



Health and Safety Policy

1.0 Health and Safety Policy Statement

It is the policy of ATG Group that its operations are always executed in such a way as to ensure, as far as reasonably practicable, the health, safety and welfare of all its employees, any nominated parties working on the Company's behalf and members of the public. ATG will ensure that it meets duties as an employer to do all that is reasonably practicable to prevent accidents, injuries or damage to health.

The Company is committed to, as far as reasonably practicable:

- Fully meeting the requirements of OHSAS 18001
- Consulting with our employees on matters effecting their health and safety
- Ensuring that work is adequately assessed for risks to health and safety and that the identified control measures are implemented, reviewed and maintained
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided
- Providing and maintaining safe working environments that are without risks to health, safety and welfare
- Setting standards that at a minimum comply with the relevant statutory requirements relating to health, safety and welfare
- Training all employees, including sub-contractors, to be aware of their own responsibilities in respect of health and safety matters and ensuring they participate in the prevention of accidents
- Ensuring that sub-contractors working on behalf of the Company are informed of the relevant standards required and are proactively monitored to ensure compliance with relevant legislation
- Undertaking inspection, audit and review activities to ensure the Company's objectives for health, safety and welfare are being met
- Reviewing and revising this policy as necessary at regular intervals

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 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 enough 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 Health and Safety Representative Duties

- Advise directors, managers, supervisors and employees on statutory and company standards
- Carry out site audits on company documentation
- Implement a suitable and enough 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 fully any accidents and dangerous occurrences as 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 health and safety representative
- 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 health and safety representative 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 at all times
- Ensure that the workforce is adequately trained
- Ensure that all accidents and near misses are reported to the health and safety representative
- 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. tool box 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 others
- 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
- Maintain good housekeeping at all times
- 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 enough 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 significant 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. Also actively promote its proper use and maintenance.
- Ensure that all accidents and near misses are reported to the health and safety representative
- 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 companies' 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 health and safety representative

2.9 Sub-contractors' Duties

- All sub-contractors undertaking work for ATG 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 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 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 is 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 in order 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 where considered necessary to satisfy regulation, requirement or recommendation suitable and sufficient ergonomic furniture and equipment will be made available to the users of DSE 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 Car Policy which outlines the requirements of those driving Company Vehicles and those using their own vehicles at work. Please refer to the Company Car 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 health and safety representative.

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 assessment 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.

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, fire alarms and emergency light systems will be serviced 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 health and safety representative.

3.11 General Safety

ATG 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, apparently unhealthy, 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 health and safety representative by telephone 3. Upon full investigation, the health and safety representative will complete form F2508 (GB) or NI2508 (NI) and forward it to the appropriate HSE area office within ten days of the accident 4. Health and safety representative 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. The health and safety representative 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. Health and safety representative will undertake incident investigation
Near misses and dangerous occurrences	<ol style="list-style-type: none"> 1. Health and safety representative 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 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 will ensure that only competent people use or are in charge of 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 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 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 success to site
- Securing and immobilising plant and equipment
- Backfilling or securely fencing deep excavations
- Covering manholes securely
- Spoil heaps will be as a low as possible and battered and sealed to a safe angle of repose

3.19 Noise and the Environment

ATG 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 practicable 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 and 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 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 kept in good condition always
- Have the required test certificates which are up to date

ATG 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 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 clean shaven at all times in order 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 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 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 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 maintained and kept in a clean and hygienic condition at all times.