Aider (various)	Site facilities & employees' vehicle	

All accidents or near misses must be reported to your site supervisor, Line manager and AGGORA Help Desk on 0845 1177 999.

7. WELFARE FACILITIES

Adequate clean and well-maintained welfare facilities will be made available to office-based employees within buildings occupied permanently or temporarily by any divisions of AGGORA.

Wherever possible arrangements will be made with the client for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet and Washing facilities accessible on site.
- Eating and rest facilities accessible on site.

Employees will be responsible for good housekeeping within said facilities and are expected to leave the facilities clean and tidy and safe to use for others.

8. GOOD HOUSEKEEPING & RUBBISH REMOVAL

Good housekeeping reduces the risk off accidents. Work-places must be kept clean and tidy. Corridors, gangways, ladder ways, working platforms etc. will not be obstructed. Jobs are not completed properly until all rubbish has been cleared away and the premises left clean tidy and safe. Rubbish left on site could be a fire hazard or a personal safety hazard e.g. falling or tripping over rubbish or debris.

9. SAFETY EQUIPMENT AND TOOLS & PLANT GUARDING

All work equipment used at work, as part of the Company's undertaking will comply with the Provision and use of equipment Regulations 1998 (P.U.W.E.R.)

Before new equipment is introduced into the working environment, an assessment will be made by the training manager (Andy Whitehurst) in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training, or have time served use.

Guards to tools and plant must be used. There must be no interference or adjustment to guards unless authorised by approved personnel. The safety equipment which must be readily available and used i.e., Breathing masks, eye protectors, safety harnesses, ear defenders, safety gloves, protective clothing, Safety helmets etc. Any damage to safety equipment must be reported immediately. Wilful misuse or abuse will be reported to the manager/director responsible for safety and appropriate action taken.

10. PROTECTION OF THE HEAD & PROTECTIVE CLOTHING

Personal Protective Equipment at Work Regulations 1992

Safety Helmets must be readily available for use and must be worn when necessary in "hard-hat" areas. "Hard-hat" areas are building and construction sites, or areas where work activities are going on **above** the employee. "Hard-hat" areas can also be inside a building where work is going on above the level of the head i.e. When demolishing high walls, removing ceilings or roofs. All protective clothing provided by AGGORA or contracted company must be used.

11. EYE & EAR PROTECTION & DUST / FACE MASKS

Personal Protective Equipment at Work Regulations 1992

Ear & Eye protectors and dust masks must be readily available by all operatives. **Eye Protectors** must be worn on the following jobs: Hacking out glass, breaking out concrete & brickwork, using masonry nails, or on any job likely to throw out "splinters". **Ear defenders** or earplugs must be used when excessive noise is generated.

Dust Masks, to a minimum standard of **FFP2** must be worn when working in any areas of dust. Care must be taken to ensure they are properly adjusted, kept clean, and filters replaced when necessary.

COVID-19 Face Masks, to a minimum standard of **FFP2** must be worn at all times when working where 2m distancing cannot be maintained, where site demands the wearing of masks whilst on site and for all shared journeys.

Only face masks provided by AGGORA or contracted company must be used.

REUSABLE FACE COVERING ARE NOT PPE and must not be used as an alternative.

12. REFRIGERATION APPLIANCES - SAFE WORKING PRACTICE

Only competent Refrigeration Engineers be they direct or contracted holding a City & Guilds Level 2 Award in FGAS and ODS Regulations: Category I 500/5703/ 3 or equivalent are permitted to work on Refrigeration Appliances and Equipment.

Under no circumstances will refrigerant gases be allowed to discharge into the environment. Any accidental discharge must be reported, and a full investigation undertaken. The findings of the investigation will be reported to the AGGORA Managing Director for him to amend and update this Health and Safety rule to prevent a similar occurrence happening in the future.

AGGORA will maintain REFCOM FGAS accreditation and record refrigerant gas reclaims, and inputs will be recorded as required by that accreditation.

13. GAS FITTING & GAS APPLIANCE – PIPEWORK – SAFE WORKING

Only competent Gas engineers with appropriate ACOPS accreditation are permitted to work on Gas Pipework or Gas Appliances.

Only Gas Safe Registered Gas engineers will undertake gas works in accordance with statutory legislation and the Gas Safe Codes of Practice, and must undertake suitable testing of all gas installations and pipework for gas leaks, ensuring all pipework is in a sound and safe condition.

In the event that appliances or pipework indicate a possible leak, the gas supply must be switched off and labelled appropriately in accordance with Gas Safe requirements until further investigations can be undertaken.

13. GAS CATERING APPLIANCES – SAFE WORKING

Only competent Gas engineers with appropriate ACOPS accreditation are permitted to work on Gas fuelled catering Appliances.

Only Gas Safe registered Gas engineers will undertake gas works in accordance with statutory legislation and the Gas Safe Codes of Practice, and must undertake suitable testing of all gas fuelled catering appliances, ensuring they are in a sound and safe condition.

In the event that appliances indicate a possible leak, the gas appliance must be switched off and labelled appropriately in accordance with Gas Safe requirements until further investigations can be undertaken.

14. ELECTRICAL CATERING APPLIANCES – SAFE WORKING

Only competent accredited or time served engineers appropriately trained on an electrical catering appliance PS accreditation are permitted to work on Gas electrically operated catering appliances.

15. RESPONSIBILITIES of DUTY HOLDERS – Construction, Design & Management Regulations (CDM) 2015

- All persons appointed to positions to meet the requirements of CDM Regulations, which place duties on the client, Principal Designer, designer, Principal Contractor and contractors, will comply with those duties imposed upon them.
- Depending on the nature of the appointment, those duties will include:
 - a. Provision of relevant information for initial assessments following feasibility study and the intention to build.
 - b. Selection of competent duty holders in accordance with CDM2015.
 - c. Carrying out risk assessments of all relevant activities.
 - d. Competent selection of relevant external/ internal personnel.
 - e. Formulation of the pre-tender information pack
 - f. Formulation of construction phase Construction Phase Plan.
 - g. Continual monitoring of construction phase Construction Phase Plan.
 - h. Ensure implementation of the construction phase Construction Phase Plan by the project management team. i. Making available information for the Health and Safety File.
 - j. Identifying the needs of continued and adequate training.
 - k. Ensuring that all health and safety requirements are met.
 - l. Notification of projects to Health and Safety Executive.
 - m. Advising on compliance, so that no breach of the Regulation occurs.

The exact scope of each person's duties will be determined by the nature of their appointment as laid down under the Construction (Design and Management) Regulations (CDM) 2015.

16. FIRE PREVENTION – FIRE EXTINGUISHERS – REPAIR WORK

It is the AGGORA policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy.

Before any work is commenced the operative should make himself aware of the premises Fire Evacuation procedure and comply with these requirements.

The following personnel must carry with them as part of their tool kit and have it readily available at the work location, an appropriate fire extinguisher for the work to be undertaken: -

- Heating Engineers (Soldering & Blow torches)
- Plumbers (Blow lamps)
- Pipe Fitters & Welders (Blow torches)
- Roofers (Calor torches and bitumen burners)
- Decorators & Painters (using blow lamps)
- Electricians (soldering)
- or any person using heat-generating equipment.

17. ENGINEERS WORKING WITH HEAT (HOT WORK)

All engineers working with heat (BRAZING TORCHES, BLOW LAMPS, WELDING & SOLDERING) must be aware that certain procedures must be taken to avoid a fire hazard. These procedures are required under the AGGORA health and safety requirements and under the Health & Safety at Work Act.

Before considering using hot work all contractors must explore alternative methods of undertaking the work to eliminate the use of heat. If no suitable alternative is possible, hot work will be permitted subject to the following: -

When a contractor employee uses heat then that employee is responsible for FIRE SAFETY ON THE SITE/JOB where they are working. That person must advise both AGGORA and the client that they will be using heat on the site.

BEFORE STARTING WORK

1. Before starting work the employee must obtain a **PERMIT TO COMMENCE WORK** signed by the client to permit work to commence. The employee must advise the client that they will be using heat on site.
2. Locate the fire alarm and firefighting equipment installed on the premises.
3. Clear the area concerned of movable, combustible materials, and cover and protect immovable property with suitable fire-resistant covers or screens.
4. Inspect all property in the vicinity, including the area the other side of any wall or partition, to ensure that no combustible materials are in danger of ignition either directly or by conducted heat.
5. Confirm that appropriate fire extinguishers are available near the work and ready for use. The employee must have **A FIRE EXTINGUISHER** with him and taken to the job and ready for immediate use. If the employee does not have an appropriate extinguisher with him he must not use heat and a **PERMIT TO COMMENCE WORK** will not be given.

DURING WORK

1. Ensure that the lighting of blowlamps or blowtorches is carried out strictly in accordance with manufacturers' instructions.
2. No lighted blowlamp, blowtorch or other heat producing equipment is to be left unattended.
3. Gas cylinders not required for immediate use must be kept away from any apparent fire hazard and outside any building in or which work is being carried out.

AFTER CEASING THE USE OF HEAT, THE EMPLOYEE MUST REMAIN ON SITE FOR A MINIMUM OF 1 HOUR AS A FIRE WATCH (SITE REQUIREMENTS MAY STATE LONGER)

Inspect all property in the vicinity, including the area the other side of any wall or partition, to ensure that there is no danger of outbreak of fire – Check for 1 hour after cessation of heat that there is no smouldering below or behind or above the employee's area of work.

Failure to follow these safety measures will result in the contractor being removed from the AGGORA list of approved contractors and may result in the contractor being referred to the Health and Safety Executive.

The following **Hot Works Permit to Work** is to be used where the project site does not issue such permits:

PERMIT TO COMMENCE WORK FORM

HOT WORK

Please note the following is an extract from the AGGORA Health and Safety Rules.

Contractors Help Desk Managers and Contract Managers must not permit any hot work to be undertaken by employees unless the client's representative on site has completed a PERMIT TO COMMENCE WORK FORM. The contractor must have considered alternative measures other than the use of heat and that the alternatives considered are impractical or not possible.

Employee requesting to use heat

I (Employee to print name).....an employee representative of (Contractors name in Print).....

Working on Job Number.....

and contracted to AGGORA confirm that I have considered all alternatives to the use of heat and found these to be impractical or not possible in undertaking work at

(Clients name and address)
.....

I also confirm that that I have read, understood and will comply with the AGGORA Contractors Working with Heat' safety requirements.

I have today (date.....) at (time.....) informed (name of AGGORA manager).....ofthat I will require to use heat on this job and that I will be informing the clients representative on site that heat is being used before any hot work is undertaken.

Client informed that heat is to be used

I (Client representative on site to print name)

Of (Print client Trading company name).....

Have been informed that heat is to be used on these premises by the Tradesman named above.

Signed :.....

Date :.....

Time :.....

18. CONTRACTORS WORKING IN CONFINED SPACES OR LONE WORKING IN ISOLATED AREAS

Contractors working in a confined space must be aware that certain procedures must be taken to avoid unacceptable risk to the employee. These procedures are required under the AGGORA Health and Safety requirements and under the Health and Safety at Work Act.

Confined spaces – risk of loss of consciousness or accident.

- Contractors employees must not enter sewers or manholes over 1800mm deep unless they have the relevant confined space training equipment and are competent to use such equipment.
- Contractor employees must not enter any confined space until an assistant is in position to render immediate assistance and that the assistant has received adequate training in assisting in confined space personnel evacuation procedures and techniques.
- The employees must advise their supervisors and the AGGORA help desk that confined space working is about to commence before any access is undertaken.

Lone working in isolated areas – risk of unnoticed accident

The contractor's employee is responsible for their own safety and they must assess that if they are about to work in an area where, if an accident occurred, and they were rendered unconscious or incapacitated they may not be discovered for a period in excess of 10 minutes. Under these conditions the contractor's employees must obtain a **PERMIT TO COMMENCE WORK FORM** signed by the client's representative on site. The employee must advise the client that they will be working in a confined or isolated area informing the clients representative of the precise location of the isolated work area.

- Contractor's employees who are required to work in isolated areas such as enclosed Roof Spaces, Crawl ways, rooms off cellars or any non-frequented areas must obtain a **PERMIT TO COMMENCE WORK** before the works are commenced.
- The contractor's employee must advise their supervisor or manager and the AGGORA Help desk that they have obtained a **PERMIT TO COMMENCE WORK**, signed by the client's representative on site before works commence. The employee will advise on how long the job is anticipated to last and the location of the work being undertaken.
- The contractor's employee will make verbal communication, direct or by radio communication or by telephone communication to their supervisor or manager **every 30 minutes** during the isolated area working. The employee's supervisor or manager will make contact with the employee within ten minutes if the employee has not made contact after a period of 30 minutes of isolated area working. If contact cannot be obtained the employees manager will make immediate contact with the client's representative on site and request that a visual check is made on the employee **and his well-being is confirmed**.
- On completion of the isolated area working the employee will advise the client representative on site, their supervisor or manager and the AGGORA help desk that the works are completed.

The following **LONE WORKING Permit to Work** is to be used where the project site does not issue such permits:

PERMIT TO COMMENCE WORK FORM

LONE WORKING IN ISOLATED AREAS

Please note the following extract from the AGGORA Health and Safety requirements.

Lone working contractor employees must not work in an isolated area unless they have notified relevant personnel and the client's representative on site that they are about to do so. An isolated area is any area that work is required to be undertaken where if an accident occurred where the employee may be rendered unconscious or incapacitated and is likely to be undetected for a period longer than 10 minutes.

I (employee to print his name).....

Working on Job Number.....

An employee of (Print name of contractors organisation)..... and contracted to AGGORA have assessed the risk to my safety and consider that I am required to work in an isolated area, which is: -

(Print the location of the area).....

Within the premises (Print name of premises).....

I will inform my supervisor and the AGGORA help desk that I have obtained the clients signature on the **PERMIT TO COMMENCE WORK FORM** prior to my commencement of work in that area.

I (Client representative on site to print name).....

Of (Client to print name of organisation).....

Have been informed that the above employee is about to commence work in an isolated area. I understand that the employee will make regular contact with his employer throughout the period of work in the isolated area.

Signed (Client representative on site).....

Date.....

Time.....

19. WORKING AT HEIGHT

The director responsible will ensure that working at height will be avoided, so far as is reasonably practicable.

Where work at height cannot be avoided the director will ensure that a risk assessment is carried out and that appropriate control measures are implemented to ensure that the work can be carried out safely.

Work of a short duration and of a light nature (Changing or checking a light fitting or tube) and at a low height may be carried out utilising a 9 step, step ladder which has been regularly inspected. In all other cases the precautions used will include, as appropriate

1. Use of appropriate access equipment
2. Maintenance of all access equipment
3. Barriers to keep people away from the work area.
4. Systems to prevent people falling or if that is not possible to minimise the consequences of a fall.
5. Employees adequately trained to work at height
6. Employees trained in safe use of access equipment

If a mobile elevated working platform is chosen, then

1. Only trained and competent persons operate the platform.
2. That fall arrest equipment is provided for the operative inside the platform
3. All hand tools are secured to the platform with safety ropes.
4. A suitable means of descent from the platform is provided in an emergency.

20. SCAFFOLDING & TOWERS – PROHIBITION FROM ERECTING, ADAPTATION OR DISMANTLING

Scaffolding or Scaffolding Towers can only be erected or dismantled by Licensed Scaffold Erectors. Under no circumstances should unlicensed employees attempt to erect or dismantle scaffolding or scaffolding towers. If scaffolding or a scaffold tower needs to be moved, altered or amended in any way, a licensed Scaffolders must do this. The only exception is for wheeled towers, which a tradesman may reposition with prior approval from their supervisor or manager.

Should any non-licensed scaffolder attempt to erect, dismantle, move or modify scaffolding or scaffolding towers, then that person could be liable to prosecution by the Health and Safety Executive.

If after scaffolding or a scaffold tower has been erected at a height over 1.8 metres then the scaffold or tower must have guard rails and toe boards. Should these not be present, advise the AGGORA help desk. Employees and Contractors must not go on a scaffold or scaffold tower, which does not have Guard Rails, or Toe Boards fitted.

Ladders must be used to give access to the scaffold platforms or towers and should be securely lashed to prevent movement; a competent person employed by the contractor should examine All scaffolding towers regularly.

21. LADDER WORK & ROOFING WORK

All employees and Contractors should note that working off ladders up to a maximum permitted height of 6 metres, that ladders should be suitably secured to the structure of the building and inspected. An assistant should always be in attendance at the foot of the ladder.

Ladder work or roofing work should not be attempted in storm conditions i.e. where the wind force is strong enough to break branches of trees, or if the employee's opinion, the wind force exposes the employee to risk. Work must not be attempted in these conditions.

Ladder work or roofing work must not be attempted at night during dark conditions if there is no flood lighting or electric lighting available. Employees must not expose themselves to risk in darkness. If when an employee or contractor attends during an evening call out the employee believes the lack of lighting or visibility is too poor and therefore exposing the employee to risk, then the employee should advise the client and the Aggora help desk that they cannot continue work because of these Health and Safety Rules.

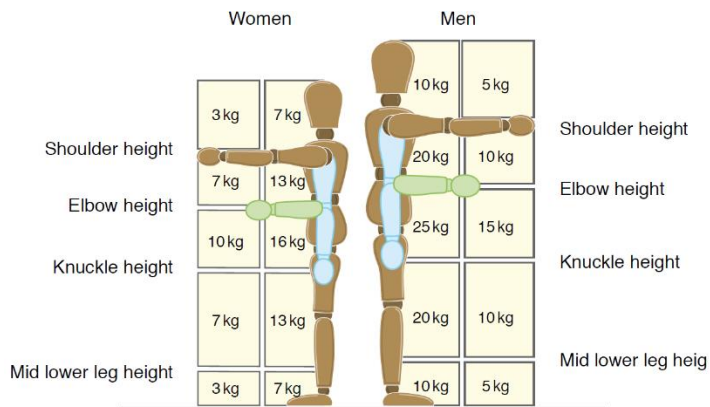
A Mate/Assistant must always be in attendance as a Safety Warden for any roofing work. Trainees or apprentices etc must not be permitted to go on a ladder or roof until sufficiently experienced and adequately trained so to do.

22. GLAZING

Contractor Employees should wear suitable hand and eye protection when hacking out glass and handling new glass. When glass exceeds areas over one square metre an assistant must be in attendance.

23. LIFTING OF HEAVY WEIGHTS (Manual Handling)

Direct employees and contractors must not attempt to lift heavy weights which they feel incapable of moving safely, e.g. Heavy Inspection chamber covers, machinery or equipment, without having first considered the risks prior to each work activity and obtained the necessary assistance of either additional personnel or specialist lifting gear or both. All employees should have completed an appropriate manual handling training course and be fully conversant with lifting techniques and weight assessment.



24. ASBESTOS - ASBESTOS DUST

If works are required in a non-domestic premises and involves any drilling, cutting or material removal, if the material being drilled, cut or removed cannot be identified as non-asbestos bearing material then the operative must assume that it may be Asbestos containing material (ACM). In these circumstances he should first ask the client if the material is listed on their asbestos register? And then ask for the material to be tested before removal.

Under no circumstances should an Aggora engineer or contractor attempt to remove asbestos or what looks like asbestos of any kind. In the event that asbestos or what looks to be like asbestos is located, employees must advise their supervisor and the AGGORA help desk who will arrange for the material to be tested and/or for a Licensed Contractor to remove the asbestos.

It should be noted that asbestos might be located in the following:

Old Fire Doors, Boiler Lagging and gaskets, ductwork lagging, ductwork panelling, flues, Suspended ceiling tiles, vent pipes, Pipes, Roof guttering and boiler cupboard doors.

25. HORSEPLAY

In connection with all employees and contractors' activities "Horseplay" is forbidden.

26. TRAINEES ENGINEERS

Trainee or apprentice engineers are NOT permitted to climb ladders, work on roofs, in trenches, on scaffold, with live electrics or be exposed to any other dangerous tasks.

27. PROHIBITION FROM WORKING WITH TOXIC PRODUCTS & INFLAMMABLE ADHESIVES

C. O. S. H. H. Regulations 2002

All contractor employees are prohibited from using or working with any hazardous substances, toxic products or inflammable adhesives. No employee must enter or work in an area where it is apparent there are toxic, hazardous or inflammable fumes or work with products, which create such fumes or hazards.

Every contractor is responsible for establishing whether products are hazardous when purchasing the goods, a material safety data sheet (MSDS) will be requested from the supplier. Every employee must read the instructions on the MSDS. Every contractor must hold C.O.S.H.H data sheets on all materials used by them and advise AGGORA of any dangerous materials that may be considered for use on an AGGORA job. The risks associated with the dangerous material will be considered for all work activities. Alternative less harmful substances will be used wherever possible. Appropriate PPE will be provided and used by employees, and health surveillance undertaken where necessary.

All laminating work (e.g. Formica) using toxic or flammable adhesive must be pre-made by a suitable supplier at their own premises where they have the appropriate fume extraction and equipment to reduce the health and safety risk. However, some products are available for site application which are non-toxic, and water based, these may be used.

28. ABRASIVE WHEELS

Only employees trained and certificated in the use of abrasive wheel cutting machines may use such equipment (PUWER regulations 1998).

Employees who are trained in the use of abrasive wheel cutting machinery must wear eye protection (The Personal Protective Equipment at Work Regulations 1992) and if appropriate ear protection and Dust masks.

No employee is allowed to change abrasive wheels or disks unless they have received training in accordance with the regulations.

29. CONSUMPTION OF ALCOHOL

Consumption of alcohol during working hours is prohibited. Alcohol impairs judgment and co-ordination which can have dangerous consequences for the employee's and others around them. Any employee attending work who displays signs of, or is suspected of being adversely affected by the influence of alcohol or drugs will be requested to leave site and report to their supervisor for "fitness for work interview" the outcome of the interview will be passed to the director of the AGGORA responsible for Health and Safety on the particular site concerned.

30. PLANT & EQUIPMENT

Before operating or using any power tools or plant, owned or hired, all employees must have received instruction in their safe use or operation and be competent to use such equipment.

31. JOBS WHICH REQUIRE MATES / ASSISTANTS

All contracted employees should note that they must request the assistance of a MATE when working in situations described as follows: -

- Excavation work or Groundwork either by hand or with power tools.
- Un-occupied premises
- Working at height or from ladders where a person could fall greater than 2.0 metres.
- All heavy lifting works
- Working on or near live electrical equipment which may foreseeably give rise to danger.
- Working in premises flooded with water due to the possibility of flooded water in the premises connected to electrics conducting electricity to earth, thereby causing a hazard of electrocution.

32. DISPOSAL OF POLLUTED WATER & SEWAGE OR OIL SLUDGE

Water which is polluted with chemicals, oil, or oil-based products, or sewage, or other pollutants (Paint, Solvents or petroleum products) must not be pumped from flooded inspection chambers, interceptors or other areas into stormwater drains or allowed to enter other surface water drains.

It is permissible to pump sewage water or water polluted by sewage into foul drains only. Always pump flooded cellars into foul drains unless chemicals or oils pollute the water.

Water polluted by chemicals or oil-based products will normally have to be disposed of by tanker.

33. DISPOSAL OF RUBBISH, SOLID WASTE OR REDUNDANT MATERIALS.

Any product requiring throwing away must be disposed of in accordance with current legislation, codes of practice, bye laws and other relevant legislation.

In most cases rubbish or redundant materials will be left on site for the client to dispose of in the appropriate way as the materials legally belong to them. If however the client wishes AGGORA to dispose of any rubbish or redundant materials for an additional cost AGGORA will then bag the materials to be kept by the client until our registered waste carrier can pick up the materials and dispose of in the appropriate way. Or if our service Partner is a licensed waste carrier he will dispose of the materials in the appropriate manner.

AGGORA ENGINEERS CONFIRMATION
HEALTH AND SAFETY POLICY STATEMENT
AGGORA SAFETY RULES

I confirm I have received a copy of the AGGORA Health and Safety at Work Policy Statement, and a copy of the companies Safety rules.

Signed.....

Print Name.....

Date.....

Originator	Rev1	5 April 2005
Revision	Rev 2	5 April 2006
Revision	Rev 3	2 February 2007
Revision	Rev 4	30 June 2007
Revision	Rev 5	30 June 2008
Revision	Rev 6	13 January 2009
Revision	Rev 7	24 April 2006
Revision	Rev 8	28 April 2009
Revision	Rev 9	5 May 2009
Revision	Rev 10	7 December 2009
Revision	Rev 11	5 December 2010
Revision	Rev 12	23 June 2011
Revision	Rev 13	19 January 2012
Revision	Rev 14	22 January 2013
Revision	Rev 15	22 October 2013 (RIDDOR 2013)
Revision	Rev 16	6 January 2014
Revision	Rev 17	5 October 2015 (CDM 2015)
Revision	Rev 18	4 April 2016 (Manchester Office)
Revision	Rev 19	3 April 2017 (Director Updates)
Revision	Rev 20	1 April 2018
Revision	Rev 22	1 January (BUNZL Hive up)
Revision	Rev 23	1 January 2020
Revision	Rev 23	1 August (Director Updates)
Revision	Rev 24	13 January 2021
Revision	Rev 25	21 January 2022
Revision	Rev 26	21 January 2023
Revision	Rev 27	03 April 2023 (Director Updates)

Next review January 2024

By N. Curtis H&S Manager