



ATG group

Health and Safety Policy

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1.0 Health and Safety Policy Statement

This Health and Safety Policy and its associated procedures applies to all activities of ATG Group, wherever work is carried out and is to be followed by all workers as well as any nominated parties working on the Company's behalf.

This Health and Safety Policy is also communicated to customers & suppliers and is made available to other interested parties as required and appropriate.

In line with this Policy, ATG Group will endeavour to:

- Continue to fully meet the requirements of ISO 45001:2018
- Comply as a minimum with all relevant health and safety legislation as well as other health and safety requirements
- Set, monitor, and attain objectives and targets for managing our health and safety performance to ensure strict control over all services, processes, and facilities
- Ensure that all employees and subcontractors as far as reasonably practicable, are provided with a safe place of work and that all the provisions of health, safety, welfare, fire, and environmental legislation are met
- Ensure all necessary steps are taken to guarantee the health and safety of other persons, including the public
- Continually improve on company response to all aspects of H&S

ATG Group considers that its key aims and objectives for the delivery of health and safety are:

- Suitable and sufficient risk assessments
- Implementation of identified controlled measures
- Ensuring that all accidents, incidents and near misses are reported, reviewing all such reports, and ensuring that a full investigation is carried out and appropriate action taken, where necessary
- Maintain a training matrix
- Provide welfare and first aid facilities
- Encouraging participation and feedback on safety issues through safety meetings
- Review this policy on a regular basis
- Bring this policy to the attention of all our workers and interested parties
- Improve staff morale and enhance company reputation

Its processes are described and controlled in its Health and Safety Management System and all its activities are carried out in accordance with this documentation.

Every employee is expected to adhere to the spirit as well as the letter of this policy.

2.0 Roles and Responsibilities

2.1 Company Health and Safety Responsibilities

The Company Directors recognise that under the Health and Safety Legislation of Northern Ireland that they are ultimately legally responsible for the Health, Safety and Welfare of employees, and for the implementation of this health and safety policy and associated arrangements within ATG Group.

ATG Group hire the services of an external health and safety consultant to ensure that all our operations are compliant with legislative requirements.

2.2 Managing Director Duties

- Ensure that all work activities are adequately funded, planned, organised, and controlled
- Provide adequate information on the hazards and risks involved in undertaking work activities
- Ensure that the necessary assessments of risk are undertaken, and the implementation of control measures is effectively managed and supervised
- Monitor application and implementation of this health and safety policy
- Provide effective training and support professional development to ensure that all managers, supervisors, and employees are competent to undertake work activities
- Liaise with clients and contractors
- Set a good personal example by wearing the appropriate personal protective equipment when visiting site
- Provide sufficient resources to operate and maintain safe and healthy places of work
- Promote effective participation by all employees in joint consultation on health, safety, and welfare matters

2.3 Health and Safety Consultant Duties

- Advise directors, managers, supervisors and employees on statutory requirements and company standards
- Carry out site visits to ensure that appropriate health and safety control measures are in place
- If necessary, fully investigate any accidents and dangerous occurrences as to learn and remove hazards
- Notify the Health and Safety Executive, where necessary, of accidents and dangerous occurrences
- Supporting and advising directors, safety officers, managers, supervisors and employees on health and safety related to their work activities, particularly in the assessment of risk, development of method statements and health and safety information when requested
- Advise the Company on training implementation and plans
- Advise the Managing Director when renewing all health and safety documentation
- Advise on the provision of appropriate welfare, fire protection, first aid and emergency arrangements for all work activities, both office and site based
- Advise the Company it needs to monitor arrangements for effective participation of all employees in health and safety issues, through consultation and promotion of proactive health and safety culture
- Set a good personal example by always wearing the appropriate personal protective equipment

2.4 IMS Team Duties

- Advise directors, managers, supervisors, and employees on statutory and company standards
- Carry out site audits on company documentation
- Implement a suitable and sufficient training matrix with the company and assist with training if needed
- Ensure induction training is provided for all new employees and make them aware of specific issues
- Ensure that all safety documentation is up to date and relevant for all company circumstances
- Responsible for the appropriate distribution to relevant personnel of minutes, inspection reports and any other health and safety correspondence, as required
- Ensure that managers, supervisors, employees, and sub-contractors are complying with the appropriate statutory and company standards
- Carry out site safety inspections on a regular basis to identify any breaches of law
- Carry out toolbox talks and training
- If necessary, investigate any accidents and dangerous occurrences fully to learn and remove hazards
- Notify the Health and Safety Executive, where necessary, of accidents and any dangerous occurrences
- Compile and implement method statements and risk assessments
- Ensure equipment is regularly and properly inspected, certificated, and maintained
- Advise the Company that all records, reporting and documentation relating to health, safety and welfare must be maintained, established and up to date
- Circulate copies of procedures, instructions, and policies in accordance with company requirements and maintaining the currency of such documents by ensuring their review and revision
- Provide support to directors, managers, and supervisors in complying with their health, safety, and welfare duties
- Monitor health, safety, and welfare to ensure that practices are adhered to and that no breach of law occurs on health and safety matters
- Set a good personal example by always wearing the appropriate personal protective equipment
- Be aware of the requirements of current and relevant forthcoming legislation and establish systems to monitor compliance
- Arrange for the testing of electrical appliances on a pre-determined basis by a qualified electrician

2.5 Project Manager Duties

- Ensure that day-to-day health and safety procedures within their control are implemented
- Promote good health and safety, and good working practices throughout their duties
- Ensure that each project has a site-specific risk assessment and method statement
- Ensure that all accidents and near misses are reported to the IMS Team
- Liaise with site supervisors regarding any health and safety issues
- Consult employees on health and safety matters and inspect all projects in their control before commencement
- Ensure that the correct personal protective equipment is issued and used
- Utilise the non-conformance system for non-compliance on any health and safety matters
- Ensure that a first aider is appointed and that the first aid equipment is provided on projects under their control
- On projects under their control, maintain adequate welfare facilities, fire prevention and emergency procedures
- Set a good example by always wearing appropriate personal protective equipment when on site

- Co-ordinate and co-operate with the IMS Team on all project health and safety issues
- Liaise with clients and sub-contractors
- Assist in the monitoring and review of company policy when requested
- Shall attend quarterly health and safety meetings and complete any assigned actions arising from this
- Shall ensure that Site Folders are issued to each site prior to commencement of operations on site

2.6 Site Supervisor's Duties

- Ensure that they understand the Company's procedures, guidance and instructions related to their work activities
- Promote health and safety, and good working practices always
- Ensure that the workforce is adequately trained
- Ensure that all accidents and near misses are reported to the IMS Team
- Provide comprehensive instruction to all employees, visitors, and sub-contractors on their responsibilities in relation to method statements and site rules and ensure that they take all reasonable and practicable steps to prevent unsafe working conditions and accidents from occurring
- Promote and communicate safe working practices by effective consultation with employees, subcontractors, and site operatives, e.g. toolbox talks, induction, pre-order meetings, etc
- Ensure that plant and equipment is regularly and properly inspected and maintained
- Ensure the competence of users of plant and equipment
- Ensure that they are competent to undertake the work allocated to them and not take any action that may be a danger to themselves or other
- Ensure the competence of sub-contractors
- Ensure the correct personal protective equipment is issued and used
- Utilise the disciplinary procedures for non-conformance on any health and safety requirement
- Monitor safety of work equipment and replace as necessary
- Always maintain good housekeeping
- Ensure as far as practicable that proper welfare facilities are provided.
- Set a good personal example by always wearing the appropriate personal protective equipment when on site
- Ensure work related hazards are identified and that suitable and sufficient risk assessments are in place to eliminate risk of accident and/ or injury or, where that is not reasonably practicable, reduce those risks.
- Shall attend quarterly health and safety meetings and complete any assigned actions arising from this

2.7 Office Manager's Duties

- Ensure allocation of appropriate office resources to operate and maintain safe and healthy places of work
- Ensure that work activities are undertaken without risk to health and safety
- Ensure that the office has a first aider responsible for first aid
- Ensure office induction training and fire escape instruction is provided for all new office staff
- Ensure that all work activities within the office are adequately planned, organised, and controlled
- Ensure the provision of suitable office equipment, materials and if needed, personal protective equipment and promote its proper use and maintenance
- Ensure that all accidents and near misses are reported to the IMS Team
- Ensure provision of appropriate welfare, fire protection, first aid and emergency arrangements for all office activities

- Ensure office equipment is regularly and properly inspected and maintained
- Promote effective participation by all employees in consultation on health, safety, and welfare matters
- Ensure there is provision of effective office training and professional development to establish that all employees are competent to undertake the allocated work activities
- Ensure that fire drills are arranged for the Company premises on at least a bi-annual basis
- Provide effective office arrangements to undertake the management of health and safety throughout the Company's premises, such arrangements will include the provision to undertake regular inspections and audits
- To assist in the monitoring and review of the company policy when requested

2.8 General Employees' Duties

Employees other than those that fall within the definitions above shall:

- Work with reasonable care to ensure the health and safety of themselves, others, and their working environment
- Ensure they understand the instructions provided and work in strict accordance with those instructions and the relevant training they have undergone
- Take care of their health through correctly using equipment, materials, and controls, cooperating with measures used to minimise ill-health including the early reporting of concerns, wearing of PPE as identified by risk assessments, etc
- Co-operate with those allocated with health and safety responsibilities
- Report problems, hazards, or potential hazards in relation to safety, health and welfare to the health and safety representative
- Immediately report any accidents or near misses to the IMS Team

2.9 Sub-contractors' Duties

- All sub-contractors undertaking work for ATG Group have a duty to comply with all statutory and Company requirements in respect of health, safety, and welfare
- Shall provide any health and safety related documentation as requested
- Shall provide valid copies of thorough examination or inspection certificates, as applicable for equipment anticipated to be used on Company worksites or premises, whether owned or hired from a third party
- Shall be inducted to site by a Project Manager or Site Supervisor before any work commences
- Advise the Site Supervisor immediately in the event of an accident or near miss arising
- Fully co-operate in the event of an investigation being undertaken following an incident on site
- Advise the site supervisor immediately of any unforeseen hazards which arise during works and if necessary, cease all activities until the hazard has been removed or controlled

3.0 Safety Arrangements

3.1 Asbestos

ATG Group employees are not permitted to undertake any licensed work involving asbestos containing products. Only competent and trained employees shall undertake non-licensed tasks which involve low risk type works and abide by training provided. All workers carrying out non-licensed work with asbestos must be under health surveillance by a doctor.

If any material or dust is uncovered on site and it is suspected to be asbestos, assume it is asbestos until deemed otherwise. The HSE has issued safe working practice guidance for working on small amounts of asbestos containing material. However, these only apply after a suitable and sufficient risk assessment and survey have been completed by a competent person which determines that 'control limits' will not have been exceeded.

3.2 Consultation and Information

ATG Group is committed to effective employee consultation encouraging all levels of employee consultation on health, safety and welfare issues and seeks to create an environment where everyone is valued, and all views are listened to. Every opportunity and encouragement are given to employees to discuss safety matters through quarterly safety meetings. Also, that relevant health and safety information is made available to all employees, through staff meetings, toolbox talks, monthly campaigns, and notices.

The Company will consult its employees on health and safety continually by listening and talking about:

- Health and safety and the work of the employees
- How risks are controlled within the company
- The best ways of providing information, training, and professional support

Consultation is a two-way process allowing staff to raise any concerns and influence the company's decisions on the management of health and safety.

3.3 Control of Substances Hazardous to Health (COSHH)

The company will ensure that a suitable and sufficient assessment is made of all substances used at work and that all necessary control measures and records are maintained in accordance with all current regulations.

All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased to minimise any associated risk.

No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

3.4 Display Screen Equipment

The Company will ensure that suitable and sufficient workplace assessments are made to establish that workstations are safe and considered necessary to satisfy regulation, requirement or recommendation, suitable and sufficient ergonomic furniture and equipment will be made available to the users of display screen equipment.

The Company will provide any necessary information and training to ensure employees can use display screen equipment and workstations safely and know how to make best use of it and to avoid health problems.

3.5 Driving at Work

The Company operates a Company Vehicle Policy which outlines the requirements of those driving Company vehicles and those using their own vehicles at work. Please refer to the Company Vehicle Policy document for full details of the Company's rules and requirements for driving at work.

3.6 Electricity at Work

All electrical equipment which the Company uses will be supplied, installed, maintained, or used in accordance with current regulations. A trained and competent person will carry out inspection and tests on all portable electrical appliances. No power tools or electrical equipment of voltage greater than 110 volts shall be used on sites unless special arrangements are made.

Faulty equipment must be withdrawn from service and either repaired or correctly disposed of. All faults that develop between formal test intervals must be immediately reported to the IMS Team.

3.7 Emergency Procedures

An assessment will be made of the risk of serious and imminent danger, at the workplace and control measures for dealing with emergencies established.

Specific arrangements will be made for:

- Personal contamination
- Spillages of herbicides
- Medical emergency
- Fire
- Suspected poisoning of animals
- Emergency spill response
- Asbestos
- Encountering buried services
- Traffic accidents
- Rodents
- Safe use of herbicides
- Dust

3.8 Excavations

Risk assessments shall be undertaken prior to any excavation works and control measures put in place to ensure a safe working environment and safe means of rescue. Throughout the excavation work, Site Supervisors will need to monitor the operation to ensure safety method statements and risk assessment controls are being followed. All excavations must be examined daily.

It is important that excavations are properly planned, with adequate support or battered systems developed, to prevent collapse. This includes completing and issuing permits to work, if relevant.

3.9 Fire Safety

The Company will appoint competent fire marshals in all its offices and construction sites who will carry out regular inspections of firefighting equipment, fire alarms and emergency lights as well as carry out regular tests of the fire alarms and emergency lights and arrange for fire drill to be conducted on a regular basis.

The Company will ensure that all facilities, equipment, and devices provided in respect of fire safety will be adequately maintained. All fire extinguishers will be serviced annually, and fire alarm systems and emergency lighting serviced bi-annually.

3.10 First Aid

It is the Company's objective that at least one first aider is available within our Company premises and that all site supervisors are qualified in first aid.

Adequate first aid facilities are provided and maintained within our premises, at all work sites and within all company vehicles. Names of first aiders will be displayed at first aid points and at prominent positions on all premises and sites.

Accidents must be reported to the IMS Team.

3.11 General Safety

ATG Group recognises that the safety of all employees, visitors and sub-contractors is enhanced by the maintenance of, so far as is reasonable, a workplace free from risk.

Regular checks will be made by all employees to remove hazards, such as trailing wires, inappropriate furnishing arrangements, obstructed fire escape routes, unhealthy or unclean conditions and other hazards which it is in their immediate control to deal with.

3.12 Health Surveillance

Health surveillance is about systematically watching out for early signs of work-related ill health in employees exposed to certain health risks. Health surveillance is treated as being appropriate where the exposure of an employee to a substance hazardous to health is such that an identifiable disease or adverse health effect may be related to the exposure.

The Company shall ensure that wherever necessary, appropriate health surveillance shall be carried out by a competent person however it should be remembered that health surveillance is not a substitute for adequate control measures; it provides an early indication of problems and may suggest that control measures are not working properly.

3.13 Incidents

In the event of an incident occurring, the following guide applies:

| Type of Incident | Action to be Taken |
|---|---|
| Accident resulting in a fatality | <ol style="list-style-type: none"> 1. Notify the HSE as soon as possible by telephone 2. Notify the Managing Director and IMS Team by telephone 3. Upon full investigation, a member of the IMS Team will complete form F2508 (GB) or NI2508 (NI) and forward it to the appropriate HSE area office within ten days of the accident 4. The IMS Team will undertake incident investigation |
| Accident resulting in major injury or admission into hospital for more than 24 hours | As above |
| Accident resulting in a person being incapacitated for work for over three days (NI) and seven days (GB). This excludes the day of the accident but includes any non-working day. | <ol style="list-style-type: none"> 1. Notify the Project Manager and health and safety representative by telephone 2. A member of the IMS Team will complete form F2508 (GB) or NI2508 (NI) and forward it to the appropriate HSE area office within ten days of the accident 3. Health and safety representative will undertake incident investigation |
| Accidents less than three days | <ol style="list-style-type: none"> 1. Accident book 2. A member of the IMS Team will undertake incident investigation |
| Near misses and dangerous occurrences | <ol style="list-style-type: none"> 1. A member of the IMS Team will undertake incident investigation |

Please note details of all above accidents and significant occurrences of work-related ill-health must be entered in the accident book as must all accidents resulting in injury, however trivial.

ATG Group tries to achieve a target of zero accidents and will investigate all accidents reported by the employees.

3.14 Ladders

Ladders will only be used as a place to work at height if risk assessments demonstrate that the use of more suitable equipment is not justified because of the low risk, the short duration of use and that existing features on site cannot be altered.

Ladders will be securely fixed or footed, be set on firm ground, be of the correct standard and will be regularly inspected for damage.

3.15 Lifting Operations

ATG Group will ensure that only competent people use or oversee lifting operations and equipment used is regularly inspected.

No lifting operation shall be performed if:

- The operator is not completely satisfied with the strength and/or stability of the lifting equipment
- The operator is not completely satisfied with security of the load
- The operator is not completely satisfied with safety of people on the ground
- Certification, inspection or markings of vehicle or tackle are missing
- The operator is not completely satisfied with conditions in place (wind, soft ground etc.)

All loads should receive the appropriate assessment and planning so that safety and stability is retained throughout.

3.16 Lone Working

Lone working is permitted when it is deemed that the job is of such a nature that a single person could competently and safely complete the tasks required. Where lone working is required, a risk assessment shall be carried out and appropriate controls defined and implemented. Lone workers should not be exposed to more risks than a group of employees working together. In certain cases, lone working is not permissible, and the worker will be physically supervised.

The tasks which must never be undertaken while working alone are those which involve any form of entry into a confined space, and any form of work involving live electrical conductors (even if you are qualified to do so).

Tasks which are best avoided when working alone if this is possible, include:

- Welding, burning and other hot work
- Handling dangerous substance
- Working at height
- Work involving excessive manual handling
- Working under vehicles or heavy plant

Regular communication is to be undertaken between the lone worker and the office by telephone.

3.17 Manual Handling

Where reasonably practicable, the Company will avoid manual handling. Where manual handling is unavoidable, assessment of all loads, the working environment and the staff who handle the loads will be made.

Employees will be instructed in the correct methods of lifting and handling loads which they are required to handle at work, with regular toolbox talks to reinforce this message.

No person will be required to lift, move, or carry any load, which they feel could be harmful to their health.

Where assessed as necessary the appropriate control measures will be recorded as part of the risk assessment, put into operation, maintained, and monitored as to their effectiveness.

3.18 Members of the Public and Visitors

ATG Group draws attention to all employees, of the need to be vigilant in the care of visitors and members of the public in the vicinity of our sites or workplaces.

Special care will be needed in the event of an accident to ensure that an appropriate person gives first aid and that requirements for reporting of the accident are satisfied.

In the event of a fire all reasonable efforts will be made by the employees and fire warden to ensure evacuation of members of the public and visitors from the premises.

All reasonably practicable measures are taken to prevent unauthorised access to site and secure any interface with the public.

Measures considered include:

- Fencing or hoarding to prevent unauthorised access to the site
- Securing and immobilising plant and equipment
- Backfilling or securely fencing off deep excavations
- Covering manholes securely
- Spoil heaps will be as low as possible and battered and sealed to a safe angle of repose

3.19 Noise and the Environment

ATG Group will assess all noisy operations with the aim to limit the exposure to employees to a minimum and reducing the nuisance effect on others. Where practical, quieter plant and equipment will be used.

If it is not possible to reduce noise levels, employees must wear ear defenders supplied to them and follow all advice and training given.

Before work commences, the Company will assess the effect on the environment of any work being done. Provisions will be made to eliminate any sources of environmental damage or pollution or establish sufficient control measures to minimise any harmful activities.

3.20 Personal Protective Equipment (PPE)

Suitable and sufficient personal protective equipment will be available for individuals where such equipment is assessed as necessary or required by regulations or recommended by guidance. Only when the adoption of reasonable engineering or management control are unable to reduce a hazard to an acceptable level will personal protective equipment be supplied and used by the operative.

The Company will ensure that employees who need to wear protective equipment are properly trained and advised in its use and maintenance.

It is company policy that the following PPE is always worn on site, unless indicated otherwise:

- Safety helmet
- High visibility vest or jacket
- Safety footwear with toe and sole protection

Where specific hazards are highlighted by risk assessments, any additional PPE needed will be provided and instruction/training will be given in its correct use.

3.21 Plant and Equipment

ATG Group recognises that hazardous situations involving plant, equipment, vehicles, and tools must be adequately controlled in order to avoid injury, loss or damage to people, property or the environment.

It is the policy of the Company that the management will select and provide plant and equipment which:

- Is suitable for the work at hand
- Is fitted with the necessary guards and emergency stops etc. as required
- Is well maintained and always kept in good condition
- Have the required test certificates which are current and up to date

ATG Group will ensure that operation of any plant and equipment is authorised and only undertaken by competent persons with the necessary knowledge, skills, and training.

Sub-contractors and hire companies will be required to ensure that all plant, vehicles, equipment, and tools, are supplied in a safe and good mechanical condition and accompanied by a thorough examination and inspection certificate if applicable, or other appropriate record which indicates when the item of equipment was last tested, inspected, maintained, etc. Any defective item of plant or equipment or any item found not to be satisfactorily inspected and maintained shall be taken out of use until appropriate action has been taken by the supplier or sub-contractor to rectify the defect.

Staff are reminded of their duty to visually inspect plant daily. They are also reminded to ensure that equipment is isolated when not in use, and so avoiding either the use or temptation for persons to use equipment for which they are not authorised to use.

ATG Group see the use of mobile phones as being an essential part of modern business, but stresses that users of plant and equipment must ensure that their machines are stationary, handbrake on and in neutral or switched off before answering or making calls.

3.22 Respiratory Protective Equipment (RPE)

All staff supplied with face fit masks are required to be clean-shaven at the point that they are face fit-tested for FFP3 respirators. Staff should be aware that having stubble or a beard is likely to negatively impact upon the effectiveness of the FFP3 respirators.

All employees are strongly encouraged to be always clean shaven to be prepared if there is a requirement to wear an FFP3 respirator.

It might be requested that staff be clean shaven and that tight fitting FFP3 respirators are worn if circumstances dictate. Staff in these circumstances will be required to comply with the request to be clean shaven.

It is recognised that there will be some staff for whom the use of FFP facemasks may be unsuitable e.g. for medical reasons. In these instances, alternative RPE will be investigated and supplied that does not rely on the tight seal.

3.23 Risk Assessments

The completion of Risk Assessments is a requirement of the Management of Health and Safety at Work Regulations. The regulations place a duty on the employer to carry out a suitable and sufficient risk assessment when a significant risk is identified. The risk assessment should identify those at risk, the level of risk and detail the preventative and protective measures.

Operatives must receive a briefing on any risk assessment and sign an acceptance sheet before commencing work.

3.24 Site Housekeeping

Sites will be maintained as far as reasonably practicable in a tidy and orderly condition. Materials are to be stored in a safe and secure manner. Materials are to be managed so that only the minimum amounts of materials are stored on site at any one time.

3.25 Stress Management

ATG Group is committed to protecting the health, safety, and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

ATG Group will ensure:

- Workload allocation is monitored, taking account of aspects of employee wellbeing
- Staff receive adequate information and support from colleagues and line managers
- Equality, diversity, and inclusion are promoted, as well as a workplace free from harassment and bullying
- Staff understand their roles and responsibilities
- Staff are involved and consulted about organisational changes

3.26 Training

We will ensure that appropriate training in health and safety matters is provided for employees to ensure that they have sufficient knowledge, skills, and information to allow them to carry out their duties safely.

All new staff will receive induction training, to be followed by specific on the job training by the manager or supervisor and an external training body where necessary. This training will include a verbal interpretation of the health and safety policy. The Company will maintain records of all training.

Only trained operatives will be allowed to operate plant and certain items of equipment. Evidence of competence will be required from direct employees and employees of sub-contractors before being allowed to operate items of plant or equipment.

3.27 Welfare Facilities

In general, ATG Group will ensure, and where necessary make separate for men and women, that all workers under their control have:

- Adequate toilet facilities that are clean and well serviced
- Washing facilities that are adequate for the activities taking place, conveniently placed, have hot and cold running water and drying facilities
- Suitable rest facilities to take breaks with seating

The number and sizes of facilities will be dependent on the size and nature of the project.

Suitable arrangements will be made to ensure that welfare facilities are always maintained and kept in a clean and hygienic condition