



Health and Safety Policy

May 2021

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Section 1

Health and Safety Policy Statement. The Policy Manual is available to all employees on can be found on the Ilke Homes server – HS-001-F1.

HEALTH AND SAFETY POLICY STATEMENT

The Executive Team of Ilke Homes Ltd, declare that the aim of this policy is to achieve a working environment which is free of work-related accidents and ill-health, and to this end will pursue continuing improvements from year to year. The main general duties to ensure, so far as is reasonably practicable, the health, safety and welfare at work for all our employees, will be achieved by:

- The provision of any required information, instruction, training and supervision;
- Providing and maintaining safe plant, tools and equipment;
- Providing safe and healthy working conditions for the prevention of injury and ill-health;
- The safe use, handling, storage and transport of articles and substances;
- Maintaining a safe place of work including safe access and egress;
- Providing a safe working environment with adequate welfare facilities;
- Ensuring all employees are competent in carrying out their duties;
- Complying with all current applicable health and safety legislation;
- Reviewing and revising the written health and safety policy when necessary;
- Undertaking suitable and sufficient risk assessments;
- Eliminating hazards as a primary control measure to reduce OH&S risks;
- Providing adequate means of consultation by seeking workers views, and considering them before making a decision;
- Ensuring participation of workers when making changes to enable joint decision making;
- Continuously improving and enhancing OH&S performance;
- Provision of health surveillance for all of our employees;
- Complying with any government guidelines and legislation released to deal with any public health emergencies or pandemics.

Signed:



Date: 24th May 2021

Dave Sheridan

Executive Chairman

This policy is documented, implemented and communicated to all persons working for, or on behalf of the organisation and is available to our interested parties. Our health and safety policy will be reviewed regularly to monitor its effectiveness, to ensure that it reflects changing needs and circumstances.

Section 2

Organisation & Responsibilities

ORGANISATION

The effectiveness of our Health & Safety policy is dependent on the people who are responsible for ensuring that all aspects of work, whether on Ilke or third-party premises, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Executive Chairman, but specific duties are delegated to others according to their experience and training.

The Executive and Senior management, both individually and collectively, shall ensure that this policy is applied throughout the whole company and that those employed by Ilke Homes are kept fully informed of its content.

All workers have a legal and moral duty to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

Ilke Homes will employ suitable qualified Health and Safety professionals to help in fulfilling its duties and obligations.

RESPONSIBILITIES

Executive Chairman

The responsibilities of the Executive Chairman include:

- Knowing the appropriate statutory requirements affecting Ilke Homes operations.
- Knowing and promoting the Ilke Homes Health & Safety Policy and ensuring that it is brought to the notice of all employees.
- Ensuring that appropriate training is given to all staff as necessary.
- Ensuring that adequate financial resource is afforded as appropriate for Health and Safety matters.
- Insisting that best working practices are adopted throughout Ilke Homes, as laid down within approved codes of practice, and that work is planned and carried out in accordance with the statutory provisions.
- Arranging for regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, and future possible improvements etc.
- Reporting all accidents and where appropriate taking part in any subsequent investigation.
- Ensuring all staff are inducted.
- Ensuring all equipment is maintained.

The Executive, Senior Managers and Managers

The responsibilities of the Managers are:

- Understanding the Ilke Homes Health and Safety Policy and ensuring that it is brought to the notice of all employees, particularly new starters.
- Knowing the requirements of relevant legislation and ensuring that they are observed on.
- Ensuring work is carried out to the required site standards with minimum risk to employees, other subcontractors, the public, equipment or materials.
- Ensuring that registers, records and reports are up-to-date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
- Where necessary, issue written instructions setting out the method of work.
- Regularly referring to the prepared written risk assessments and procedures as required which include;
- Making them available to all employees, including sub-contractors and discussing the requirements with them fully. This should include young persons who will need a specific risk assessment and extra guidance.
- Ensuring that all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessments.
- Planning and maintaining a tidy working environment
- Arranging for the delivery and safe storage of materials and ensuring that off-loading and stacking is carried out in a safe manner.
- Ensuring that sub-contractors are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person or the environment.
- Ensuring that any electricity supply is installed and maintained in a safe and proper manner.
- Ensuring all electrical equipment has been tested for safe working, tagged and a register kept, by a competent electrician. No electrical equipment shall be used without the appropriate proof of regular testing.
- Ensuring all plant and equipment is tested at the statutory intervals.
- Setting a personal example by wearing the appropriate protective clothing.
- Ensuring adequate numbers of appointed persons and other responsible persons to manage emergency scenarios are available at all times, all persons must be aware of their locations and the procedure for receiving treatment for injuries and other site emergencies where applicable.
- Ensure that any accident which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with company procedures.
- Ensure that any incident which may have an effect on the environment is reported in accordance with company policy.
- Accompanying any regulatory inspector (Health and Safety Executive, Environment agency etc.) on their inspection/visit and acting on their recommendations or notices issued if necessary.
- Liaise with emergency services when necessary.
- Reporting all accidents and near misses and when necessary and take part in any subsequent investigation relevant to their department.
- Ensuring all company vehicles (including vehicles paid for via a car allowance) are used correctly, maintained and where applicable, covered by business insurance.

Employees (including labour only contractors and sub-contractors)

The responsibilities of all employees, including labour only contractors and sub-contractors, are;

- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove hazards yourself, e.g. removing waste from walkways / keeping your work area clean and tidy.
- Co-operate with the employer and others to enable them to fulfil their statutory duties.
- Not interfere with deliberately or misuse anything provided, in accordance with health and safety at work.
- Use any equipment or substance in accordance with any training or instruction given by the employer.
- Report to the employer any serious or imminent danger.
- Read and understand the Ilke Homes Health and Safety Policy and carry out your work in accordance with the requirements and the sites standard procedures.
- Use the correct tools and equipment for the job.
- Keep tools and equipment in good condition.
- Wear appropriate PPE when a risk assessment process has identified a requirement, or when it has been highlighted in an SOP.
- Warn other employees, particularly new employees and young people, of known hazards.
- Do not use plant or equipment unless you are competent to do so.
- Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced to use it.
- Report to your supervisor any damage to plant or equipment.
- Do not play dangerous practical jokes or “horseplay”.
- Report to your supervisor any person seen abusing welfare facilities provided.
- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.
- Ensuring all company vehicles (including vehicles paid for via a car allowance) are used correctly, maintained and where applicable, covered by business insurance.

Ilke Homes operates with a RACI (Responsibility, Accountability, Consult & Inform) Matrix, this matrix covers who is responsible and accountable for all of the site’s current health and safety standards and procedures. The matrix also details who should be consulted with and informed about the current procedures that are in place to manage health and safety in the workplace.

The RACI Matrix is held on the Ilke Homes server and details further information on persons responsibilities for all of the site’s standards.

Section 3

General Arrangements & Requirements

General Arrangements & Procedures

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1. Tendering & Planning

Ilke Homes will not commence work on any construction site project until they are satisfied the current Construction (Design and Management) Regulations are being implemented.

Ilke Homes are responsible for ensuring that all pre-qualification documents are completed for tender enquiries and that Construction Phase Plans are completed.

Where a project or contract involves design work, employees with responsibility for the design, are to ensure that they consider the health and safety implications during the construction phase of the projects and any safety implications post construction.

As far as possible, we will:

- Design to avoid risks to health and safety
- Reduce risks at source if avoidance is not possible
- Consider measures that will protect all workers if avoidance nor reduction to a safe level is possible; and
- Ensure that the design includes adequate information on health and safety.

Where any design work is outsourced, Ilke Homes will ensure that they only use competent designers and the designs are validated prior to the construction phase.

If necessary, pre-contract meetings shall be held, and specific safety matters discussed.

Where a Health and Safety File or Construction Phase Plan exists, its contents shall be reviewed, and any pertinent information extracted and communicated to those planning the works.

Written Method Statements shall be prepared considering health and safety requirements and defining procedures as necessary.

2. Risk Assessments and Method Statements

Ilke Homes shall, in accordance with the Management regulations, ensure a risk assessment is undertaken for all our works. We will ensure that;

- The health and safety of each employee and of anyone else who may be affected by our work activity is protected via the risk assessment process. The identification of all foreseeable hazards and risks shall enable the necessary control measures to be implemented.
- Risk assessments are completed by the relevant teams and, where required, our Health and Safety Department.
- The risk assessment is recorded with copies issued to all relevant parties.
- Risk assessments are read and signed off at the induction stage. Any amendments will be brought to the attention of relevant persons via toolbox talks and progress meetings.
- Risk assessments will be reviewed on a periodic basis by Management and our Health and Safety Department.

Certain work tasks can be complex, or the risk associated with the tasks so significant that detailed instructions are required to manage the risk. Where this becomes apparent, a detailed method statement that identifies the various procedures necessary to manage and control the risks must be prepared and communicated to the relevant operatives.

3. Training

Ilke Homes has developed procedures to ensure that we provide the relevant information to all personnel in regard to health, safety and the environment.

Managers must ensure that all operatives have the necessary skills to carry out their task in a safe manner.

If further training is required, this should be brought to the attention of the L&D Department in the first instance.

The L&D Manager is responsible for ensuring all training is arranged as required. All training will be carried out internally or by specialist training providers.

Training records will be held according to the Ilke Data Protection Policy and GDPR requirements.

4. Contractors (Including Sub-Contractors)

All contractors shall be issued with a Contractor Health and Safety Competence Questionnaire.

Completed questionnaires shall be returned to Ilke Homes and shall be vetted by our Health and Safety Department. Contractors deemed to have the necessary skills and resources shall be accepted on the approved list.

Contractors will not be permitted to commence their works until a Contractor Health and Safety Competence Questionnaire has been completed and returned, with any other required documentation, such as risk assessments and method statements.

All contracted / non-standard work activity (Flaxby site only) must operate under a permit to work, governed by the sites Control of Contractors Procedure.

Ilke Homes recognises CHAS, ISO 18001 & 45001, Safe-contractor and Construction Line as evidence of Health and Safety competence.

Contractors who are considered to be working in an unsafe manner will be informed that their conduct and performance must be addressed and improved where necessary. Failure to implement the required improvements will result in them being removed from our facility or site and taken off the Ilke Homes list of approved contractors.

5. Protecting the Public

Our manufacturing facility will be secured at all times by way of secure perimeter, security access gates and security alarms.

In the event of Ilke Homes undertaking the role of Principal Contractor then consideration shall be given at the planning stage to any operation for the protection of the public.

Information will be sought from the Client and where applicable the Principal Designer.

All deliveries will be arranged to cause the absolute minimum amount of disruption to all concerned.

All working areas should be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

6. Welfare Facilities

Welfare facilities are provided and maintained at our manufacturing facility.

Welfare facilities for site works will be provided by the Principal Contractor.

Where these facilities are not suitable, the ilke Homes site managers are to highlight this issue to the client and/or principal contractor. Suitable arrangements must then be made to ensure all Ilke Homes operatives have access to adequate welfare facilities.

On sites where ilke Homes are Principal Contractor then all welfare facilities will be provided in line with relevant legislation and HSE guidelines.

7. Accident Reporting

All accidents, no matter how minor, involving Ilke Homes employees or our operations are to be reported as soon as a possible after their occurrence and at least within 48 hours.

It is the responsibility of all employees to report any accident involving them to their line manager.

All accidents must be reported to the Ilke Homes Health and Safety Department.

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

The following is a summary of the incidents that must be reported under RIDDOR;

- Work related fatalities
- A major injury such as a fracture, amputation or injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- An over 7-day injury. An injury which results in the injured person being away from work or unable to carry out their full range of duties for more than 7 days.
- A dangerous occurrence such as the collapse of a fixed scaffold.
- A disease such as mesothelioma or weils disease.

A full summary of the RIDDOR regulations is available via;

- <http://www.hse.gov.uk/riddor>
- RIDDOR Helpline – 0345 300 9923

Ilke Homes will ensure that all incidents covered by RIDDOR are reported as required.

8. Office Safety

Ilke Homes will ensure that the following control measures are implemented in order to protect the health and safety of our office-based employees;

- Ensuring that relevant and appropriate risk assessments are carried out, particularly for display screen equipment and manual handling.
- Periodic inspection of the office to identify any safety hazards.
- Ensuring that fire risk assessments are carried out.
- Periodic testing of office evacuation procedures – this will be carried out twice yearly.
- First aid provision.
- All equipment to be PAT tested when due.
- Periodic update of office-based staff on relevant safety matters.
- Housekeeping measures to be implemented. Trailing leads are to be kept to a minimum, bins are to be emptied on a regular basis and stairways and fire exits are to be kept clear.

9. Electrical Safety

The effects of electric shock can be significant and lead to fatal injuries. The hazards may arise from bad design, construction or installation of electrical equipment, or from inappropriate use or misuse of equipment. Actions to prevent electric shock and injury include the following;

- Periodic inspection of all electrical equipment, particularly portable hand-held tools. The frequency of inspection will depend upon the nature of the equipment and its use.
- Risk assessment and control measures to be in place and communicated prior to works commencing.
- All works are carried out by trained competent personnel under strict supervision or qualified of suitable qualified electricians (JIB registered or equivalent) as required. Where apprentices or trainees are employed, they are always to be supervised by a competent person for the tasks they are performing. Final testing and commissioning works are completed at all times by qualified electricians.
- Ensure that suitable equipment is installed/provided for circuit protection.
- Periodic and recorded testing of circuit protection equipment.
- Make daily checks of the integrity of cables, plugs and protective covers.
- Carry out periodic PAT testing depending on the type of equipment and nature of use.
- Avoid work near live conductors unless appropriately authorised to do so under the constraints of a permit to work system.
- No work is to be carried out on a live conductor.
- Use proper systems and methods of working.
- Ensure those using or maintaining equipment or are competent to do so.
- Ensure that electrical equipment complies with relevant safety standards and is appropriately marked.
- Electrical supplies to tools and equipment shall be battery powered or 110V as a first choice, 240V supplies will only be used as a last resort with the relevant protective devices (RCD).

10. Gas Safety

Ilke Homes will ensure that the following control measures are implemented in order to protect the health and safety of our gas trade operatives and any third parties who could be affected;

- Periodic inspection of all gas equipment and installations. The frequency of inspection will depend upon the nature of the equipment and its use.
- Risk assessment and control measures to be in place and communicated prior to works commencing.
- All works are carried out by trained competent personnel under strict supervision or qualified or suitable qualified and registered gas fitters (Gas Safe registered) as required. Where apprentices or trainees are employed, they are always to be supervised by a competent person for the tasks they are performing. Final testing and commissioning works are completed at all times by qualified gas fitters.
- All systems to be isolated prior carrying out any works.
- Make daily checks of associated equipment.
- Use proper systems and methods of working.
- Ensure those using equipment or are competent to do so.
- Correct storage facilities are provided for any gas bottles. (This should be incorporated in any fire risk assessment).

11. Working at Height

Large amounts of the work undertaken by Ilke Homes to build our products involve working at height. In many circumstances it is not possible to avoid working at height and forms part of our standard work activities.

Ilke Homes recognise the risks associated with working at height and will ensure that the following control measures are implemented in order to protect the health and safety of our operatives and any third parties who could be affected;

- Before considering work at height, a task specific risk assessment must demonstrate that there is no safer way of completing the task.
- All work at height is to be properly planned, appropriately supervised and carried out in a safe manner.
- The correct piece of work at height equipment must be utilised. Ladders will only be used as a last resort and for short duration and low risk works.
- Under no circumstances will roof works be undertaken until a specific risk assessment has taken place with appropriate controls implemented. All roof works will be subject to a permit to work system, there will be no lone working permitted.
- Appropriate training will be given to any operative working at height. (PASMA for mobile scaffold towers, IPAF for mobile elevated work platforms etc).
- Work at height equipment will be hired by the relevant manager.
- Further control measures such as segregation, signage and the tethering of tools should always be considered and included in the risk assessment where appropriate.
- All equipment is to be used in line with manufacturer's instructions.
- Appropriate PPE is to be used where required. If safety harnesses are to be used there must be a suitable anchor point and rescue system in place.

12. Welding

Welding operations can be a highly dangerous operation if not carried out properly. Ilke Homes will ensure that the following controls are implemented in order to protect the health and safety of our operatives and any third parties who could be affected.

- Specific risk assessment to be in place for all welding activities.
- Competent persons to carry out all welding activities.
- All welding activities are to be segregated, preferably by way of a designated welding bay.
- Hot works to be controlled by a hot work permit and suitable extinguishers are to be provided.
- All welding equipment (whether gas or electric) is to be checked prior to use and is only to be used by competent persons.
- All welding equipment to be used in line with manufacturer's instructions.
- Correct PPE including welding mask/goggles must be worn.
- Areas to be well ventilated.

13. Plant & Equipment

A wide range of plant and equipment is used across Ilke Homes from the relatively simple to the complex, all of them present their own hazards and risks that are to be assessed and controlled.

Ilke Homes will implement the following controls for plant and equipment used across our business in order to protect the health and safety of our operatives and any third parties who could be affected by our use of plant and equipment;

- All plant and equipment will be subject to a risk assessment prior to use.
- All plant and equipment will be used in line with manufacturer's instructions.
- All plant and equipment which is the property of Ilke Homes will be maintained by our operatives or dedicated sub-contractor. Records of inspections will be kept on file.
- All plant and equipment which is to be hired will only be accepted on to if it is delivered with a relevant test certification.
- Work at height equipment will be hired by the relevant manager.
- All plant and equipment must be used by competent persons.
- Cartridge tools (such as nail guns) are not to be used by anyone under 18 years of age.
- Storage facilities will be provided for all plant and equipment. Under no circumstances is any plant or equipment to be left unattended.
- The correct personal protective equipment, as determined via a risk assessment, must be worn.

14. Hazardous Substances

The Control of Substances Hazardous to Health Regulations requires any hazardous substances used at work to be assessed before use.

Any chemical or substance that is hazardous within the definition of these Regulations should, where possible, be eliminated from use or substituted for a safer alternative.

Where a hazard exists or there is a residual hazard, the possible extent of exposure will be evaluated, and control measures put in place.

No substance shall be used unless it has been fully assessed for potential risks to the user and others and effective control measures have been developed.

Employees will be informed of any significant findings of risk assessments carried out on the substances that are to be used within Ilke Homes.

As with other activities, information, instruction, supervision and training will be provided to employees regarding the safe use, handling, storage and transportation of hazardous substances.

All substances and/or their receptacles will be disposed of in accordance with the manufacturers/supplier's recommendations.

Regardless of the hazard potential of the substance it is necessary to carry out a COSHH Assessment for all substances that our employees are exposed to in the workplace. The responsibility for this rests with Line Managers and they should ensure that all direct and indirect exposures are assessed.

On occasions Ilke Homes carry out work which can cause damage to operative's skin. Where this is the case Ilke Homes will implement the following measures (in addition to carrying out health surveillance);

- Provide suitable personal protective equipment such as gloves. The type of PPE will be determined via risk assessment.
- Inform our operatives to wash their hands before eating and drinking, and before wearing gloves.
- Provide adequate drying and washing facilities.
- Provide barrier and moisturising cream.
- Encourage operatives to check their hands regularly for the first signs of itchy, dry or red skin. Where this is the case, they are to report it immediately.

15. Asbestos

The works carried out by Ilke Homes will be new build and as such asbestos is not present in the modular construction. Where there is potential for asbestos waste on ilke Homes development land, this will be identified in the Pre-Construction Information (PCI) and the relevant surveys completed. An asbestos register is kept at our manufacturing facility and made available on request.

16. Manual Handling

Large parts of the work undertaken by Ilke Homes involves manual handling operations. In many circumstances it is not possible to avoid an element of manual handling.

Ilke Homes recognise the risks associated with manual handling and will ensure that the following control measures are implemented in order to protect the health and safety of our operatives and any third parties who could be affected;

- Risk assessment to be undertaken for manual handling activities such as loading or unloading. The risk assessment must take into account the physical capabilities of the person doing the lifting. Pregnant workers, young persons and people with a history of ill health due to manual handling should avoid manual handling.
- Avoid manual handling where possible, use mechanical means to move loads such as lifts or trolleys.
- Staff to receive manual handling training. Records of training to be kept at head office.
- Correct PPE is provided for the lifting operation. This is to be determined via the risk assessment process but should include safety footwear and gloves as a minimum.

17. Noise

In order to control the adverse effects of noise on our employees and any third parties who may be affected we will;

- Ensure a risk assessment is undertaken prior to any activity likely to cause excessive noise.
- All equipment likely to generate excessive noise is to be maintained as required. Consideration should be given at the planning stage to the correct choice of equipment and other means of noise reduction such as isolation.
- Staff to receive noise awareness training. Records of training to be kept at head office.
- Where the lower exposure action value of 80dB(a) is reached, all operatives will be advised, and suitable hearing protection will be provided.
- Where the upper exposure action value of 85dB(a) is reached, operatives must wear the provided hearing protection to prevent any possible hearing damage. Signs will be displayed to identify such areas.

18. Confined Spaces

No Ilke employee is permitted to conduct work in a confined space. Signage will be displayed prominently to identify areas classified as a confined space throughout the premises.

Confined space work (Flaxby site only) is governed by the sites Control of Confined Spaces Procedure. This procedure defines the minimum requirements for managing Confined Spaces at Ilke Homes, to ensure that all activities involving Confined Spaces are carried out safely.

19. Personal Protective Equipment (PPE)

The provision of PPE should always be determined via the risk assessment process and always provided to staff as a last resort.

Ilke Homes will provide, free of charge, all the required PPE as determined via the risk assessment process.

All PPE issued to staff will be recorded. This will be undertaken at the induction process. If, after the risk assessment process, extra PPE is required this will be ordered by the relevant manager and delivered to head office or site. Works will not commence until all required PPE is provided.

Employees must report any shortages or damage to their PPE in order for replacements to be provided.

Employees will look after PPE correctly including safe storage and not misuse it.

It is important that the right piece of PPE is provided for the task. E.g. not all safety glasses offer protection from high impact. In addition, all PPE provided must be compatible with each other and, where applicable, be the correct size. (Footwear, gloves etc).

20. Lone Working

Lone workers spend some or all of their working hours alone for a variety of reasons. They may work in an isolated location, be at a client's or customer's premises, work from home or may simply be working outside normal office hours. In any case, the Company recognizes that working alone may involve an increased risk to the health and safety of its employees. As a consequence, Ilke Homes has a policy that helps to ensure that it succeeds in its responsibility to manage the risks faced by its employees.

The Company will carry out risk assessments on all types of work that are (or are likely to be) undertaken alone.

21. Vibration

In order to control the adverse effects of vibration on our employees and any third parties who may be affected we will;

- Ensure a risk assessment is undertaken prior to undertaking any activity likely to cause excessive vibration.
- All equipment likely to generate vibration is to be maintained as required. Worn equipment will be replaced immediately.
- Where required staff will be provided with vibration awareness training. Records of training will be kept on file.
- It is Ilke Homes company policy to use low vibration tools and, where risk assessment has identified repetitive use, task rotation. Consideration should be given at the planning stage to the correct choice of equipment.

22. Monitoring Safety Performance

Record keeping is an essential aspect of health and safety as it serves to demonstrate internally and externally that we have met the requirements of our policies and management systems.

Additionally, records are critical to being able to defend Ilke Homes in any prosecution or civil claim.

There are numerous records that we are required to keep, all of which serve different purposes which are outlined below and none of the examples are exhaustive:

- **Implementation.** This relates to risk assessments, method statements, health and safety contractual requirements, training needs analysis and training provided.
- **Injuries, ill health.** Accident and incident reports, RIDDOR reports, GP notes.
- **Statutory requirements.** Certain items of equipment require periodic tests and examinations; this includes pressure vessels, HVAC systems, electrical equipment, fire alarms and vehicles.
- **Active monitoring.** In order to ensure that we are managing health and safety adequately, periodic visits to site/contracts will be carried out. The records will provide statistical evidence regarding our performance improvements over time.
- **Reactive monitoring.** Records that result from accident/incident investigations, these will be critical to managing improvements that may be required.

23. First Aid

In accordance with the Health and Safety (First Aid at Work) Regulations, adequate facilities and equipment will be provided to enable first aid to be rendered to employees who are injured or become ill at work. A sufficient number of staff will receive HSE approved training, and refresher training, in order for them to be able to immediately and effectively administer first aid treatment.

Records of personnel who have received training and refresher training in first aid will be maintained and updated (Records will be held on file).

When acting as Principal Contractor and at Head Office, first aid personnel details will be displayed on notice boards their contact details and ensure that such information is made known to those who might need their service. Site Managers will also arrange for adequate cover during periods of absence from the workplace.

When acting as a sub-contractor Ilke Homes operative may, on some occasions, be reliant on the Principal Contractor for first aid provision. This is to be determined prior to works commencing. Operatives are to attend an induction and familiarize themselves with any first aid arrangements.

First aid kits shall be situated in a readily identifiable and easily accessible location that is clearly marked. First aid personnel will regularly check the contents of first aid kits to ensure that they contain the requisite types and amount of equipment.

24. Fire

Ilke Homes has written procedures to deal with emergency evacuation. Staff will be made aware of these procedures by way of regular induction, evacuation exercises, documentation and posters prominently displayed on notice boards and in other areas as considered appropriate.

Fire is a significant risk within occupied buildings and so effective fire prevention and/or protection measures are essential. Each member of staff must, therefore, comply with the Ilke Homes **No Smoking** policy at all times whilst on the premises.

Employees are encouraged to adopt safe practices in the use of electrical equipment, use and storage of flammable substances and activities involving hot work. All hot work activities must operate under a permit to work, adequate training will be provided for any persons conducting hot work activities.

Employees are encouraged to report immediately any situation that might adversely affect fire safety and to avoid the unnecessary storage of waste or goods in areas prejudicial to fire safety arrangements.

A fire risk assessment will be completed for all buildings and premises which Ilke Homes occupy or are subject to our work. The risk assessment will be reviewed at relevant intervals to ensure fire safety arrangements remain adequate to protect the risk of life to our workers.

Ilke Homes maintain a Fire Logbook and keep records of fire safety arrangements, such as appointed Fire Marshals and other nominated persons in the factory at Flaxby. Records will also contain risk assessments, records of inspections, tests and examinations of escape routes, firefighting appliances, emergency lighting, alarms and fire drills.

25. Health Surveillance

All Ilke Homes employees shall be issued with a health surveillance questionnaire who work with materials, or in an environment/on an activity that gives a potential concern to their health. This will be issued on commencement of employment, in order to ascertain an understanding of work-related health issues.

Potential hazards include noise, vibration, contact with hazardous substances and the creation of dusts. Each of these hazards will be monitored. All employees are to report any incidents of ill health as soon as possible.

Ilke Homes recognises that employees are likely to be exposed to the hazards mentioned above, due to this, the company will provide their employees with health surveillance. The purpose of health surveillance is to:

- Identify anyone exposed or about to be exposed to a particular risk.
- Identify any diseases at an early stage in employees regularly exposed to the sites hazards.
- Help you prevent disease progression and eventual disability.
- Help people stay in work.
- Check the effectiveness of control measures.

This will be carried out firstly for new starters and then as required by UK legislation.

Employees will be provided with information regarding the early signs and possible symptoms in relation to any work-related issues which may affect them.