



Health and Safety Policy of

**1st Step Recruitment Solutions Ltd
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STATEMENT OF HEALTH & SAFETY

The Company are committed to the prevention of accidents and incidents involving personal injury to all Employees, Contractors, Sub- Contractors and the General Public.

The Company are also committed to preventing damage to property, plant, equipment and the environment resulting from fire, improper use of equipment or lack of training of Employees and Subcontractors.

The Company are committed to continuous efforts to improve environmental performance throughout its activities. It will encourage concern and respect for the environment, emphasise every employees and subcontractors' responsibility and duty in environmental performance and provide appropriate operating practices, method statements and training where necessary.

The Company's Management recognise and accept their responsibilities to ensure a Safe and Healthy working environment, with Safe systems of work for all Employees and Subcontractors and to provide information, instruction, training and supervision as may be required and necessary.

The Company believes that the promotion of Occupational Health and Safety measures is a mutual objective for Management and all levels of Employees and Subcontractors.

Implementation of this Policy shall only be achieved by compliance with legal requirements, dedication at all levels of Management and the commitment of all Employees and Subcontractors including adequate funding and resources being provided by the Company.

This Policy shall be kept up to date, particularly as the business changes in nature and size. To ensure this, the Policy and the way in which it has operated shall be reviewed on a regular basis and amended as and when required and necessary.

Signed:



Simon Cowdrey
Managing Director
June 2008

1ST Step Recruitment Solutions Ltd

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Introduction

The purpose of this document is to specify the rules and procedures that each Sub-Contractor is required to comply with when engaged on the 1st Step Recruitment assignment, in order to protect the health and safety of all site personnel, visitors, members of the public or any other persons who may be affected by the works. The rules and procedures contained herein are intended to ensure that all Sub-Contractors establish and maintain places, plant and systems to work that are safe and without risks to health and are in compliance with relevant statutory requirements.

The following rules and procedures should not be considered to be exhaustive and the Company reserves the right to add, delete or modify conditions where it is considered to be appropriate.

Outlined in this document are items that represent potential Health and Safety risks associated with the work activities that 1st Step Recruitment may sub-contract. Any appointed Sub-Contractor **MUST** meet the requirements contained within this document to minimise those risks.

Failure by any person to meet the requirements of those Health & Safety documents may result in the instant removal of the offender from site without notice.

These guidelines should be used in conjunction with any additional written procedures issued by the appointed Health & Safety representative from the work location. For the 1st Step Recruitment's office locations this will normally be the branch Health & Safety representative and for site locations the nominated Project Manager.

Definitions

The Company - 1st Step Recruitment Solutions Ltd

The Sub-Contractor - works contractors, package contractors, subcontractors, specialist subcontractors, vendors, hirers, consultants, sub-consultants, sub-traders, labour only contractors, and sub-contractors of any tier, engaged on any 1st Step site, or under any contract to the company.

Company Site - Any construction site, factory, workshop, depot, offices or any other premises wholly or partly under the control of 1st Step.

Site Manager - the Company's Senior Site Representative

Accident and Incident Reporting

The attention of Sub-Contractors is drawn to the requirements of the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR 1995 Regulations) regarding accidents and notification to the Health & Safety Executive.

All accidents and injuries, however trivial, must be suitably recorded by the Sub-Contractor AND brought to the attention of the 1st Step Representative.

The Sub-Contractor will always be responsible for reporting all reportable accidents to their own area H.S.E. Office.

When each accident or incident is investigated, the Sub-Contractor will be responsible for ensuring that all significant hazards, risks and control measures are reviewed and that the associated Risk Assessment/Method Statement documents are suitably updated and communicated to those people at risk.

Asbestos

Unless hired as an approved contractor (licensed under the Asbestos Licensing Regulations 1984), Sub-Contractors should not carry out any work involving asbestos without first obtaining permission from 1st Step Recruitment.

Where it is necessary for an unlicensed Sub-Contractor to carry out any work with Asbestos that is permitted by current legislation, it will be controlled by the introduction of a written system of work.

If a suspect material is encountered unexpectedly, the Sub-Contractor should avoid disturbing the material. The Sub-Contractor MUST,

1. Immediately stop work
2. Secure the area to stop others entering the area
3. Advise the Site Project Manager immediately of the location and nature of the suspect material

Work likely to disturb fibres of the material should not recommence until the matter has been fully investigated. Where necessary, arrangements will be made for the Customer to contact for the removal of material before work continues.

The deliberate cutting, drilling, machining or breaking of asbestos-containing panels, boards, tiles or sheets is prohibited.

Buried Cables

Buried cables should be anticipated on every site and site staff must obtain cable plans where available and make specific enquiries where they are unavailable. The position of buried cables must be clearly marked on site and treated as live. Power tools and machinery used for excavation must not be used knowingly within 0.5m radius of a buried cable without the written permission of the Customer, and hand digging with spades only is permitted. If in doubt, seek advice.

Cartridge Operated and Fixing Tools

Where the Sub-Contractor intends to use cartridge operated fixing tools, he must produce a written safe system of work for the use of such equipment. The relevant 1st Step Personnel will keep a copy of the written safe system available for inspection. The written safe system of work will detail:-

1. The names of authorised users of the equipment.
2. The secure storage arrangements for tools and cartridges
3. The control measures for issues and return of equipment
4. The limitations on the type of work undertaken
5. The safety precautions to be taken during use
6. The method of Permit to Work to be used

All personnel under the Sub-Contractors control authorised to operate cartridge operated fixing tools will be adequately trained, competent and appointed in writing by the Sub-Contractor. The Sub-Contractor will be made available on site.

The Sub-Contractor will ensure that any personnel under his control using cartridge operated fixing tools are provided with and use suitable personal protective equipment, including eye and ear protection.

Confined Spaces

Where work has to be carried out in a confined space, The 1st Step Recruitment's Site Representative must be informed and consulted regarding safety precautions that must be implemented with an agreed written safe system of work.

Any person entering a confined space should only do so after the atmosphere has been tested and confirmed as clear. Testing should continue during the period that anyone is in

the confined space. The person entering the confined space must wear a safety harness attached to a life line which will be held at all times by a lookout man who will be backed up by additional operatives in case of emergency.

Under no circumstances should oxygen/acetylene etc. cylinders be taken into a confined space and if any welding/cutting operations are required to be carried out within a confined space then additional precautions must be taken including a Permit to Work.

Where the safety of the atmosphere cannot be guaranteed, the provision of appropriate breathing apparatus will be required. Persons using breathing apparatus must be trained in its use. Proof of training should be available for inspection by 1st Step Recruitment's Site Supervisor.

Useful guidance is given in the following HSE Guidance Notes,

- GS5 - Entry into confined spaces
- CS1 - Industrial use of flammable gas detectors
- CS15 - The cleaning and gas freeing of tanks containing flammable residues

Control of Substances Hazardous to Health (COSHH)

Sub-Contractors attention is drawn to the requirements of the Control of Substances Hazardous to Health (COSHH) regulations and their legal responsibility to have COSHH Risk Assessments and Material Safety Data Sheets (MSDS) available for the inspection on site.

Please note that an MSDS is NOT acceptable as an alternative to a written COSHH Risk Assessment. These Risk Assessments must include provision to safeguard the health of other Site Personnel where necessary, in addition to the Sub-Contractor's own employees.

Before any hazardous substance is used, an assessment must be made in compliance with the Control of Substances Hazardous to Health Regulations (COSHH), of the potential hazards and necessary precautions associated with the use of the substance. The employer of the men who are to use the material must make the assessment.

In deciding on the hazards/precautions relation to a particular material, account should be taken of any information from manufacturers or suppliers.

The completed assessment should be presented to the 1st Step's Site Representative, and work with the hazardous material should not begin until the assessment has been agreed and any necessary precautions have been taken.

Two Pack Paints

Sub-Contractors are not permitted to spray two-pack paints (Epoxy, Polyurethane and Etch Primer) without the written notification on the FORM G117 General Permit to Work, plus provision of adequate Health and Safety information, including COSHH Assessment.

Display Screen Equipment

Where the Sub-Contractor installs Display Screen Equipment on the 1st Step's site for use by personnel under his control, he will ensure that the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 are complied with.

In particular, this will require the Sub-Contractor to:

1. Ensure that any work station incorporating display screen equipment is adequately assessed for compliance with the requirements of the Regulations
2. To develop written procedures to ensure that workstation components, environments, tasks and software satisfy the statutory requirements
3. Provide adequate information and training for Sub-Contractor's personnel defined as display screen equipment users
4. To provide personnel under his control, defined as display screen equipment users
5. To provide personnel under his control, defines as display screen equipment users, with appropriate eye and eyesight tests upon requests, and special corrective appliances if they are required

Dry Site Rule

1st Step Recruitment operate and enforce a Dry Site Rule on every workplace. No personnel will be allowed to work under the influence of alcohol or drugs. Employees undergoing medication from a practicing physician must inform their supervisor prior to reporting to work. Anyone found to be under the influence of alcohol or drugs will be removed from site without notice.

Electricity

The Sub-Contractor will ensure that all work under his control is undertaken in accordance with the requirements of.

1. The Electricity at Work Regulations 1989
2. The institute of Electrical Engineers Wiring Regulations BS7671 1992
3. Guidance given by relevant publications, such as:

HSE Guidance Note GS6 “Avoidance of Danger from Overhead Electrical Lines”
HSE Guidance Note GS27 “Protection Against Electric Shock”
HSE Guidance Note PM32 “Safe Use of Portable Electrical Apparatus”
HSE Guidance HS(G) 107 “Maintaining Portable and Transportable Electrical Equipment”
HSE Guidance HS(G) 118 “Electrical Safety in Arc Welding”
HSE Guidance HS(G) 141 “Electrical Safety on Construction Sites”
Code of Practice for Distribution of Electricity on Construction and Building Sites

Various clients and main Sub-Contractors have their own safety regulations, which must be observed in addition to our own.

All site offices, workshops, huts, drying rooms and similar premises are regarded as permanent installations and the current edition of the IEEE Wiring Regulations must be observed.

Personnel under the control of the Sub-Contractor will not interfere with or work on any of the Site electrical installations or equipment without written consent of the 1st Step Recruitment Solutions Ltd Site Manager.

Excavations

All excavations or openings shall be done in accordance with BS 6031 “Code of Practice for Earth Works” and must be properly shored at all times in accordance with the Construction (Health, Safety and Welfare) regulations 1996 and other statutory obligations in the Code of Practice.

During excavation work, the excavation shall be properly fenced (NOT by hazard tape) and labeled, and the surrounding areas must be maintained in an orderly and tidy condition. The Sub-Contractor shall supply warning lights to be used during hours of darkness or low visibility.

Before work commences, the Sub-Contractor must ensure that there are no serviced in the vicinity of the area to be excavated. Where live serviced are present, then hand excavating must be carried out until the exact location of the service has been identified and made safe. Further advice on this aspect of excavation work is given in the section of this booklet entitled “Underground Services”.

Any excavation machine employed in the positioning of pipes etc. in an excavation must have a Certificate of Exemption (No. CON (LO) 1981/2 (General) Excavators, Loaders) for such a lifting operation. The certificate, signed by the competent person and indicating the safe working load, must be displayed on the machine and the load, which the machine is permitted to lift, must be marked on the machine or displayed in the cab.

Fire Precautions

In general, the standard to be adopted should be as laid down in the Joint Code of Practice “Fire Prevention on Construction Sites” ISBN 0 90216720 0.

Sub-Contractors will ensure that adequate fire prevention and precautions are taken whilst carrying out their activities, especially when involved in hot work e.g. burning, welding, grinding, etc.

Sub-Contractors will ensure, where appropriate the provision, inspection and maintenance of an adequate number of suitable fire appliances at workplaces, offices, stores and welfare accommodation under their control.

The Sub-Contractor will ensure that the personnel under his control are aware of and trained in the correct procedures to be followed in the event of fire, fire alarm, or emergency evacuation, or other emergency procedures. This will require them to know, for example, the location and correct use of:

1. Fire extinguishing equipment
2. Alarm call points
3. Emergency evacuation procedures
4. Emergency telephones
5. Escape routes and fire exits
6. Assembly points

At the request of 1st Step Recruitment’s Site Manager, the Sub-Contractor will ensure that the personnel under his control participate in emergency evacuation drills.

The Sub-Contractor must ensure that adequate fire precautions are taken in that he must adopt safe systems of work that must be backed up by the provision of adequate fire fighting equipment.

All highly flammable liquids/materials must be stored in accordance with statutory regulations.

Flammable materials such as paper, rags and waste/scrap material must be cleared away. No rubbish may be burned on site or in the vicinity of the 1st Step or Sub-Contractors huts. Empty containers, paint tins etc., must be cleared off the site and not be allowed to accumulate.

All Notices prohibiting smoking, naked lights, burning or welding must be strictly observed.

First Aid

Whenever a person needs to make use of the First Aid Boxes, the person will make appropriate entries into the 1st Step Recruitment's Accident Book as a matter of record.

Where Sub-Contractors are using first-aid facilities provided by 1st Step Recruitment or the main Sub-Contractor, they should make themselves aware of the location of the nearest First Aid Post/First Aider and means of communication with it/them. They must ensure that all their employees are made aware of this information.

Where Sub-Contractors are providing their own First Aid facilities, they should ensure that these meet the requirements of the Health & Safety (First Aid) Regulations 1981 and COP 42, the Approved Code of Practice on First Aid at Work.

Housekeeping and Disposal of Waste

Sub-Contractors must keep their work areas clean and should not allow rubbish and scrap etc. to accumulate. They must ensure that they leave the working area in a tidy and safe condition.

Flammable or other hazardous waste will be safely stored or disposed of by the Sub-Contractor at the end of each working shift, or more regularly if so required by 1st Step Recruitment's Site Manager.

It is the responsibility of the Sub-contractor to identify, keep separate and dispose of his hazardous waste in accordance with the relevant statutory, health, safety and environmental requirements.

Should 1st Step Recruitment be required to tidy up the Sub-Contractor's debris etc, then the Sub-Contractor will be charged accordingly.

Ladders, Stepladders, Trestles and Lightweight Staging

The Sub-Contractor will ensure that any ladders, step-ladders, trestles and lightweight staging used by personnel under his control are supplied and maintained in a safe condition and are fit for the purpose of their design.

The Sub-Contractor will ensure that all such equipment is provided and maintained in accordance with the recommendations of the relevant British Standard.

The Sub-Contractor will ensure that every ladder used by personnel under his control has a firm, level footing, is of adequate length, is securely fixed near it's upper resting places, and conforms in all other respects to the requirements of the Construction (Health, Safety and Welfare) Regulations 1996.

Lifting Appliances (Cranes, Excavators, Hoist, etc)

It is the responsibility of the Sub-Contractor to ensure that all lifting appliances and lifting gear brought onto site are in compliance with the Construction (Lifting Operations) Regulations 1961.

They must be of good mechanical construction, be properly maintained and be marked with an identification number and the safe working load. (Jib Cranes must be fitted with an Automatic Safe Load Indicator).

Lifting Appliances must be accompanied by a current test certificate, and all mandatory examination, inspection and documentation must be carried out.

The Sub-Contractor will ensure that any crane or lifting appliance under his control is operated and used in accordance with the requirements of the Construction (Lifting Operations) Regulations 1961 and the recommendations of British Standards B.S. 7121 - Safe Use of Cranes.

Liquefied Petroleum Gas (Calor, Butane, Propane, etc.) Portable Cylinders

The Sub-Contractor must supply details of all gases being brought to site.

Sub-Contractors must comply with the relevant requirements of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 and Health and Safety Executive Guidance Note C.S. 6 - The Storage and Use of LPG on Construction Sites.

Cylinders (whether the contents are flammable or not) shall be kept to a minimum and away from sources of heat and potential fire risks.

Manual Handling and Lifting

The Sub-Contractor will ensure that his operations are conducted in accordance with the requirements of the Manual Handling Regulations 1992.

So far as is reasonably practicable, the Sub-Contractor will avoid the need for personnel under his control to undertake any manual handling operations, which involve a risk of injury.

Where it is not reasonably practicable for the Sub-Contractor to eliminate manual handling operations involving a risk of injury, the Sub-Contractor will undertake a suitable and sufficient assessment of all such manual handling operations, and take appropriate steps to reduce the risk of injury to the lowest practicable level. All manual handling assessments conducted by the relevant 1st Step Recruitment personnel.

Where the Sub-Contractor undertakes manual handling assessments, he will provide all personnel under his control, who supervise or undertake such operations, with adequate instruction and information on the precautionary measures to be taken.

Materials Stacking and Storage

A TIDY SITE IS A SAFE SITE

Stacks of loose materials must be based on firm level ground and stacked in such a way that the materials are not likely to slip or over-balance.

Ensure that loose materials can be reached easily from ground level.

Never stack materials close to the edge of an excavation, or in an area that will block a recognized means of access.

Do not leave timber around the site with nails sticking out, if you see such a hazard, remove it or make it safe.

Do not leave brick or material bands around the site - you or someone else will eventually trip over one. Remove all waste materials to a skip or other designated area.

Safe racking or shelves must be provided in all store sheds. Shelving must be strong enough to adequately support the materials stacked on them.

Always ensure that there is suitable access between stacks of materials.

Mobile Elevating Working Platforms (MEPW's & Cherry Pickers)

Sub-Contractors using MEWP's will ensure that the manufacturer's instructions on inspection, examination, maintenance and servicing area carried out by a competent person at the appropriate intervals. The results will be recorded and kept available on site for inspection by relevant 1st Step Personnel.

All operators and users of MEPW's under the Sub-Contractor's control will be provided with adequate training in accordance with approved operating procedures and manufacturers instructions and Health and Safety Executive guidance.

The Sub-Contractor will ensure that the platform of any MEPW will be properly protected by guardrails and toe boards and be provided with a safe means of access.

The safe working load of the MEWP will be clearly marked on the platform and the Sub-Contractor will ensure that the safe working load is not exceeded.

The Sub-Contractor will ensure that any personnel under his control required to work aloft on a MEWP will be provided with and wear suitable fall arrest harness and lanyard attached to the MEWP cage.

Movement On Site

Sub-Contractors shall not go into any part of the workplace, except when necessary for the purpose of carrying out their work. In such events, only recognized routes shall be used.

1st Step Recruitment's Rules covering the conduct of its employees will be applicable to Sub-Contractors and their employees during the time they are on the 1st Step Recruitment's Site, including car parks.

The speed of vehicles within a site must be consistent with safety and must not exceed that specified in notices displayed on the site. All drivers must remember that pedestrians have the right of way. Special care must be given at any shift start and finish times, when there will be more than normal numbers of pedestrians on all gangways and roadways.

Noise

Sub-Contractors are required to carry out their operations in a manner compatible with the UK Noise at Work Regulations 1989, with particular reference to Action Levels and their legal implications. Sub-Contractors need to be aware of noise levels generated by their equipment and activities. All equipment, including hired items, should be specified as the quietest available.

If it is anticipated that the activities of Sub-Contractors may result in the production of excessive noise, then the Sub-Contractor must make an assessment of the noise in accordance with the Noise at Work Regulations 1989. As a guide, where it is necessary for a man to raise his voice in order to be heard, the noise level is likely to be excessive. The assessment should be available for inspection by 1st Step Recruitment's Site Representative.

Where possible, the noise should be reduced at source, e.g. by using pneumatic breakers with sound reducing casings. Where the noise can be reduced to less than the equivalent of 8 hours at 85dB(A), then suitable hearing protection must be available. If the noise cannot be reduced to less than the equivalent of 8 hours at 90dB(A), then wearing of the ear defenders must be enforced.

The Sub-Contractors Nominee must ensure that 1st Step Recruitment is properly advised before any exceptionally noisy operations, such as concrete breaking, take place, so that any other nearby people can be advised and approval given.

Personal Protection Equipment (PPE)

The Sub-Contractor is responsible for ensuring that all personnel under his control are provided with and use suitable PPE, as required by,

1. The Personnel Protection Equipment Regulations 1992
2. The Control of Substances Hazardous to Health Regulations 1994
3. The Construction (Head Protection) Regulations 1989
4. The Noise at Work Regulations 1989
5. And any other relevant legislation

All PPE provided by the Sub-Contractor will conform to the relevant British or European Standards.

The Sub-Contractor is responsible for making adequate arrangements for the maintenance, cleaning, replacement and storage of PPE, and for the provision of training information and instruction on its use to personnel under his control.

The Sub-Contractor will ensure that all personnel under his control on the 1st Step's site wear suitable head and foot protection, unless advised otherwise by the 1st Step Recruitment's Site Manager.

Where 1st Step Recruitment has specific Site Rules on the use of PPE, the Sub-Contractor will ensure that personnel under his control comply with these rules.

HEALTH AND SAFETY/OPERATIVE GUIDE



1st Step Recruitment Solutions Ltd take Health and Safety at Work very seriously and, although all contractors whilst working offices or on site will be under the direction and supervision of the client's staff, there are some basic guidelines, which should be followed.

1. Health & Safety Induction: we will advise you if the client has notified us of an induction course. If no induction is held then you should speak to your supervisor about the points below.
2. You will be under the direct supervision of the client and you must follow the safety procedures that they set down. Failure to do so could result in you being asked to leave the Office/Site.
3. Ensure that you know:
 - The Safety Officer
What happens in case of fire? What is the fire drill? Where are the exits and meeting points?
 - That your working place is safe e.g. are access and exit points free of obstructions.
 - That the equipment and machinery is safe to use. Particularly, ensure that you have been properly trained to use equipment and machinery.
 - The staff facilities that are available and the location e.g. rest rooms, canteens.
 - The site smoking policy. Is it allowed: In all areas? In a specific area? Not at all?
4. If you are in doubt about safety issues you should voice your concerns to your supervisor. You should also notify your consultant at 1st Step Recruitment Solutions Ltd.
5. If you see anyone breaking the safety rules you should report them to your supervisor and also notify your consultant at 1st Step Recruitment.
6. If you have an accident on site, report it immediately to your supervisor and enter it into the accident book. You should also notify your consultant at 1st Step Recruitment Solutions Ltd.
7. Construction Sites - you must provide and wear Safety Footwear and a Hard Hat at all times whilst on site.
8. Alcohol and Drugs - any 1st Step Recruitment Solutions Ltd staff reporting for, or at work under the influence of alcohol or drugs will have their contract instantly terminated and will not receive payment for that day.

Remember: You should take all reasonable steps to safeguard your own safety and that of any person who may be affected by your actions. Health & Safety at work is everyone's responsibility, especially yours.