



HEALTH, SAFETY, WELFARE AND
ENVIRONMENTAL POLICY
DOCUMENT

THE WINE CELLAR COMPANY (UK) LIMITED

Brooks House
1 Albion Place
Maidstone
ME14 5DY

Scheduled Annual Review May 2021

COMPANY NUMBER: **10656115**

Produced in Consultation With





RECORD OF AMENDMENTS/REVISIONS

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The Wine Cellar Company Limited

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ME14 5DY

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HEALTH AND SAFETY POLICY STATEMENT

Safety and Health are recognised by The Wine Cellar Company Ltd as being the responsibility of the Directors of The Wine Cellar Company (UK) Ltd and ranks equally with responsibilities for production, costs and similar matters. The Directors will ensure that everything reasonably practicable will be done to prevent personal injury to company employees and others by providing suitable resources, time and effort to control hazardous work activities.

The Wine Cellar Company Ltd will allocate the necessary finances to ensure that the requirements of Legislation and this Health and Safety Policy are fulfilled.

To ensure the health, safety and welfare of their employees and others effected by their activities, will so far as is reasonably practical:-

- Provide a safe place of work with safe access to and egress.
- Provide adequate facilities and welfare including first aid.
- Ensure regular inspection of working areas and of all plant and equipment.
- Ensure competent supervision, information, instruction and training is provided
- Provide personal protective clothing and equipment as required by site specific risk assessments
- Make safe arrangements for the use, handling, storage, packaging, labelling of hazardous substances
- Provide suitable site specific safe systems of work and risk assessments.
- Ensure every employee understands they have a duty of care to themselves and others.
- Maintain good communication with all employees
- Continue to encourage near miss reporting

Copies of this statement will be provided to all employees at induction training and copies of the Health and Safety Policy will always be made available for reference at The Wine Cellar Company Ltd office and established site offices.

The Managing Director has personal responsibility for the implementation of Health and Safety within The Wine Cellar Company Ltd and will ensure that he devotes an appropriate amount of resources to ensure all requirements of The Wine Cellar Company Ltd safety policy are met.

This policy is a live document with no expiry date. The policy will undergo full review annually and interim reviews as necessary to make changes following legislation change, accident, incident and/or procedure changes.

Signed By: Mr Paul Bettsworth – Managing Director

30th May 2021



ENVIRONMENTAL POLICY

The Wine Cellar Company Ltd are aware, not only of global concerns, but more particularly those of our own local environment.

As members of the community, we also share its concerns and will make every effort to ensure that we minimise any adverse effects our operations may have on the environment.

The Wine Cellar Company Ltd will achieve this commitment of safeguarding the environment by undertaking the following,

The Wine Cellar Company Ltd will:-

- Comply with all existing legislation and provide training to employees.
- Implement procedures to prevent pollution to land, air or water
- Take environmental factors into consideration in any new developments or contract works
- Strive to Improve the environmental impact of The Wine Cellar Company Ltd's activities
- Respond to the needs and concerns of the community promptly
- Reduce waste and consumption of natural resources wherever possible
- Co-operate in any investigations concerning hazardous emissions or incorrect disposal of hazardous waste
- Be amongst the leaders in environmental sensitivity
- Be pro-active in supporting the Government initiative policy of working well together
- Be aware of the COSHH Regulations 2002 (amended 2004)
- Be aware of the Environmental Protection Act 1990
- Work in accordance with The Control Asbestos Regulations 2012 and ACOP's

Appropriate training and resources will be made available to ensure that all staff members have the skills to implement the above policy

Signed By: Mr Paul Bettsworth – Managing Director

30th May 2021



EQUALITY & ANTI-SLAVERY

The Wine Cellar Company Ltd will ensure that it is compliant with current equality and anti slavery legislation at all times.

The Acts will simplify current legislation to provide Britain with a new discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

The provision of the Modern Slavery Act 2015 requires that any commercial organisation in any sector, which supplies goods and services and carries on a business in the UK and is above a specified total turnover (£36m), must produce a slavery and human trafficking statement for each financial year of the organisation.

This company is committed to the highest level of ethical standards of impartiality, integrity and objectivity and supports the need to eradicate modern slavery and human trafficking.

The nine main pieces of legislation that have merged are:-

- The Equal Pay Act 1970
- The Sex Discrimination Act 1975
- The Race Relations Act 1976
- The Disability Discrimination Act 1995
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employments Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Age) Regulations 2006
- The Equality Act 2006, Part2
- The Equality Act (Sexual Orientation) Regulations 2007

The Equality Act covers the same groups that are protected by existing equality legislation – age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. These are now called ‘protected characteristics’. The Act extends some protections to characteristics that were not previously covered, and also strengthens particular aspects of equality law.

The Wine Cellar Company Ltd will ensure legal compliance with the above-mentioned legislation and promote equality throughout all business activities. For detailed descriptions on discrimination, please refer to The Wine Cellar Company Ltd discriminations document

The Wine Cellar Company Ltd will take a proactive stance in regards to the use of slave labour and will take all reasonable steps to ensure that we are compliant with the modern slavery act and that our supply chain are also compliant.

Signed By: Mr Paul Bettsworth – Managing Director

30th May 2021



ENGLISH LANGUAGE POLICY

The Health & Safety at Work Act 1974 requires employers to provide employees with any necessary information and adequate training to ensure their health and safety at work. It also requires The Wine Cellar Company Ltd to ensure that arrangements are made for the communication of all employees.

Pre-Start Assessments

If we employ workers who have difficulty with English speaking, understanding and literacy we will adopt the following procedure.

1. Prior to any worker starting work on site the worker's understanding of English will be established.
2. The assessment will be carried out using the guidance in the ALTE (Association of Language Testers in Europe) 'can do' statements as provided in the Construction Skills Construction Site Safety GE 700 handbook.
3. Workers below the ALTE Breakthrough Level, no English language skills, will need an interpreter or written translations for all communication.
4. The provision of an interpreter can be by the employment of an English speaking co-workers. Where English speaking co-workers are used to communicate on site information to non-English speaking workers, their level of understanding will be assessed first against the ALTE standards.

Images/pictograms will be used to reinforce Health and Safety requirements at pre start training, on site induction, tool box talks, the location of welfare facilities, fire-fighting equipment etc.

Images and phrases used will be based on those developed by Construction Skills and illustrated in Construction Site Safety GE 700 2014/2015.

Risk Assessment

A pre start Risk Assessment will be carried out by the site manager or supervisor prior to any workers who have been identified with English language difficulties starting work on site.

Monitoring

All supervisors and managers should consider the need for additional and more vigilant supervision of workers whose comprehension of onsite hazards due to poor levels of English understanding may be suspect.

Supervisors and managers who have any doubt over the safety of any employee should remove that worker from any hazardous locations and seek further guidance from senior management.



EQUAL OPPORTUNITIES POLICY

The Wine Cellar Company Ltd has committed to the policy of equal treatment of all employees and applicants, etc., and requires all employees, of whatever grade or authority, to abide by and adhere to the requirements of the Codes of Practice issued by the Equal Opportunities Commission and the Commission for Racial Equality.

Specifically, discrimination is prohibited in:

- Treating any individual on grounds of sex, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation, disability or membership or non-membership of a trade union, less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their employment, which are different to the requirements for others.
- Imposing on an individual requirements, which are in effect, more onerous on that individual than they are on others. For example this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an employee.
- Harassment of an employee (which for the purpose of this policy is regarded as discrimination).
- Any other act or omission of an act, which has as its effect the disadvantaging of an employee or applicant against another, or others, purely on the above grounds. Thus, in all disciplinary matters, as well as consideration for training, promotion etc. - it is essential that merit, experience, skills and temperament are considered as objectively as possible.

The Wine Cellar Company Ltd will commit itself to the immediate investigation of any claims of discrimination on the above grounds, and, where such is found to be the case, a requirement that the practice cease forthwith, and to the investigation of any employee accused of discrimination.

Any employee (no matter what level) found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms against company policy and any employee offending will be dealt with under The Wine Cellar Company Ltd disciplinary procedure. Unless assurances of future non-discriminatory actions are forthcoming, an employee repeating any act of discrimination may be dismissed.

The Wine Cellar Company Ltd recognises the right of an employee to belong to or not to belong to, a trade union, and membership or non-membership of such a union will not be taken into account in any way during the career of the employee.

In support of The Wine Cellar Company Ltd's expectations as an Equal Opportunities Employer will be the need to ensure that open recruitment methods are used to fill vacant positions. The methods used will include advertisements within:-

- Job Centres
- Career Service Agencies
- Press advertisements, both professional journals and local distributions depending upon the demands of the role to be filled.



The Wine Cellar Company Ltd will commit itself to the employment of disabled personnel whenever possible, and will treat such employees in aspects of their recruitment and employment in exactly the same manner as other employees, the difficulties of their disablement permitting.

In order to meet our duties under the Race Relations (Amendment) Act and associated legislation and Codes of Practice, and ensure that no group is disadvantaged in applying and undertaking employment with The Wine Cellar Company Ltd we monitor staff in post, applicants for employment and applicants for training and development opportunities. This information is reviewed periodically by the Managing Director

responsible for equal opportunities. In particular the monitoring process will take account of:-

- Recruitment and selection
- Numbers of staff employed
- Training opportunities
- Development
- Harassment and discrimination complaints and other grievance
- Disciplinary proceedings
- Starters and Leavers.

Copies of this statement will be provided to all employees at induction training. In addition full copies of the health, Safety, Environmental and Equal Opportunities Policy will always be available for reference at The Wine Cellar Company Ltd Office and established site offices.

Signed By: Mr Paul Bettsworth – Managing Director

30th May 2021



COMPLAINTS PROCEDURE

1. In the event that any employee feels that he or she has suffered discrimination in anyway, The Wine Cellar Company Ltd grievance procedure should be utilised.
2. If the complaint is against the employee's own immediate or other superior, confidential application should be made to the Managing Director.
3. In instances of sexual harassment, as far as possible, the anonymity of the complainant shall be protected.
4. It should not be overlooked that an employee who discriminates or harasses may be liable for payment of damages to the person offended, in addition to any damages payable The Wine Cellar Company Ltd should it have failed to ensure that the practice had ceased forthwith.
5. To make a complaint of discrimination, harassment, victimisation, or unfair treatment it will be necessary to have available:
 - Details of what, when and where the occurrence took place.
 - Any witness statements or names.
 - Names of any others who have been treated in a similar way.
 - Details of any former complaint made about the incident, date, where and whom.
 - A preference for a solution to the incident.

Until a hearing is arranged, complainants should keep the matter confidential, other possibly than arranging for details of witnesses to be given to the Managing Director.



SMOKE FREE POLICY

This Policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Smoke-free (Premises & Enforcement Regulations) 2006 and Smoke-free (Signs) Regulations 2012.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers from non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of The Wine Cellar Company Ltd that all our workplaces are smoke free and that all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace by law and all work vehicles. This applies to all employees, customers, consultants, contractors and visitors.

Overall responsibility for policy implementation and review rests with the Directors. However, all employees are obliged to adhere to and support the implementation of the policy. They shall inform all existing employees of this policy and their role in the implementation and monitoring of this policy. They will also ensure that new employees are given a copy of the policy on recruitment/induction. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within The Wine Cellar Company Ltd premises and in all smoke free vehicles.

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

The National Health Service offers a range of free services to help smokers give up.

Visit www.gosmokefree.co.uk or telephone the NHS Smoking Helpline on 0800 169 0 169 for details.

Signed By: Mr Paul Bettsworth – Managing Director

30th May 2021



ANTI-BRIBERY POLICY

The Act, very generally, is defined as giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so. The Wine Cellar Company Ltd Anti-Bribery policy is mandatory for all company employees, agents, consultants, sub-contractors and suppliers. Any act of bribery, in whatever form is unacceptable to this company. We will consider taking disciplinary action against anyone who fails to comply with the anti-bribery policy up to and including dismissal.

The following is absolutely prohibited under this policy:-

- Making unofficial payments to officials in order to obtain any permission which wouldn't otherwise be granted
- Appointing any third party or supplier who you know or have good reason to believe, has engaged in any corrupt or unlawful conduct or offences under the Act.
- Paying a third party for the purpose of being a 'fixer' to open doors etc.
- Company employees must never offer, pay, solicit or accept bribes in any form, including facilitation payments.

Employees may accept low value token gifts such as branded pens, stationery and mouse mats produced for the purpose of being given away, if given by an existing supplier. Occasional boxes of confectionary may be given to a department as opposed to an individual. Otherwise employees must refuse personal gifts such as Christmas, wedding or birthday gifts, including vouchers or cash equivalents received from any third party.

The Wine Cellar Company Ltd employees may occasionally receive invitations from suppliers or others to corporate hospitality or entertainment events. Hospitality or entertainment may only be accepted if:-

- Employees or personnel from the supplier are in attendance
- The supplier does not pay for any accommodation or travel expenses (unless very trivial)
- The entertainment and /or acceptance of it could not be interpreted as a reward, inducement or encouragement for a favour or preferential treatment

The Wine Cellar Company Ltd conducts business with the highest standards of honesty and integrity and any employee concerned about any malpractice, improper action, or wrongdoing is strongly encouraged to report the matter, in the first instance, to their Line Manager/Supervisor. If an employee feels unable to raise the issue with their Line Manager/Supervisor for whatever reason, they should contact the Managing Director.

Signed By: Mr Paul Bettsworth – Managing Director

30th May 2021



QUALITY POLICY

The Wine Cellar Company Ltd are dedicated to providing the highest possible standards of quality for its services and products and are dedicated to maintaining a quality management system which ensures that its services and products meet customer specification within agreed parameters of Cost, Quality and Completion. The Wine Cellar Company Ltd holds UKAS certified ISO's to ensure compliance with legislation and quality.

The Wine Cellar Company Ltd defines quality as the conformance of services and products to established and documented requirements derived from Clients' needs, employee expertise and experience. Systems are open to constant examination and review by all company personnel and approved third parties enabling observations to be made and incorporated, which provide continuous improvement.

The Wine Cellar Company Ltd is proud of its good reputation for responsible practices and dedicated client care, which are a result of The Wine Cellar Company Ltd's ethical culture, skilled, committed and competent staff, and quality control over its' services and products. It is The Wine Cellar Company Ltd's policy to seek to operate to these standards continuously. Suppliers to The Wine Cellar Company Ltd will be actively encouraged to improve the quality and reliability of their services and products.

The Wine Cellar Company Ltd complies with all legislation relevant to its' particular industry sector together with the Health & Safety at Work Act 1974.

The Wine Cellar Company Ltd has identified the need to pursue responsible policies towards the community and the interests of industry will not be served at the expense of the environment.

It is The Wine Cellar Company Ltd's belief that, in applying these standards, policies and procedures, it will be able to operate to the requirements of its clients and industry accordingly.

Signed By: Mr Paul Bettsworth – Managing Director

30th May 2021



SOCIAL MEDIA POLICY

This policy is intended to help all THE WINE CELLAR COMPANY LTD employees, sub-contractors, consultants and part-time employees (collectively referred to as staff in this policy) make appropriate decisions about the use of social media such as Facebook, LinkedIn, Twitter, Forums, Blogs and Instagram etc. This policy outlines the standards we require all staff to observe when using social media, the circumstances in which we may monitor your use of social media and the action that The Wine Cellar Company Ltd can take in respect to breaches of this policy.

All staff are reminded that the use of devices such as mobile phones and tablets are not to be used to record company activities unless specifically authorised for work related purposes, such as send images to managers or technical staff for advice. Such devices can cause distractions during normal work activities and can endanger you or others on site.

Ignoring the above and posting company activities on social media can and may be seen as a breach of this policy, and could lead to disciplinary action taken against you, including dismissal.

The Wine Cellar Company Ltd employs staff, who's roles are to capture the work we do and promote it suitably on social media. Should you feel that your site has some interesting activities planned, discuss with your immediate supervisor / manager to arrange for the marketing manager to attend site to capture the works.

There may be times where we have people on site that may not be as familiar with our policies and rules, such as sub-contractors. It will be expected of all THE WINE CELLAR COMPANY LTD employees to remind sub-contractors working on our sites of this policy and the supervisor / manager to include this within their induction.

Should you have THE WINE CELLAR COMPANY LTD as your place of work on your social media profile/s, we would strongly advise you to refrain from posting anything that could bring The Wine Cellar Company Ltd into disrepute, such as political views, liking or making racist comments, religious views and so on. If you would like to use THE WINE CELLAR COMPANY LTD or any of its trademarks, you will require prior consent from the senior management.

If you are unsure as to what you can and can't do, please feel free to discuss this with your immediate line manager.



COVID-19 Policy Statement

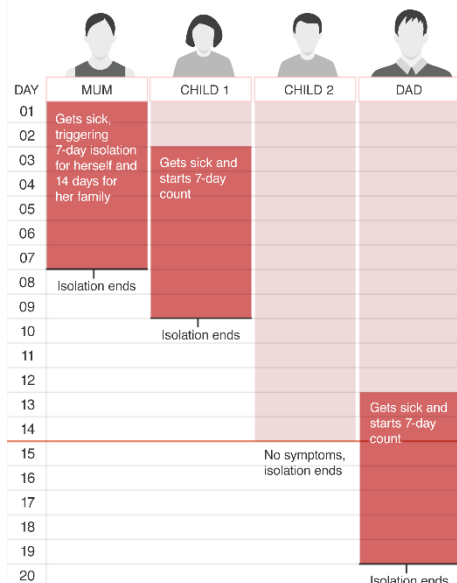
The coronavirus is an infection that is spreading at an alarming rate around the world. This policy sets out the measures that The Wine Cellar Company will take to ensure the safety of its employees and others that they may encounter during their works.

This policy may change on a regular basis to incorporate new government & industry guidance and legislative requirements. We will;

- Risk assess our business activities in regard to covid-19
- Provide all staff with up-to-date information on the virus
- Provide informational posters / memos
- Always liaise with clients to ensure best working practices
- Provide hand sanitizing liquids/soap at all workplaces and encourage their use
- Introduce a 2 meter 'physical distancing' rule at all workplaces
- Limit tasks where employees are required to work together
- Limit plant and equipment sharing
- Use technology to hold video conference meetings where possible
- Encourage working from home wherever possible
- Ensure all work surfaces within company offices and site welfare are cleaned regularly
- Provide individual ppe to eliminate the need to share
- Ensure that any staff exposed to persons suspected of having COVID-19 are sent home for self-isolation
- Send home any staff that show signs or symptoms of COVID-19
- Not send any staff to a workplace where there is a known risk of infection

For those that require to self-isolate the following time frames must be adhered to;

What happens if someone in your family gets sick?



If a member of the family becomes unwell after the 14 day isolation period for the first person, you do not need to start the 14 day isolation count again.

Please note, if you live alone you will only be required to self-isolate for seven days.

What should you look out for, what are the symptoms?

- A high Temperature above 37.6
- A new continuous cough
- Difficulty in breathing
- A loss or change in your sense to smell or taste

Signed By: Mr Paul Bettsworth – Managing Director

30th May 2021



ORGANISATION

The ultimate responsibility rests with the Directors but in practice these duties may be delegated in authority only.

Duties arising from that responsibility have been delegated to the management team and supervisory staff who monitor compliance with this Health and Safety Policy. These duties have been allocated under their own individual responsibilities so that everyone knows who and what they are responsible for and to whom they are responsible. They are as accountable for the management of health and safety as they would be for any other function of management.

Employee's initiatives are dealt with by their immediate supervisors before being forwarded to The Directors.

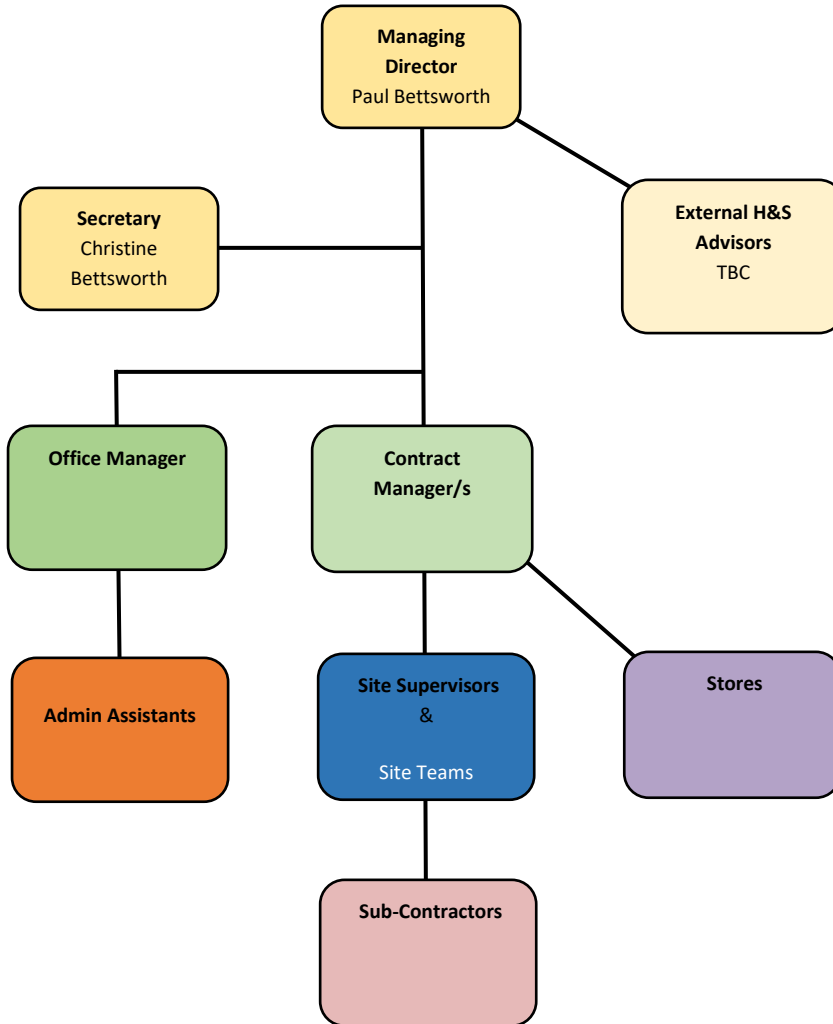
After consultation with The Directors, training courses are arranged either 'in house' or at authorised establishments.

The Directors will ensure that sufficient time is made available for employees to receive training and that adequate finances are provided to cover such resources as are necessary for the health and safety of employees.



MANAGEMENT STRUCTURE OF THE WINE CELLAR COMPANY LTD

(ORGANOGRAM)





Individual Responsibilities for Health and Safety

DIRECTOR – Mr Paul Bettsworth

1. Initiate The Wine Cellar Company Ltd Health and Safety Policy for the prevention of injury, ill-health, damage and wastage; set targets for reduction of accident rates.
2. Ensure that the Policy is kept up to date and brought to the attention of all Employees.
3. Administer the Policy throughout The Wine Cellar Company Ltd by appointing a Health and Safety Representative to be responsible, by name.
4. Ensure that all levels of staff receive adequate and appropriate training.
5. Provide adequate welfare at all company sites and offices as per current legislation.
6. Ensure the necessary investigations of accidents and incidents to prevent re-occurrence.
7. Reprimand any member of staff failing to discharge satisfactorily the responsibilities allocated to them.
8. Ensure all employees are kept up-to-date with legislative requirements.
9. Arrange for regular meetings with the Internal Safety Rep And/or External Advisors to discuss Company accident prevention, performance, possible improvements.
10. Ensure that first aid facilities are available at all times during working procedures.
11. Arrange for funds and facilities to meet the requirements of the Policy.
12. Ensure that emergency procedures are in place in company offices and on site.
13. Set a personal example when visiting sites.
14. Ensure that suitable sacrifices are made in the form of money, time, trouble and effort to eliminate and reduce risks to all persons that could be affected by The Wine Cellar Company Ltd's business activities.



Individual Responsibilities for Health and Safety

Internal Safety Representative

1. Read, understand and assist with the implementation of The Wine Cellar Company Ltd Health & Safety Policy and review as necessary upon changes in legislation, procedures, equipment, personnel and accident/injury.
2. Understand the requirements of all Health, Safety & Environmental legislation appropriate to the business activities and advise accordingly.
3. Attend pre-contract site meetings to discuss the proposed health and safety measures.
4. Ensure that training needs are identified and appropriate action taken to ensure all employees have suitable knowledge to undertake their roles safely.
5. Assist the Contract Managers when assessing the suitability of sub-contractors.
6. Assist the Contract Management team when planning works that are unusual and not covered within the arrangement within this policy.
7. Take appropriate action when notified of disregard on site of any employee, supervisor or manager.
8. Set a personal example when visiting site.
9. Assist the managers with safety controls when required, to assist with safe systems of works.
10. Carry out periodic site inspections, incident investigations and issue reports.
11. Attend company safety meetings to provide advice and guidance on issues found and raised.
12. Ensure adequate risk assessments are carried out for all company buildings and work activities.



Individual Responsibilities for Health and Safety

CONTRACT MANAGER/S

1. Read, understand and assist in the implementation The Wine Cellar Company Ltd Health & Safety Policy.
2. Organise the work on site so that work is carried out in accordance with the specifications and general conditions of contract with a view to minimising the risk to persons, equipment and materials.
3. Be aware and familiar with safety requirements which are relevant to the type of work being carried out.
4. Ensure that the site-specific safe systems of work have been reviewed before issue to the site supervisors and that they are suitable for the planned works.
5. Ensure the gathering of necessary information as required under CDM Regulations 2015 for the Health & Safety File
6. Restrain operatives and supervisors under your control from taking unnecessary risks and issue appropriate orders when safety rules are being broken.
7. Ensure defects in plant, transport and portable equipment are reported to the Plant Manager. Ensure supervisors remove from service those items or equipment considered to be imminently dangerous.
8. Ensure the locations of all conflicting cables and all utilities are known and isolated where possible before commencing work.
9. Ensure supervisors under your immediate control carry out investigations of all accidents and dangerous occurrences, complete the internal forms, notify the Internal Safety Rep And/or External Advisors and send completed forms to Head Office.
10. Ensure supervisors are aware of all equipment requirements i.e. ladders, barriers, signs, cones, scaffolding etc before work commences and all PPE i.e. hard hats, footwear, safety harnesses, ear plugs, goggles, respirators etc is available and used where required.
11. Provide the Internal Safety Rep And/or External Advisors with information in regards to 'further' training requests of operatives and supervisors.
14. Set a personal example when visiting sites.
15. Report all safety matters immediately to the Internal Safety Rep and/or external advisors.



Individual Responsibilities for Health and Safety

THE COMMERCIAL TEAM

1. To be aware of The Wine Cellar Company Ltd policies and procedures
2. To ensure that during all tender bids, all identifiable risks have been assessed and suitable resources have been allocated to control the risks in line with current legislation.
3. Ensure that all necessary plant has been allowed for when pricing.
4. Ensure that communication is maintained between the contract managers and estimators/surveyors during any changes in the quoted works
5. Do not allow commercial aspects override the requirements of UK safety law.
6. To lead by example when on site



Individual Responsibilities for Health and Safety

SITE SUPERVISORS

1. Understand The Wine Cellar Company Ltd Safety Policy and ensure those working under your control are familiar with the arrangements within.
2. Organise sites so that work is carried out to the required standard as per the safe systems of work, by delivering daily task briefings that are specific to the work ahead.
3. Issue and cancel all necessary work permits as per the requirements within the safe system of work and in accordance with industry best practice, such as hot works and breaking ground.
4. Be familiar with legislative requirements and where you are not fully conversant, know where to research or to contact the Internal Safety Rep And/or External Advisors.
5. Ensure that the supplied risk assessment and method statements have been read, communicated to the workforce, acceptance registers completed and all required actions carried out.
6. Keep all registers, records and reports up to date and correctly filled in and returned to the office.
7. Carry out periodic tool box talks to refresh operative knowledge prior to undertaking hazardous tasks.
8. Ensure that all information available relating to underground services on the site is obtained and that services are located, marked and plotted accurately before work starts.
9. Ensure that all plant operators only use equipment that they are qualified to operate and that it is certified and regularly inspected. (no longer than every 7 days)
10. Ensure that adequate supplies of protective clothing and equipment are maintained on site, including for visitors.
11. Ensure that adequate first aid facilities are on site, and that they are adequately stocked. Welfare facilities are to be kept clean and hygienic at all times.
12. Accompany HSE Inspectors on site and act on his/her recommendations.
13. Co-operate and communicate with the Contracts/Internal Safety Rep And/or External Advisors. Ask for his/her advice **before** commencing new methods of work.
14. Ensure that adequate fire precautions are maintained on site and any flammable liquids are used safely and stored safely in separate 'full' and 'empty' gas bottle storage compounds.
15. Set a personal example by wearing appropriate protective clothing on site and be professional.
16. Ensure that any accident on site which results in an injury to **any** person (not just employees) and/or damage to plant or equipment is reported in accordance with Company Policy, to Senior Management for RIDDOR 2013 action as appropriate.



Individual Responsibilities for Health and Safety

SITE OPERATIVES

1. Work safely so that not to cause injury to yourself or others.
2. Carry out pre-use checks of all plant and equipment.
3. Wear the personal protective clothing and equipment provided.
4. Keep the workplace tidy.
6. Ensure you fully understand the RAMS before signing the acceptance sheet.
7. Understand The Wine Cellar Company Ltd Health and Safety Policy and carry out your work in accordance with its requirements.
8. Ensure that any defect in the machine is reported immediately to the Site Supervisor. Do not continue to operate the machine if the defect affects its use.
9. Never try to use the machine for work for which it is not designed. If in doubt, ask the Site Supervisor for advice.
10. Suggest ways to eliminate hazards or improve working methods.
11. Ensure when operating your machine that other persons are well clear, especially if reversing.
12. Ensure, if necessary, that you work with a Banksman and, if so, you are both sure before starting work, of the meaning of signals which may be used.
13. Check, prior to starting work, with the Site Supervisor or other supervision of the location of Underground or overhead services. Do not approach or excavate within distances of services given in The Wine Cellar Company Ltd Safety Policy, Method Statement and Risk Assessment.
14. Refrain from horseplay.
15. Know the location of fire-fighting equipment and know how to use it. Keep fire exits clear at all times.
16. Know the named First Aider on site and the location of first aid equipment.
17. Report any accidents which occur to the Site Supervisor immediately



Individual Responsibilities for Health and Safety

PLANT OPERATIVES/DRIVERS

1. Read and understand The Wine Cellar Company Ltd Safety Policy and carry out your work in accordance with its requirements
2. Operate only the plant you are qualified to operate as per your CITB/CPCS (or any other suitable approved trainer) operator's certificate, unless being supervised by a competent operator during planned training session.
3. Carry out pre-use inspections of plant & equipment.
4. Ensure that any defect in the machine is reported immediately to the Plant Manager. Do not continue to operate the machine if the defect affects its safe use.
5. Never try to use the machine for work for which it was not designed, If in doubt, ask the you immediate superior.
6. Ensure when operating your machine that other persons are well clear, especially when reversing.
7. Ensure, if necessary, that you work with a Banksman and, if so, you are both sure before starting work, of the meaning of signals which may be used.
8. Report all accidents or damage, however minor, to the supervisor.
9. Check, prior to starting work, with the Site Supervisor or other supervision of the location of underground or overhead services. Do not approach or excavate within distances of services given in The Wine Cellar Company Ltd Safety Policy and Risk Assessments - stop if in doubt and check again with your supervisor.



Individual Responsibilities for Health and Safety

OFFICE PERSONNEL

1. Observe The Wine Cellar Company Ltd Health and Safety Policy and any statutory legislation affecting your work, and make sure all office visitors are made aware while on the premises.
2. Be aware of the information contained within the office risk assessment and the necessary controls measures to eliminate and reduce risks.
3. Use the correct equipment, materials and work methods. Avoid placing yourself or others in danger.
4. Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training.
5. Do not attempt to lift or move articles or materials so heavy as to be likely to cause injury.
6. Use suitable access equipment when accessing high level areas.
7. Keep your office area clean and tidy. Ensure that gangways are kept clear.
8. Ensure that you are aware of the emergency procedures and the closest emergency exit.
9. Know and comply with the actions to be taken in case of fire and know the location of Fire Extinguishers and the correct use of them.
10. Know who the named First Aider is and the location of first aid equipment. Do not use first aid equipment and then fail to inform the responsible person that kits need replenishing.
11. Report any accident or damage to your Superior.
12. Be aware of VDU glare and correct posture position required when operating VDUs in the office i.e. lighting, sitting and height positions, as per the Display Screen Equipment Regulations 1992.
13. There will be a designated responsible person for ensuring that all staff and visitors have vacated the office building and all other duties have been carried out in the event of an emergency.



Individual Responsibilities for Health and Safety

AUTHORISED SUB-CONTRACTORS

1. All sub-contractors must comply with The Wine Cellar Company Ltd Policy for Health and Safety and Welfare and carry out work in accordance with its requirements and must ensure their own Company Policy is made available upon request.
2. All work must be carried out in accordance with the relevant statutory provisions taking into account the safety of others on site and the general public.
3. Full site-specific method statement and risk assessments must be provided for approval before starting work.
4. Employees of sub-contractors must be specifically trained for their roles. Failure to provide evidence of training will result in the employee being refused access on site.
5. All plant or equipment brought onto site by sub-contractors must be inspected before use and at least every seven days. Statutory inspection and service certificates for plant must be made available on site at all times.
6. No power tools or electrical equipment of greater voltage than 110m volts may be brought onto site and must conform to regulatory standards.
7. All accidents must be reported to the THE WINE CELLAR COMPANY LTD site supervisor/manager immediately.
8. Sub-contractor's employees must comply with any safety instructions given by the THE WINE CELLAR COMPANY LTD site supervisors.
9. Where contracted, sub-contractors will supply welfare that conforms to regulatory standards.
10. Sub-contractors will need to demonstrate periodic monitoring by internal and/or external safety representatives, may from time to time be audited by the THE WINE CELLAR COMPANY LTD Internal Safety Rep And/or External Advisors.
11. All sub-contractors must have a competent supervisor on site at all times that will monitor their works and communicate with the THE WINE CELLAR COMPANY LTD Supervisor / Manager



RISK ASSESSMENTS

Risk Assessments will be undertaken by the appointed named competent person and the conditions and hazards of each site appraised. Risk assessment will be undertaken on all aspects of The Wine Cellar Company Ltd's operations and the basic formulations for the site health & safety plan as per the CDM Regulations 2015.

The risk assessments will identify:

1. The task
2. Hazards
3. Who is at harm and how
4. Control measures
5. Residual risk

The site will be assessed using a basic risk assessment document and using a hazard checklist, which will outline the safety hazards according to each specific site.

As each job is different and each site will have their own unique task specific method statement and will incorporate a specific risk assessment relative to the particular activity.

The method statement and risk assessment will be communicated by the site supervisor/manager to his team prior to starting work.

Risk assessments will be reviewed periodically by the management team and amended where necessary to reflect the works being carried out on site. All reviews will be recorded within the necessary amendment section of the method statement.

SAFE SYSTEMS OF WORK

Method Statements will be formulated by the technical manager with assistance from the estimating team and contract managers. Method statements will be issued and authorised (signed on both parts) before being issued to site.

Standard contents of the THE WINE CELLAR COMPANY LTD method statement will consist of:

1. Scope of works
2. Briefings (inductions)
3. Welfare
4. PPE, Labour & Plant
5. Supervision
6. Site hazards & control measures
7. Work Method
8. Risk assessments and coshh assessments
9. Environmental considerations

High level risk activities will be controlled via a site-specific method of work but may also have to be carried out under a permit to work system - all permits are issued by the supervisor and signed off before workers can leave site.



RECORDS

To comply with current legislation and that of The Wine Cellar Company Ltd Management System, a detailed set of site records are completed for all works. All required records are provided to the supervisor within a site file for completion. The reason for keeping detailed records is so that The Wine Cellar Company Ltd can demonstrate a clear process and compliance with legislative requirements.

Records to be compiled and kept are:

Accident records will be kept covering all sites where The Wine Cellar Company Ltd is working.

Incidents that are considered dangerous even if no injury is recorded.

Site inductions

Visitors to site

Plant inspections

Equipment inspections

Waste collections

Service drawings

PPE issue and inspection

Temporary works inspections

Site diary system

Noise exposure

Tool box talks

Training

RIDDOR forms

Where a contract has specific document record requirements, these will be implemented for the contract but not necessarily introduced into The Wine Cellar Company Ltd MS.



PERMIT TO WORK

The objective of a permit to work system is to maintain close monitoring when high risk hazardous work is being carried out and the following points relating to the permit-to-work procedure should be taken into account:-

Specialised training may be required for the task being carried out

The task would usually have been classified as high risk by the risk assessment.

The task may be complex - for example

- Electrical Works
- Work in confined spaces
- Excavation Works
- Welding and/or Hot Works
- Mechanical Maintenance Works

Permits to work provide a safety control system against accidental injury to personnel, plant and products when known hazardous work is undertaken and a document detailing the work to be done and the precautions to be taken before commencement of work will be issued and will:-

- identify the work to be undertaken
- identify who will undertake the work
- state the time period for which it is valid
- supersede all other instructions until it is cancelled
- specify the control measures to be put into place before work commences
- identify known hazards that remain a risk to the permit holder
- identify any emergency precautions and procedures which need to be put into place
- identify any first aid facilities which may be necessary
- identify any special welfare facilities which may be necessary
- identify any necessary personal protective equipment
- ensure that no other work than that specified is undertaken
- define the limits of the work and the working area.

Circumstances, locations and work tasks will be identified, and safe working procedures will be implemented and incorporated within the health and safety plan.

The permit will consist of four parts, Issue, receipt, clearance and cancellation. All four parts must be signed and carried out before the permit can be cancelled.



FIRE SAFETY

Appropriate Fire Safety planning will be put into place, both for The Wine Cellar Company Ltd Premises, and temporary accommodation located on construction sites.

This planning will be in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and Fire Prevention on Construction Sites and the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation.

In order to comply with the Fire Safety Order a 'Responsible Person' will be appointed by name.

The contract manager for each site will be deemed as 'the responsible person' and the Internal Safety Rep And/or External Advisors for the head office. They must ensure that a Fire Risk Assessment is carried out and take reasonable steps to remove or reduce the risk from fire.

The Fire Risk Assessment will take into consideration dangerous substances likely to be on the premises that have the potential to cause harm or contribute to fire.

The named responsible person must provide a level of general fire precautions that should include:-

- Appropriate measures to reduce the risk of fire
- Appropriate measures that will limit the spread of fire should one occur
- Appropriate means of detection and giving warning in the event of fire
- Appropriate measures to ensure that the means of escape from the premises can be safely and effectively used at all times
- Appropriate portable fire extinguishers for the risk identified in relation to means of fighting fire on the premises.
- Appropriate signs, notices and lighting to enable persons to escape safely from the premise.
- Installation of a fire log book within The Wine Cellar Company Ltd office and yard buildings
- Put together an adequate evacuation plan
- Maintenance of company equipment that could cause a fire if not maintained
- Provide personal emergency evacuation plans for the vulnerable.
- Provide adequate training
- Carry out periodic fire drills to ensure the effectiveness of the plans produced.



EMERGENCY PROCEDURES

The contract manager and Internal Safety Rep And/or External Advisors will ensure that all sites have detailed emergency procedures in place to deal with potential emergencies whilst carrying out our works.

The types and nature of the emergencies will vary from site to site, however the standard procedures would typically include:

- Fire
- Injury to any person on site
- Trench collapse
- Overturning plant
- Asbestos exposure
- Near misses
- Cable and/or service strike (electricity, gas and/or water)



ACCIDENTS/INCIDENTS AND NEAR MISSES

The Wine Cellar Company Ltd is aware that it is vital to record all accidents/incidents and good practice to monitor the number and type of accidents which are recorded. The number and pattern of all accidents/incidents will provide an indication of circumstances, activity or equipment which are causing accidents and show if risks are being adequately controlled. All accidents/incidents will be investigated by a competent person.

Employees will report all accidents/incidents to their supervisor and should ensure that the details are entered in the Site Accident Book and conforms to the Data Protection Act requirements.

The Supervisors will arrange for an Incident Report Form to be completed. Accidents to contractors, visitors and members of the public will always be recorded in detail on an Incident Report Form. Where appropriate, written statements will be obtained from those who witness an accident or dangerous incident/ near miss, which in the initial stages, is for information only. A copy of the Incident Report and witness statements, where appropriate, will be sent to the Managers and Site Owner/Agent's Insurance Department. Failure to report an incident may result in loss of cover in the event of an insurance claim.

FORMAL REPORTING OF INCIDENTS UNDER RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places a legal duty on:-

- Employers
- Self-employed people
- People in control of premises

to report all work-related deaths, major injuries or over 7day injuries, work related diseases and dangerous occurrences (near miss accidents).

In the event of death, injury, dangerous occurrence or diagnosis of disease that falls within the remit of riddor, the Internal Safety Rep And/or External Advisors will liaise with the site supervisor/s, contracts manager and directors where appropriate.

INVESTIGATING ACCIDENTS/INCIDENTS ON SITE

Investigating and learning from Accidents/Incidents that have taken place can prevent a re-occurrence and is an essential part of risk assessment review.

Details of all incidents will be reported on an Incident Report Form and the appropriate responsible person will carry out a preliminary investigation and consider the following:-

- Are photographs, sketches or measurements appropriate and available?
- Have witnesses given statements?
- Could the incident have been prevented?
- Could the incident have resulted in a worse outcome?

This preliminary report will be passed to their Line Manager who will carry out a more detailed or specific investigation if necessary.

The results of all investigations will be recorded, and a de-briefing session will be held for the relevant personnel on site, especially if changes are implemented.



FIRST AID

With reference to Health and Safety (First Aid) Regulations 1981 the Directors will provide or ensure the provision of equipment and facilities which are relevant for enabling first aid to be rendered to employees when they are injured or become ill at work. Provision will be made for “suitable persons” to administer first aid who are both trained and hold current certification.

To ensure adequate provision of first aid needs, consideration will be given to:-

- work place hazards
- size of the organisation
- accident records
- nature of the work force
- location of the site in relation to emergency medical resources
- cover for absence of first aiders and appointed persons
- trainees and the general public
- specific requirements of current legislation

A new updated guidance document L74: third edition is now available from HSE.

MONITORING

Initial monitoring of health and safety procedures will be carried out on sites by site supervisors (daily) contract managers (on site visits) Internal Safety Rep And/or External Advisors (during visits and audits) company directors (during site visits). Monitoring of health and safety procedures at The Wine Cellar Company Ltd office and salvage yard will be done by the relevant manager of area in conjunction with the Internal Safety Rep And/or External Advisors.

The Internal Safety Rep And/or External Advisors will provide advice and training where appropriate, instruct on remedial action, if necessary. The Internal Safety Rep And/or External Advisors has the authority to stop work on any company premise or site if he/she considers that personal safety is being put at unnecessary risk.

Regular monitoring of company procedures will be carried out both internally and externally by the Internal Safety Rep And/or External Advisors. Audits/Inspections will be compiled, and trend analysis gathered to identify companywide strengths and weaknesses.

The Health and Safety Policy will be reviewed regularly and revised annually and/or, as necessary upon changes in legislation, best practice, guidance, accident or incident or change in personnel and machinery.



TRAINING

The Managing Director acknowledges that a regular process of training and retraining in accordance with their work needs will enhance employee competence and The Wine Cellar Company Ltd's business output and lower the risk of accident and incident.

The Wine Cellar Company Ltd will aim to ensure that all site-based staff and managers that visit sites will hold an industry specific card, CSCS, CPCS, NPORS etc.

All new employees will be inducted by a member of the management team prior to being allowed access to any company site and will be encouraged to undertake such other training as required for their relevant trade. All training undertaken will be subject to assessment and review.

A training budget will be agreed and set by the Managing Director following consultation with the management team. All employees will be considered for further training based upon their personal abilities, performances on site and the needs of The Wine Cellar Company Ltd.

The Directors will ensure that any employees are provided with all necessary health and safety training upon recruitment, considering the physical, mental and psychological abilities as well as experience. Basic industry training for all workers will include:

- Company induction
- Health and safety cscs safety test
- Regular tool box talks will be given to refresh employee knowledge whilst on site.

Depending on company needs, further training will be given in specialised areas.

Suitable training for the work activities undertaken will be periodically repeated and will take place during normal working hours as per Management of the Health and Safety at Work Regulation 1999.

We will also deliver a short training session/tool box talk on quality standards, equality, diversity, English language arrangements and anti-bribery to ensure that all staff are aware of what is required of them.

All training records will be kept in the relevant employees' files and in a training matrix and refresher training will be given as and when necessary.



YOUNG PEOPLE AT WORK

All Risk assessments need to take account of certain features which apply to young people. Young people are those below the age of 18 and special considerations for the wellbeing at work is a legal requirement.

The Risk Assessment

Before employing a young person, we will conduct a health and safety risk assessment which takes these specific factors into account:

- The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent.
- What types of work equipment will be used and for how long.
- How the work and processes involved are organised.
- The need to assess and provide health and safety training.
- Risk from the agents, processes and work.

Restrictions on the work of young people

The extent of the risks we identify in the risk assessment will determine whether we should restrict the work of the young people we employ. Except in special circumstances, we would not employ young people to do work which:

- is beyond their physical or psychological capacity
- exposes them to substance chronically harmful to human health.
- involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety
- involves a risk to their health from extreme heat, noise or vibration

These restrictions will not apply in 'special circumstances' where young people are doing work necessary for their training, under suitable supervision by a competent person, and providing the risks are reduced to the lowest level.



STRESS & MENTAL HEALTH

If employees are subjected to very intense or prolonged pressures, this can lead to suffering work related stress. This can lead to a range of symptoms, including anxiety and headaches as well as more serious ill health conditions such as heart disease and a wide variety of mental health conditions.

The Wine Cellar Company Ltd will tackle work related stress & mental health conditions by treating it like any other workplace health hazard. We will assess the risk posed by it and take action to eliminate or control the problem. The Wine Cellar Company Ltd will take reasonable care to ensure that employee's health is not put at risk through excessive or sustained levels of stress, and applies to the way work is organised, the way people deal with each other and other day to day demands placed upon the workforce.

The Wine Cellar Company Ltd will ensure that good management and regard for their employees are addressed to reduce stress levels and will adopt a consistent approach when dealing with staff and setting up good communication systems with employees to help reduce stress levels.

We recognise that mental health is a serious issue in the UK and contributes to high numbers of suicides, especially amongst men aged between 25 & 40. We operate an open-door policy and welcome any employee to come forward if they are struggling with any form of mental illness. As a company, we can provide you with the necessary contact details so that you can speak with specialists about your illness and so that we can make reasonable adjustments to your work with The Wine Cellar Company Ltd to keep you safe.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment will be provided where other control measures have been considered inadequate as per Personal Protective Equipment at Work Regulations 2002

The Directors will:-

- provide personal protective equipment free of charge (see exemption below)
- maintain, clean and replace PPE as and when necessary
- provide storage for PPE when not being used
- ensure PPE is suitable for its intended use
- ensure PPE is used properly
- provide information training and instruction for use & maintenance of PPE

Where a contract requires specialised personal protective equipment and training in the safe use and maintenance of such PPE, The Wine Cellar Company Ltd will provide all that is necessary free of charge.

PPE is considered the last resort under the HSE's Hierarchy of Control and the use of can often hinder or increase risks. The management team will always explore all other possible controls before considering the use of PPE.



COMMUNICATION OF INFORMATION

The Operations/Contracts Managers will establish meetings with sub-contractors to:-

- Ensure a clear line of communication on site is maintained.
- resolve problems which have arisen
- discuss health and safety issues e.g. performance standards, procedures, rules, training needs
- preparation of information required by others
- circulate information e.g. risk assessments, posters, relevant legislation
- arrange induction/tool box talks

CONSULTATION WITH EMPLOYEES

The Wine Cellar Company Ltd acknowledges its responsibility to make available to all employees, either directly or via

'representatives of employee safety', information relating to their Health and Safety at Work. Consultation will be maintained with employees on all projects especially when task briefings and tool box talks are given. Employees will be actively encouraged to participate and raise any queries they may have relating to health and safety, or any suggestions they may have on improvements to health and Safety.

In particular, consultation will take place over matters relating to:-

- a) the introduction of any measure at the workplace which may substantially affect the Health and Safety of those employees
- b) the arrangements for appointing or nominating persons in accordance with The Workplace (Health, Safety & Welfare) Regulations 1992.
- c) any Health and Safety information required to be provided under the relevant statutory provisions
- d) the planning and organisation of any Health and Safety training
- e) the Health and Safety consequences of the introduction of new technology

The Wine Cellar Company Ltd will arrange and hold periodic company meetings involving operatives, supervisors and Managers to discuss the findings of recent monitoring, performances and other relevant safety information. These meeting may be split into their status category so that the meetings can be controlled and productive.



SITE WELFARE

It is The Wine Cellar Company Ltd's policy to equip all sites with adequate welfare facilities and these will include but not limited to:-

- Canteen with warm running water and adequate heating
- Toilet facilities - both male and female (separate if practicable)
- Shower facilities (if full body washing is required due to work practices)
- Drinking water
- Seating with back support
- Provision of equipment to prepare a hot meal (kettle and microwave)
- Site office (this may be a self-contained welfare van on smaller contracts)
- Hand washing facilities

It will be the responsibility of the site supervisor, assisted by site personnel to ensure that site welfare facilities remain clean and in a hygienic state at all times.

MEALTIMES & TEA BREAKS

No employees taking breaks, mealtimes or otherwise, should enter the canteen in work overalls. All employees should thoroughly wash their hands, and in some cases, shower before taking meal breaks, to prevent contamination to themselves or others. The basic hygiene rule is of the utmost importance when related to employees working with lead bases materials, toxic materials and other harmful substances.

VIOLENCE IN THE WORKPLACE

Physical force is an obvious example of violence, but it can also take the form of verbal abuse, threatening behaviour and sexual harassment. Care must be exercised as hazardous situations may occur when dealing with an irate member of the public, and every effort should be made to handle the situation in a calm and courteous manner. If this is not possible then the police should be called to deal with the incident. Any employees involved in violent or aggressive behaviour on site will be subject to company disciplinary procedures.



DRUGS AND ALCOHOL

The Wine Cellar Company Ltd is aware that they have a general duty under the Health & Safety at Work Act 1974 to ensure as far as reasonably practical, the health safety and welfare of their employees and The Wine Cellar Company Ltd will not knowingly allow an employee under the influence of alcohol or drugs to continue working. Employees are required to take reasonable care of themselves and others who could be affected by their actions.

Alcohol and drugs (other than prescribed medication) are forbidden on all The Wine Cellar Company Ltd sites. Employees who have drunk alcohol or misused drugs are a hazard to themselves and others. The Wine Cellar Company Ltd recognises the need to address the effects of drink and drug misuse in the workplace and is committed to develop good working practices throughout the workforce. These practices will include The Wine Cellar Company Ltd ensuring only non- alcoholic drinks are available in site welfare facilities.

Alcohol/drugs screening is a very sensitive issue and is not the complete answer caused by drug/ alcohol misuse. *The Wine Cellar Company Ltd reserves the right to carry out random D&A testing to ensure the safety of all employees at work.* Where random testing is to be considered, notice will be given in advance to all sites, of at least 30 days. The Wine Cellar Company Ltd reserves the right to amend an employee contract by giving written notice of that change and a time period of no less than 30 days for the employee to comment, refuse or accept the change. THE WINE CELLAR COMPANY LTD Supervisors have been trained in the use of D&A swab test kits and have them available on site. If the supervisor feels that any person is under the influence, they can request that an instant test is carried out. If a test is refused, the employee will be refused access to site and requested that they remain in the site welfare or arrange for collection from site, for their own safety. If the test is taken and a result of non-negative is returned, again the employee will be requested to stay in the welfare facilities or arrange collection from site. At the end of the day they will be taken home (if not collected) from site and requested that they contact senior management before returning to site.

Procedure for Positives Test Results (Optional)

1. Employee will be removed from the work face and requested to stay in the welfare unit/area. They can leave site if they wish, but will not be permitted to take company vehicles or property with them. They will be requested to attend The Wine Cellar Company Ltd head office for a disciplinary meeting within 24-48 hours and will need to pass a D&A test before being permitted back to site. At this meeting they will be advised that they will be tested at any point within a 6 week period.
2. If they fail the test taken within the six week period, the above process is repeated and further disciplinary given. They will also be requested to acknowledge that The Wine Cellar Company Ltd will now test them at random each week, for a period of 6-8 weeks at their own cost, approximately £18.00 per test. If they refuse these terms without any reasonable justification, The Wine Cellar Company Ltd reserves the right to terminate their employment contract with immediate effect.
3. If they fail any tests during the above 6-8 week period, The Wine Cellar Company Ltd reserves the right to terminate their employment contract with immediate effect. Failure of any further tests within a 12 month period will result in immediate dismissal for gross misconduct.



DEALING WITH AN EMPLOYEE WITH A POSSIBLE DRUG/ALCOHOL PROBLEM

- Employees with a drink/drug problem have the same rights to confidentiality and support as they would if they had any other medical or psychological condition
- Disciplinary action will be a last resort. A Court may find dismissal unfair if an employer has made no attempt to help an employee whose work problems are related to drinking alcohol
- Many people with an alcohol/drug problem are able in time to regain full control over their drinking and drugs habit and return to their previous work performance
- Employees need to know that their drinking/drug problem will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action
- If an employees' drinking/drug taking is a matter of concern they will be encouraged to seek help from their GP or specialist occupational health specialist.
- A Health surveillance program will be addressed, and The Wine Cellar Company Ltd will provide contact details of an occupational qualified Health Nurse to monitor any suspected drug abuse and provide guidance on rehabilitation.

Signed By: Mr Paul Bettsworth – Managing Director

30th May 2021



WORKTIME POLICY – Working Time Regulations 1998

A worker is someone who has a contract of employment or someone who is paid a regular salary or wage and works for an organisation, business or individual. This includes part-time and temporary workers and the majority of agency workers and freelancers. Self-employed or people running their own business and are free to work for different clients and customers, the Regulations do not apply.

Workers cannot be forced to work for more than 48 hours a week on average, but a worker can agree to work longer than the 48-hour limit and the agreement must be in writing and signed by the worker. This is referred to as an 'opt out', which can be cancelled whenever wanted although an employer must be given 7 days or longer if this has been previously agreed. The average weekly working time is normally calculated over a 17-week period.

A worker is entitled to:-

- 11 uninterrupted hours between each working day.
- One whole day off a week
- A break of 20 minutes if working for more than six hours in one day
- The right to a minimum of 5.6 weeks paid leave per year including bank holidays
- Paid leave at their normal weekly wage/rate.

The Amendment Regulations cap the total amount of statutory holiday at 28 days. Therefore, a worker working for six days a week entitled to 24 days holiday under the WTR will only be entitled to a total of 28 days holiday after 1 April 2009.

The increase in holiday entitlement is calculated proportionally depending on when the employer's leave year starts. For employers whose holiday year starts on 1st January, workers' holiday entitlement will not increase by an exact number of days. However, the Government has provided an online calculator to make it simpler for everybody to work out their new holiday entitlement. <http://www.dti.gov.uk/employment/holidaya/page40455.html>

DEFAULT RETIREMENT AGE

The full abolition of the Default Retiring Age took effect in October 2011. Under the new regime, employees will be able to work indefinitely, unless the employer intervenes under any of the following three options:-

- Not setting a contractual retirement age
- Setting a retirement age for the whole work force
- Applying a retirement age to specific roles

If The Wine Cellar Company Ltd chooses not to set a contractual retirement age but then wants to retire an employee, they will either have to negotiate a departure date by way of a compromise agreement or by managing departure through the capability procedure.

To implement a workforce wide retirement age, The Wine Cellar Company Ltd will justify the age chosen and will show justification for applying it to all roles within the business.

If The Wine Cellar Company Ltd chooses to set individual retirement ages for each position within The Wine Cellar Company Ltd, then we will justify it in each individual case.



SITE METHOD STATEMENT AND ASSOCIATED WRITTEN RISK ASSESSMENTS

The Method Statement complements this Health and Safety Policy. Reference should be made to it to obtain procedures required to be followed for the following safe use of: -

1. ELECTRICAL EQUIPMENT	12. LPG
2. CONFINED SPACES	13. DIESEL
3. ENVIRONMENTAL EFFECTS	14. COSHH ITEMS
4. EXCAVATIONS	15. MANUAL HANDLING
5. FALSWORK	16. NOISE
6. FORKLIFT TRUCKS	17. VIBRATION
7. EXCAVATORS	18. PPE
8. TELEHANDLERS	19. UNDERGROUND SERVICES
9. DUMPERS	20. WORK AT HEIGHT
10. ACCESS EQUIPMENT	
11. LIFTING	

The above list is not exhaustive and can be added to dependent on the business and contractual requirements



SUB-CONTRACTORS

Sub-contractors will comply with any measure deemed necessary by The Wine Cellar Company Ltd to maintain a safe system of work.

Site Supervisors have the full authority of the Managing Director to take appropriate measures towards sub-contractors to ensure safe working methods at all times.

Sub-contractors will be required to demonstrate their commitment to health and safety.

Before a sub-contractor is appointed, they will be vetted by the management team. All sub-contractors will be required to supply the following information:

- Company Registration Certificate
- Health, safety, environment and welfare policy (signed and current)
- Trading address and contact details
- Bank details for payment
- VAT if applicable
- Insurance certificates
- Details of any enforcement action by local authority
- Details of any legal action taken against The Wine Cellar Company Ltd or director/s
- Environmental prosecutions
- Quality, safety and environmental management systems (accredited or not)
- Training matrix and example certification held by operatives, supervisors and managers
- CV or internal and external safety representative
- Copies of recent performance monitoring
- Minutes of safety meetings
- Accidents/incident statistics of the last 3 years
- SSIP membership details and current certification

THE CDM REGULATIONS 2015 – The Wine Cellar Company Ltd as Sub-Contractor

Where The Wine Cellar Company Ltd is employed as the sub-contractor on a project, in order to comply with the requirements of these regulations we will:-

- Co-operate with the Principal Contractor so as to enable each of us to comply with the duties under the regulations.
- As far as reasonably practicable, provide the Principal Contractor with any information which could prevent injury to any persons that could be affected by our works.
- Comply with any instructions given to us by the Principal Contractor providing such instructions are safe and within legislative requirements.
- Promptly provide the Principal Contractor with information in relation to any death, injury, condition or dangerous occurrence which he is required to notify or report to the Health and Safety Executive by virtue of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Provide information to the Principal Designer that would be necessary for inclusion within the health and safety file.



THE CDM REGULATIONS 2015 – The Wine Cellar Company Ltd as Principal Contractor

The Construction (Design & Management) Regulations 2015 came into force on 6th April 2015 supported by HSE Guidance L153.

When The Wine Cellar Company Ltd is appointed as the Principal Contractor for any project the Director/s, who will be aided by the management team will:-

- Plan, manage and monitor the construction phase in liaison with the Principal Designer
- Produce job specific safe systems of work and deliver regular task briefings to the entire workforce.
- Work closely with and co-operate with the Client and Principal Designer
- Ensure that relevant parts of the pre-construction information are passed on to the contractors
- Ensure that all workers have specific and correct training required for the jobs which they undertake
- Check that the Client is aware of CDM duties and confirm that a Principal Designer has been appointed
- Liaise with the Principal Designer regarding ongoing design
- Ensure that the site has adequate security
- Plan, manage and monitor our work and that of our workforce
- Check the competence of all our sub-contractors and our employees
- Take reasonable steps to ensure co-operation between all contractors (whether they are sharing the construction site for the purposes of regulation 11 of the Management of Health and Safety at Work Regulation 1999 or otherwise) so far as it is necessary to enable each of those contractors to comply with the requirement and prohibitions imposed on him by or under the relevant statutory provisions relating to the construction work.
- Ensure welfare facilities are in place.
- There will be regular management meetings undertaken to raise any health & safety issues and to make improvements as and when required
- Ensure, so far as reasonably practicable, that every contractor and every employee at work in connection with the project complies with any rules contained in the Health and Safety Plan;
- Take reasonable steps to ensure that only authorised persons are allowed into any premises or part of premises where construction work is being carried out
- Display all necessary mandatory notices
- Co-operate with the Principal Designer and provide any information that he/she is asking for.
- Provide detailed site rules, that will be communicated during induction and placed within the welfare
- Ensure all sub-contractors comply with the construction phase plan and that their employees have the necessary training to be on our site.



TEMPORARY WORKS

Temporary Works in the form of temporary supports or structures are often required to ensure the safety and stability of structures during excavation and construction works.

In accordance with the CDM Regulations 2015 temporary works must be designed and installed by competent persons in a safe and timely manner. The skills, knowledge and experience of the designer will depend upon the extent and complexity of the structure concerned. Temporary supports or structures used to support permanent structures will only be erected or dismantled under the direct supervision of a competent person as required by the CDM Regulations 2015.

TEMPORARY WORKS CO-ORDINATOR

The role of Temporary Works Coordinator is to control, monitor and supervise implementation of commonly encountered temporary works and raise the risk awareness.

British Standard 5975 sets out one way of managing temporary works (TW) that has been found to work well on medium and large projects and uses the job title Temporary Works Coordinator (TWC). There is no legal requirement to use this job title or the BS recommended process, but BS5975 provides an industry consensus view on what is considered to be good practice. The legal requirement is that the party in control must ensure that work is allocated and carried out in a manner that does not create unacceptable risk of harm to workers or members of the public. On projects with relatively simple TW needs, we may choose not to appoint a TWC. However, The Wine Cellar Company Ltd will still make sure that TW are properly managed to ensure safety.

As and when necessary, The Wine Cellar Company Ltd will appoint a Temporary Work Coordinator and/or Temporary Works Supervisor.

Training will be provided to enable the person/persons appointed as Temporary Work Coordinator or Temporary Works Supervisor before commencement, or these appointments may be made with an external organisation whose competence has been checked.

The minimum standard for persons to fulfil these roles will be the CITB Site Safety Plus Temporary Works Coordinator 2 day Training Course.

The Temporary Works Coordinator will:-

- Be aware of specific temporary work situations
- Be aware of the effect of change in site condition or method of working on Temporary Works and how to react
- Be familiar with BS 5975 and work within its recommended processes.
- Understand: -
 1. The process required to implement temporary works in construction
 2. The duties and responsibilities of the Temporary Work Coordinator
 3. The specific role and duties of the temporary works supervisor
 4. The relationship of temporary works to the CDM and Health & Safety legislation



CONTROL OF ASBESTOS REGULATIONS 2012

The Control of Asbestos Regulations 2012 came into force on 6th April 2012, updating previous asbestos regulations to take into account the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos.

The Wine Cellar Company Ltd will ensure all workers are suitably trained and asbestos aware. Although some projects may well be on new build sites, the ground in which they are situated could well contain asbestos debris from previous builds or demolitions.

All properties constructed prior to 2000, must have a suitable asbestos survey conducted within the proposed works area/s.

In the event that during normal working processes, suspect asbestos materials are found, such as asbestos boarding, lagging, pipework, packing and asbestos coated tiles, work is to cease immediately, and an asbestos specialist company is to be notified immediately for analysis to be carried out.

The Wine Cellar Company Ltd will protect employees and anyone who may be affected by their exposure to asbestos. They will reduce exposure to asbestos as low as is reasonably practicable.



COMPLIANCE WITH COSHH

With reference to Control of Substances Hazardous to Health Regulations 2002 which applies to substances which are hazardous to health except for those prescribed under legislation, the Internal Safety Rep And/or External Advisors will:-

- Ensure that clear instructions are given to all staff, that dangerous substances must not be used without a prior written risk assessment.
- Obtain information/data from the supplier/manufacturer as to its toxicity or potential to cause harm.
- Ensure a written assessment of the relative risks is prepared by a competent person.
- Identify the control measures for its safe use.
- Ensure all staff are aware of the routes of entry
- Where possible eliminate its use by substituting for a less harmful substance.
- Minimise exposure to the lowest practicable level.
- Ensure exposure is below workplace exposure level (WEL) for the substance.
- Provide where necessary personal protective equipment (PPE).
- Provide health surveillance where necessary.
- Provide any necessary information instructions and training in the safe use and storage of the substance.
- Monitor working practices in the use of a substance to ensure they remain adequate and record exposure in certain cases, as necessary, to make sure that control measures are effective.
- Ensure competent supervision is provided.
- Where necessary ban smoking, eating or drinking in some areas.
- Limit the number of people who might be exposed.
- Ensure that spill kits and emergency procedures are available.
- Adequate first aid provision for each substance at the workplace.
- Provide suitable disposal facilities for empty containers and/or inherited substances on new sites.



WORK RELATED CONTACT DERMATITIS

Work related contact dermatitis is a skin disease caused by contact with certain substances whilst at work. It is often called eczema and develops when the skin's barrier layer is damaged. This leads to redness, itching, swelling, blistering, flaking and cracking. The most susceptible parts of the body are the hands, followed by the forearms and face. It can be severe enough to keep people off work or even force the change of job.

There are three types of dermatitis and cause different reactions to the body:-

- Allergic
- Irritant
- Urticaria

The main causes of contact dermatitis are as a result of frequent contact with:-

- Toiletries
- Chemicals
- Detergents
- Natural products
- Building materials such as cement
- Solvents
- Oils

Frequent contact with water/chemical mixtures which cause dermatitis, fall under the requirements of current COSHH Regulations

Prevent dermatitis developing by:-

- Avoiding direct contact of the skin with the substances as listed above.
- Use machinery and tools for handling substances instead of using hands.
- Always wear gloves in good condition and made from a suitable material, when handling substances.
- Replace gloves as and when necessary
- Wear Protective Clothing as and when required
- Keep a safe working distance.
- Moisturise your hands to replenish the skin's natural oils.
- Check your hands regularly for the early stages of dermatitis, ie itchy, dry or red skin.

Any symptoms should be reported to your supervisor, as treatment is much more effective if dermatitis is caught early



PROTECTION OF THE ENVIRONMENT AND THE GREEN POLICY

The Environmental Protection Act 1990 imposes statutory requirements to protect the local environment. It is The Wine Cellar Company Ltd's policy that the following procedures must be implemented for each contract:-

1. Strict control measures and monitoring of dust, noise and vibration will be implemented.
2. No fuel oils, chemicals or acids will be tipped or buried on site. These will be removed in containers to authorised disposal areas.
3. No glass, glass fibres or metal fibres, tyres, plastics or manmade products will be dumped onsite. They will be collected for re-cycling and disposal.
4. Security measures will be taken to prevent fly-tipping by others.
5. Be environmentally aware of the Duty of Care and Duty Holder.

To meet this environment policy aim, we will endeavour to:

- be aware of all new environmental legislation and regulations
- comply with all environmental legislation and regulations
- minimise energy use and its associated CO2 emissions
- maximise the use of renewable energy sources where possible
- minimise the generation of waste
- maximise the re-use/recycling of materials and products
- maximise the use of recycled materials and products
- minimise raw material consumption
- minimise polluting emissions to air, land and water
- minimise the use of polluting transport
- assess the environment impacts of all working practices and product manufacture
- assess the whole life environmental performance of all purchases

The further aims of this policy will be:

- provide adequate environmental training for all the staff
- assess the environmental performance of all suppliers
- develop a set of environmental targets and action plans
- review the environmental policy and its action plans periodically with a view to continuous improvement



DISPOSAL OF WASTE

All disposal of waste will be carried out as per Environmental Protection Act 1990 and the Control of Waste Regulations 1992 and where practicable all waste will be sorted into various categories during works and loaded into separate skips and transported under current Hazardous Waste Regulations 2005 to Licensed Tipping Facilities.

THE WASTE ELECTRICAL AND ELECTRONIC REGULATIONS 2006

The Wine Cellar Company Ltd is aware that the Waste Electrical and Electronic Equipment Regulations which aims to minimise the impact of electrical and electronic equipment on the environment during their life time and when they become waste, which came into force on 1st January 2007.

HAZARDOUS WASTE REGULATIONS 2005

The Hazardous Waste Regulations 2005. These regulations were implemented on 16th July 2005 with the intention of simplifying the documentation associated with the collection and disposal of hazardous waste (previously defined as 'special') and to bring England and Wales into line with EU legislation.

The Wine Cellar Company Ltd is aware that it is an offence for any waste collection and disposal company to collect waste from a site that has not been notified or is not exempt. Exemptions are available for specific sites that have been defined as "low risk" and produce less than 500kg of hazardous waste per annum. Whilst a site may not be required to notify their premises ANY hazardous waste produced must still be treated according to the Regulations and can only be collected and disposed of by a registered waste carrier.

The regulations do not cover hazardous waste that may be produced by households and be classed as "domestic waste" with the exception of asbestos.

New controls requirements:-

- notify each individual premises
- define hazardous waste
- notify premises producing hazardous waste to the Environment Agency
- use the consignment form before disposing of hazardous waste
- set out procedures for multiple collections for hazardous waste
- use consignee return form for people receiving waste to complete and send to Environment Agency
- describe the return the consignee made to the producer
- ensure correct records are kept
- restrict the mixing of wastes (hazardous and non-hazardous)

Hazardous waste is legally defined by the European Waste Catalogue (EWC) which will provide a common definition across all EU countries which includes common waste such as :-

- Fluorescent Tubes
- Computer screens
- Many aerosols
- Paints
- Fridges
- End of life vehicles



HAZARDOUS WASTE RECORDS

As producers and consignors, we would keep a register of consignment note copies and any schedule of carriers and returns from consignees for three years. As carriers we would keep copies of consignment notes and any schedules of carriers for two years. As consignees we would keep copies of consignment notes and schedule of carriers until we surrender the license for the site managed and the registers will then be sent to the Environment Agency

As receivers of hazardous waste, we would complete a return to the producer, holder or consignor, and a consignee return to the Environment Agency.

We would make a quarterly return to the Environmental Agency giving information on all consignments of hazardous waste received during the quarter, as per the format determined by the Environment Agency.

In addition to the premises notification number we will be required to provide:-

- Unique consignment number for every shipment
- The six figure EWC (European Waste Catalogue) waste classification code
- Our Company SIC code (Standard Industry Classification)
- The UN number of the waste
- The packaging group of the waste
- Details of the process that gave rise to the waste

The Landfill (England and Wales) Regulations 2002 were amended in May 2004 and bans co-disposal (i.e. hazardous with non-hazardous waste) and waste will now be collected and disposed of separately. The Wine Cellar Company Ltd is aware that the responsibility for ensuring the correct classification, transportation and disposal rests with the waste producer. Fixed penalty fines up to £300 will be issued to those companies who provide false information or fail to notify their premises.



CONFINED SPACES

A confined space is a workplace whereby an employee can become consumed by a solid, liquid or gas. The hazards associated with working in sewers, tunnels, manholes, shafts, headings etc will therefore be considered in a wide context.

The Wine Cellar Company Ltd will

ensure that:

A site risk assessment, in writing, will have been carried out by the competent person and due note to be taken before any confined space works are initiated. The Wine Cellar Company Ltd will carry out atmospheric monitoring throughout the works, assessments of suitability for operatives entering a confined space, assessments of equipment to be used and will put in place a tried and tested rescue plan.

A Method Statement and a Permit to Work in confined spaces will be issued by the competent person, before any works commences, and induction training will be given. The hazard and risk assessment will clearly define the control measures to be adopted in the confined space working area.

This legal requirement will be initiated in writing, only by The Wine Cellar Company Ltd Senior Management.

All persons entering a confined space will be provided with adequate training and refresher training throughout the contract to ensure competence at all times.



WORKING IN OCCUPIED PREMISES

When The Wine Cellar Company Ltd work activities involve working in occupied premises the following considerations will be taken into account:-

- Necessary security measures
- fire control measures
- identification of fire wardens
- emergency evacuation procedures
- first aid provisions including welfare facilities
- identification of clients' responsible personnel
- ensure responsible liaison with client

DISPLAY SCREEN EQUIPMENT

Under the Health & Safety (Display Screen Equipment) Regulations 1992 employers have a responsibility to assess the risks of health and safety and to provide a healthy working environment for Display Screen users. To assist in this duty the Health & Safety Executive have issued further guidance in the form of IND36 (rev1) 'Working with VDUs

The Internal Safety Rep And/or External Advisors will undertake VDU assessments of all workstations operated by The Wine Cellar Company Ltd. The assessment will take the form of a verbal questionnaire with the operator, in conjunction with an inspection of the work area and tasks carried out. The assessment will be reviewed annually or more regularly if circumstances dictate. In assessing workstations three major areas will be taken into consideration:-

1. Ensure the correct set-up of the workstation
 - adjustment of the chair
 - layout of the worktop and equipment
 - use of wrist support, footrest or document holder
 - prevention of glare, reflections or screen inadequacies such as brightness or flicker
2. Using the workstation
 - Sitting in the correct position
 - Organising the work
 - Taking regular short breaks from display screen work
 - Regular screen cleaning
3. Taking care of health
 - Using spectacles where recommended
 - Watching for signs of ill-health or stress
 - Encouragement of users to follow the rules

Should either the results of the assessment suggest it, or an operative request it a suitable eye test will be paid for by The Wine Cellar Company Ltd. If the test confirms that a pair of fixed focal length spectacles are required, then The Wine Cellar Company Ltd will pay for them.



MANUAL HANDLING AND LIFTING

The Wine Cellar Company Ltd will carry out the following to control manual handling activities at all company places of work.

- carry out risk assessments of manual handling activities which cannot be avoided
- avoid hazardous manual handling operations where possible by mechanising the load.
- break down the load into smaller sections
- carry out dual lifting
- ensure suitable and adequate training is provided
- ensure appropriate information is provided relating to articles handled
- suitable PPE is provided where necessary
- competent supervision is provided

The following will be considered when assessing manual handling tasks:

Task – what is to be carried out

Individual/s – who is going to carry out the work

Load – Characteristics of the load, does it move, does it have handles etc.

Environment – where is the load being taken, does the route need clearing etc.

CONTROL OF NOISE AT WORK REGULATIONS 2005

Formal assessments of noise will be made if it is likely that any employee will be exposed to:-

- a noise level of 80dB(A) or above
- a peak sound pressure 135dB or above

The Directors will also:-

- ensure that assessments are carried by a competent person
- keep records of such assessments until they are reviewed
- reduce the risk of damage to hearing from exposure to noise to the lowest practicable level by using well maintained equipment and rotation of employees, reducing time exposed.
- provide suitable and sufficient ear protectors where exposure is 80 dB(A) and above
- designate ear protection zones where appropriate
- enforce the wearing of ear protectors where exposure is 85dB(A) and above or above the peak sound pressure of 137dB
- ensure ear protection equipment is maintained in an efficient state of use
- ensure levels do not exceed 87 dB(A) or a peak sound pressure 140 dB
- ensure employees are trained and competent in selecting and using hearing protection



CONTROL OF DUST

Dust will be controlled and kept to a minimum by damping down with water at source and will be controlled at all times and in accordance with Environmental Protection Act 1990. Our methodologies will be chosen and proven to reduce dusts sharply.

LIQUEFIED PETROLEUM GASES

Correct use of LPG must be carried out when in use and manufacturer's instruction will always be strictly adhered to. Correct storage will be carried out i.e. full bottles will be stored separately away from empty bottles and will be visibly marked accordingly.

FLAMMABLE LIQUIDS

Correct storage and usage of Fuels, greases and other flammable liquids must be handled and used as per manufacturer's safety instructions, risk assessments and COSHH.

STORAGE OF FLAMMABLE LIQUIDS AND SOLVENTS

Consideration will be given specifically to Ventilation, Ignition Sources, Containment, Exchange (substitution) and Separation.

TRANSPORTING /STORAGE OF PETROLEUM – SPIRIT/GASES PRECAUTION

Petroleum-spirit gases should not be transported in vehicles unless it is essential, and vehicles display the appropriate signs and carry suitable fire equipment.

Explosion proof metal petrol containers (BS approved) will be used for transportation and marked 'Petroleum Spirit – Highly Flammable and will not exceed two-gallon capacity.

When transported in vehicles, petrol containers will be secure in position and protected from damage by other equipment.

Gas cylinders, full or empty will be kept upright and adequately secured to prevent their movement within the vehicle.

CO2 Extinguishers will be located in the vehicle in an easily accessible position for emergency (fire.)

Appropriate signs will be displayed in the rear of vehicles carrying Petroleum-spirit/Gases. Warning notices will also be displayed within the vehicle.

Vehicles carrying Petroleum-spirit/Gases will be adequately ventilated



USE OF SKIPS

Should it be necessary for a skip to be placed at the roadside, all necessary permits will be obtained from the Local Highway Agency beforehand and displayed accordingly. No fires will be permitted in the skip at any time and will only be filled with general waste within the normal 'fill lines'. The skips will be properly secured, covered and illuminated outside normal working hours and after daylight hours.

When deciding the type and number of skips to be used, the following will be taken into account:-

- would a tailgate be easier to use than a solid skip
- the number of skips to be use and how often they will need to be emptied
- how many different types of waste will be produced.

As and when required, there will be specific skips for the three main types of waste:-

- Inert waste - waste that will not decompose i.e. rubble, concrete, metal, rubber etc
- Putrescible waste – waste that will rot and decompose i.e. timber, food, paper
- Hazardous waste – waste that is dangerous to keep or dispose of i.e. asbestos, toxic materials, clinical waste, farmyard arisings.

All skips will only be removed by those qualified skip drivers who are fully trained to do so.

All activities will be controlled at all times in accordance with the Environmental Protection Act 1990; The Control of Waste Regulations 1992, Hazardous Waste Regulations 2005, The new Waste (England and Wales) Regulations 2011.

PROVISION & USE OF WORK EQUIPMENT

The Directors will work within the Provision and Use of Work Equipment Regulations 1998 and will:-

- take account of work conditions and hazards when choosing equipment
- ensure that the equipment is suitable for its intended use
- make sure that it is maintained in good safe working order
- make regular inspections of equipment and complete a register at least every seven days.
- provide adequate information instruction and training to the user of the equipment
- ensure that any supervisor receives appropriate information instruction and training in the correct use of the equipment
- provide personal protective equipment where necessary
- ensure that all 'hired in' equipment has up to date inspection/maintenance records and all users have been adequately trained.



THE CONTROL OF VIBRATION AT WORK REGULATIONS 2005 - HAND ARM VIBRATION SYNDROME

HAVS is a range of disorders caused by being exposed to high levels of vibration. This can happen when using:

- Hand held power tools
- Vibrating equipment that is guided by hand
- Materials that vibrate as they are being processed

The vibration level of the tool and the amount of time spent using the tool or equipment affects the risk of developing HAVS.

Havs can cause pain, tingling and numbness and loss of strength in the hands, wrists and arms. It can also reduce the ability to handle things and work with the hands. Hand transmitted vibration can damage blood vessels, nerves, muscles and bones. Injuries caused by HAVs may never go away.

To help prevent against HAVs the following points will be taken into consideration

- Ascertain if the job can be done in a different way without using vibration tools
- If vibration tool has to be used use a low vibration tool
- Always use the right tool for the job
- Check tools before using them to ensure they have been properly maintained and repaired to avoid vibration caused by faults and general wear
- Ensure cutting tools are kept sharp
- Reduce the amount of time of using the tool in one go, by rotation of staff
- Avoid gripping or forcing tools more than necessary
- Encourage good blood circulation by :- keeping warm and dry
giving up or cutting down on smoking
massaging and exercising your fingers during work breaks

Health Surveillance and a HAVS management program to reduce exposure and risks will be set up and in place. This will include training, exposure reporting system and where necessary health checks carried out by a medical practitioner. This will be carried out for employees who are likely to be exposed above the exposure action value $2.5 \text{ ms}^2 \text{ A (8)}$.

The exposure action value (EAV) to a vector sum daily dose is $2.5 \text{ ms}^2 \text{ A (8)}$. The exposure limit value is (ELV) daily dose of $5 \text{ m/s squared A (8)}$ which must not exceed a "weekly average" derogation may granted where vibration exposures varies substantially from day to day.

The manufacturer will supply the EAV information when requested for each piece of machinery. For whole body vibration the action value is $0.5 \text{ ms}^2 \text{ A (8)}$ and the exposure limit value is $1.15 \text{ m/s squared A (8)}$

If written confirmation is received from a doctor that an employee has hand arm vibration syndrome, the relevant enforcing authority will be notified on Form F2508 as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.



ELECTRICAL EQUIPMENT AND POWER TOOLS

All fixed electrical equipment can be 240 (415v) with RCD's fitted and all portable or hand held working electrical tools must be 110 volts. Any electrical machinery/plant which is hired in will be checked to ensure that all equipment is suitable and safe for use and all the correct safety certification will also be inspected to ensure it is all in order before commencement of work with the equipment. Only qualified electricians will be allowed to service and repair electrical tools and equipment in the workplace as per Electricity at Work Regulations 1989 (Amended 1997): Electrical Equipment (Safety) Regulations 1994.

All Portable electrical equipment will be 'PAT' tested on a regular basis with a record held on site.

Specific identified electrical risks will be addressed by a qualified electrician and a permit to work system will be put into operation during the period that electrical installation and repairs being carried out.

A qualified electrician will carry out mandatory electrical checks on site equipment and site portacabins to ensure that all cables are not damaged and are properly protected prior to any works commencing.

PLANT - EQUIPMENT/MAINTENANCE

There is to be a plant maintenance program whereby plant and equipment will be inspected, serviced and made good and will be within the statutory inspection time frame. Accounting and servicing records will be maintained and kept and will be signed by the competent person. Site supervisors are required to maintain a weekly register of inspections of all plant and equipment with users of the plant carrying out their own pre-use checks.



PLANT AND EQUIPMENT

All plant and equipment will be used in accordance with Control of Health & Safety at Work Regulations 1996 and P.U.W.E.R. 1998 . All lifting appliances will, in addition, comply with L.O.L.E.R. 1998 . The Wine Cellar Company Ltd recognises also, the guidance and recommendations details in HSG 144 (The Safe Use of Vehicles on Construction Sites) and HSG 150 (Health and Safety in Construction).

The Wine Cellar Company Ltd will ensure that only those over 21, fully trained or supervised during training and authorised by The Wine Cellar Company Ltd will be permitted to operate the machinery. This will be monitored by competent site supervisors. Machines are to be operated as per the manufacturer's guidance at all times and as per the training received by each operator. Failure to operate machinery safely will result in disciplinary action against the user.

All plant and equipment will be maintained in accordance with our planned preventative maintenance program. Inspections will be carried out by the operator prior to work each day and these inspections will be recorded and held on site.

The daily pre- start check made by the operative will include:-

- Walking around the machine before starting, to check for defects or obstructions
- Carry out checks on brakes, oil, tyres and lights etc.
- Report any defects or problems to their supervisor

There will be a system installed to ensure that no plant or machinery can be started up on site by unauthorised persons, as all keys will be stored safely within a locked office/cabinet overnight. This system will be under the direct control of the named Site Supervisor/Manager. This system will be followed on all The Wine Cellar Company Ltd sites.



LIFTING

LIFTING OPERATIONS & LIFTING EQUIPMENT REGULATIONS

All lifting operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998. Lifting operations will be planned by an appointed person with a copy of the lifting plan held on site. Lifting operations will be supervised on site by a Lift Supervisor working to the instructions of the Lifting Plan. Lifting operations will only be carried out by suitably trained and certificated individuals. Lifting appliances and lifting equipment will be thoroughly examined by an external competent person at the following frequencies:-

- Lifting equipment and appliances used for lifting people will be thoroughly examined at intervals not exceeding 6 months
- Lifting accessories such as chains and shackles examined at intervals not exceeding 6 months.
- All other lifting appliances will be thoroughly examined at intervals not exceeding 12 months.

Lifting equipment are to be operated as per the manufacturer's guidance at all times and as per the training received by each operator. Failure to operate machinery safely will result in disciplinary action against the user. If at any point, any employee is unsure of what is asked of them they are to seek advice from their immediate supervisor or Internal Safety Rep And/or External Advisors.

EXCAVATIONS

Before excavating the following should be taken into account:-

- Check for underground services, water, gas, electric – always treat as live
- Excavations must always be supported or battered back to prevent collapse
- Use ladders for access and egress, do not climb supports
- Fit edge protection around excavations to protect the general public, regardless of depth.
- Keep soil heaps back at least the depth of the excavation from the edge
- Ensure stop blocks are fitted when dumpers are tipping into excavations and a signaler is used
- Never throw (or allow to be thrown) tools or materials down to someone in an excavation – ropes must be used to lower them
- Check excavation prior to entry at the start of a shift
- Carry out a weekly inspection by the competent person and record the results.

The main causes of excavation accidents are:

- Shoring not installed or trench not battered back as required
- Operatives trying to jump across the excavation
- Unauthorised removal or alteration of supports or braces
- Operatives working beyond the unsupported areas
- Operatives re-entering excavation without inspection or shoring up after heavy rainfall
- Materials falling into excavation because they have been placed too near to the edge
- Vehicles driving into the excavation because timber baulks or stop blocks are not in place
- People falling into trenches due to no edge protection being fitted



UNDERGROUND SERVICES

Before The Wine Cellar Company Ltd undertakes any digging, a permit to break ground and a permit to dig will be issued by the site supervisor or principal contractor. It will be the client and / or principal contractor's responsibility to carry out the necessary investigations to ensure that no live services are concealed below the ground prior to breaking ground. The following will be carried out for the safety of any person that could be affected by our works.

- Gas, Water, Electricity and Water Company Plans will be checked
- Careful digging by hand will be carried out to establish the location of underground services using insulated hand tools only.
- All known pipes and cables will be marked
- At the slightest hint of gas escape, leave the area and do not smoke or use equipment. Call the gas company and emergency services
- Follow gas company specifications for back filling if relevant.
- For Water mains, trace line of main by trial pits and mark all known pipes
- Burst pipes can fill an excavation quickly – if damaged water company will be called immediately. Water at high pressure can be fatal.
- Ladder access will be provided in the excavation. Please refer to excavation safety (Page 73)
- Pipes will not be left unsupported
- Suitable PPE or RPE if necessary, will be worn if there is a risk from contamination from sewerage. Hands must be washed before eating drinking or smoking.
- If a foul sewer is fractured, they may be a danger to health and the excavation must be left and the damage reported immediately to the Sewer Company.
- If a storm water sewer is broken whilst it is raining, the excavation must be vacated as flooding may occur at any time.

Procedures for dealing with a service strike below the ground will be posted for reference in all welfare facilities. Telephone numbers for utility services will be held on site within the construction phase plan, all supervisors will be familiar with this.



SAFE WORKING AT HEIGHTS

Under the Working at Height Regulations 2005 all works carried out where there is a risk of injury from a fall, whether it be above or below ground level, will be considered working at height.

Consideration will be given to the following hierarchy of Control Measures:-

- The use of work equipment or other measures will be implemented to prevent falls when working at height cannot be avoided.
- Where the risk of a fall cannot be avoided, the use of work equipment or other measures to minimise the distance and consequences of a fall will be utilised.
- Working at Height activities will be individually risk assessed and the risk assessment will be carried out for each instance of work at height activities and we will ensure that all work is planned, organised and carried out by competent persons.
- We will use the correct work equipment and select collective measures to prevent falls (such as guardrails and working platforms) before other measures which may only mitigate the distance and consequences of a fall or which may only provide personal protection from a fall, such as a harness.
- All operatives who may work at height and all management planning the work will be fully trained, competent and possess the correct skills, knowledge, attitude, training and experience to carry out the work.
- Work equipment will be inspected daily and will be thoroughly checked by a competent person at intervals no greater than seven days.
- The inspection and issue of harnesses, when used, will be done by a competent person and if the harnesses are kept in a storage area then they will be signed in and out and inspected before every use.
- Harnesses will be stored and maintained with a unique serial number and will be inspected by the competent person prior to being issued for use and a written procedure for emergency procedures will be outlined in writing as part of the Working at Height Regulations 2005. Harnesses will be inspected by a professional every 6 months or sooner if used in arduous conditions.
- A rescue plan will be implemented for work at height and all persons involved in such work will be familiar with the procedures involving suspension trauma.

Work at heights will be carefully assessed, planned and supervised throughout our work activities.



PEDESTRIAN AND TRAFFIC MANAGEMENT

By Law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it. Roadways and footpaths should be separate wherever possible by a physical barrier and clear signage.

By Law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened.

A Risk Assessment must be carried out and the following points taken into account:-

- If vehicles and pedestrians have to use the same route.
- The best way to mark out and sign vehicle and separate pedestrian areas.
- Mark out and sign crossing points for drivers and pedestrians
- Other hazards which present a health and safety risk i.e. materials that may fall from a vehicle; excessive or sudden noise; fumes etc.
- Ensure that the following are made aware of the route and layout :-
 - 1) Staff who work on site - by training
 - 2) New staff - by Induction
 - 3) All visitors to site are escorted by a member of the contractor's staff

Pedestrians & Cyclists

Wherever it is reasonable to do so, separate routes or pavements will be provided to keep pedestrians away from vehicles. Where possible pedestrian routes will represent the paths people would naturally follow (known as 'desire lines') to encourage people to stay on them. Pedestrians will be kept away from areas where vehicles are working unless they need to be there.

Barriers and Markings

The following procedures will be followed to keep vehicles away from pedestrian areas:-

- Protective barriers
- Clear marking to set apart vehicle and pedestrian routes
- Raised kerbs to mark vehicle and pedestrian areas
- Provide suitable barriers or guard rails where needed at entrances and exits to buildings and at the corners of buildings to prevent pedestrians inadvertently walking straight on to a road.
- Traffic signs must be distinctive, legible and illuminated when dark.

HGV Routes

Access of HGV vehicles into certain areas of London are on routes as designated by the London Borough Transport Scheme and these must be complied with.

If in any doubt **STOP** and contact your Direct Supervisor.

Refer to HSG 144 Book " The Safe Use of Vehicles on Construction Sites".



CONTROL OF VISITORS ON SITE-

Including the Management and Health and Safety of General Public Adjacent to the Working Site

The Wine Cellar Company Ltd will exercise a duty of care to those persons not in his employ who may be affected by their activities and will ensure that all visitors to their sites, including head office and salvage yard.

- report to reception or site office before accessing the site
- register their arrival and departure time on site
- are informed of any hazards or risks to which they may be exposed and of control measures in place to ensure their health and safety
- are advised of the emergency evacuation procedures and the exit and assembly points
- are escorted by a competent member of staff
- be provided with personal protective equipment, where necessary

All measures will be taken, as far as reasonably practicable, to prevent children and unauthorised persons from accessing our sites and being exposed to hazardous situations and will include:-

- ensuring the provision of a secure perimeter fence with a minimum of 2 meters in height
- access and egress secure against unauthorised entry
- suitable and easily understood notices being prominently displayed
- excavations securely fenced off
- power supplies being isolated or made dead during non-working hours
- machines will be left safe and inoperable during non-working hours.
- harmful substances will be securely locked away



OCCUPATIONAL HEALTH SURVEILLANCE

The Wine Cellar Company Ltd operates a wide-ranging occupational health regime for all our employees.

Those employees engaged in tasks which involve them handling, working or encountering hazardous materials or processes, such as Asbestos, Chemicals, Leptospirosis, Manual Handling, Noise, or HAV will undergo specific health surveillance as per current legislation and best practice.

Personnel records are maintained for everyone which contain personal details as well as current and historical details of training, medicals, sickness, accident records of jobs classified by category and site movements.

Employees who are potentially exposed to substances hazardous to health are recorded daily by the way of exposure forms and where necessary thorough medicals by approved doctors.

All records are retained and stored securely in accordance with current legislative requirements.

Work sites are continually assessed to consider the introduction of new substances/procedures.

Particular attention will be given to Risk Assessment/Control Measures and any health risks and appropriate control measures will be identified during the planning stage of any job and the control measures will be included within the site-specific risk assessments and the Method Statement.

Managers, Site Supervisors and Operatives will undertake appropriate training in order to recognise signs and symptoms which may be caused by working with certain materials/substances/processes.

Hazard identification will take place at tender stage and all necessary controls allowed for. Prior to starting any new contract, the site supervisors will brief all site staff of hazards to health on site and ensure controls are implemented and maintained throughout the works.



DATA PROTECTION (Privacy Policy)

In accordance with the General Data Protection Regulations 2018, THE WINE CELLAR COMPANY LTD will commit to the following arrangements to ensure full compliance with GDPR 2018.

Compliance in regards to company employees:

1. All employees will be made aware via inductions and TBT's of what personal information we hold.
2. All employees will be made aware of what data we hold, why we hold it, how we use it, how we keep it secure and whether we share any data with external parties.
3. We will ensure that all third parties are aware of GDPR and that they also have suitable arrangements.
4. All employees will be made aware of how they can gain access to the data THE WINE CELLAR COMPANY LTD hold and how they can request that certain data is deleted.
5. All employees will be made aware of what data they can hold on company devices and how each device must be encrypted, and password protected.
6. All employees will receive basic awareness training (TBT's) on the requirements of GDPR and how to report a breach.

Compliance in regard to external sources, clients, suppliers, sub-contractors and general enquiries.

THE WINE CELLAR COMPANY LTD hold personal identifiable information in the form of paper documents and electronic documents of thousands of people. This is information that has been gathered over the years from completed projects, enquiries into the business or from the public domain.

To ensure full compliance with GDPR 2018, THE WINE CELLAR COMPANY LTD will:

1. Notify all persons on file that we hold personal identifiable data.
2. Provide details on what we do with the data, how we store it and what security arrangements we have.
3. Explain that unless they "Opt In" and agree that we can keep their data, all data held will be deleted.
4. Detail what rights they have to disclosure and how to make a disclosure request.
5. Explain their right to erasure.
6. All completed job files will be deleted / shredded after 10 years of storage.
7. No personal data will be used for mail shots or cold calling unless permission has been given, the information is freely available within the public domain or THE WINE CELLAR COMPANY LTD can demonstrate any of the "lawful processing" requirements set out in the regulations.
8. THE WINE CELLAR COMPANY LTD will only collect the information necessary to conduct our works.

Any breach of personal data will be reported to the Information Commissioners Office (ICO) within 72 hours of identifying a breach. All persons affected by the breach will be notified immediately by the dedicated data protection officer/s (Office and Internal Safety Rep And/or External Advisors)

Signed By: Mr Paul Bettsworth – Managing Director

30th May 2021



ABSENCE & RETURN TO WORK

The Wine Cellar Company Ltd will ensure that it follows UK legislative requirements and guidance during employee absence and during their return to work.

HSE guidance such as “Managing sickness absence and return to work” will be utilised.

If the return to work is following a life changing diagnosis such as Parkinson Disease, HAVS, we will utilise the services of specialist occupational health practitioners.

The Wine Cellar Company Ltd will always look to make reasonable adjustments to ensure that our employees have the best possible opportunities to return to work in as full a capacity as practicable.

There are six elements in the return to work process

1. recording sickness absence
2. keeping in contact with sick employees, including return to work interviews
3. planning and undertaking workplace controls or adjustments to help workers on sickness absence to return and stay in work
4. making use of professional advice and treatment
5. agreeing and reviewing a return to work plan
6. coordinating the return to work process

Full individual risk assessments will be carried out to ensure the safety of the returning employee, these will be conducted by the Internal Safety Rep And/or External Advisors and the employee’s line manager. Where necessary, specialist occupation health practitioners may be used to aid the risk assessment process.

For further information, please request a copy of “Managing sickness absence and return to work” from your line manager or Internal Safety Rep And/or External Advisors.



MONITORING & REVIEW

The Internal Safety Rep And/or External Advisors will implement initial monitoring of health and safety procedures to be carried out on all sites on a daily, weekly and monthly basis, internally and by external advisors. The frequency of external monitoring will be at the discretion of the management team or as directed by client requirements. On smaller contracts of less than 4 weeks, monitoring may only be carried out internally by the Internal Safety Rep And/or External Advisors or operations/contract managers, unless the works are deemed very high risk and warrant external monitoring.

The purpose of monitoring is to ensure:

- the effectiveness of this Health and Safety Policy
- effective management of the organisation's procedures
- improvement of performance standards
- reduce the risk of accidents and incidents
- prompt implementation of remedial measures

The method of monitoring will consist of:-

- consultation with employees
- encouragement of suggestions observations & constructive criticisms of employees
- reporting hazards, dangerous occurrences and incidents by employees
- site inspections by a competent person
- site inspections by our approved external safety advisors.
- site meetings with health and safety on the agenda
- health surveillance
- annual review will be held to audit the management of health and safety in accordance with laid down procedures which will aim to collect available information on performance to establish the effectiveness of those procedures.
- the Health and Safety Policy will be reviewed regularly and revised annually and/or, as necessary.

All suggestions and improvements will be most welcome by the Managing Director by telephone, writing or verbally.

This policy is due for full review by **30th May 2021**

New/updated legislation and recommendations will be incorporated into this policy prior to full revision and will be detailed within the records of amendments/revision section at the front of this document. Review will also take place upon accident / incident, introduction of new procedures, plant or personnel.