



PROPERTY MAINTENANCE & SERVICES

# Health & Safety Policy

**Olelo Ltd**

824 Great West Road,  
Isleworth,  
TW7 5NA

# Health & Safety Policy Statement

This is the Health and Safety policy statement of Olelo Ltd (the company) to commit to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and any other persons affected by our business activities.

The company will comply with the Health and Safety at work act 1974 and Management of Health and Safety at work regulations 2006 and all other relevant legislation, and approved codes of practice which affect our business activities.

The Health and Safety Policy is available to all employees for reference and consultation. A copy will be given to employees and further copies displayed at places of work.

The company recognises that each employee is a valuable asset and that risks to their health and safety should be identified, evaluated and controlled, Olelo Ltd will provide safe systems of work, by carrying out task specific risks assessments. This will benefit both the individual and the company in achieving a safe working environment.

The company will consult with their employees, sub-contractors on matters affecting their health & safety.

The company will provide information, instruction, training and supervision for employees to ensure that employees and sub-contractors are competent to carry out their activities safely.

The company will provide and maintain safe plant and equipment, and ensure the safe handling and use of any hazardous substances.

The company will ensure a safe and healthy working environment with adequate welfare facilities and safety arrangements.

The vision, values and beliefs of the business regarding health and safety will be communicated throughout the company by the management team.

It should be noted that failure to observe safety rules and procedures will be regarded as a serious disciplinary offence which may lead to dismissal or termination of contract.

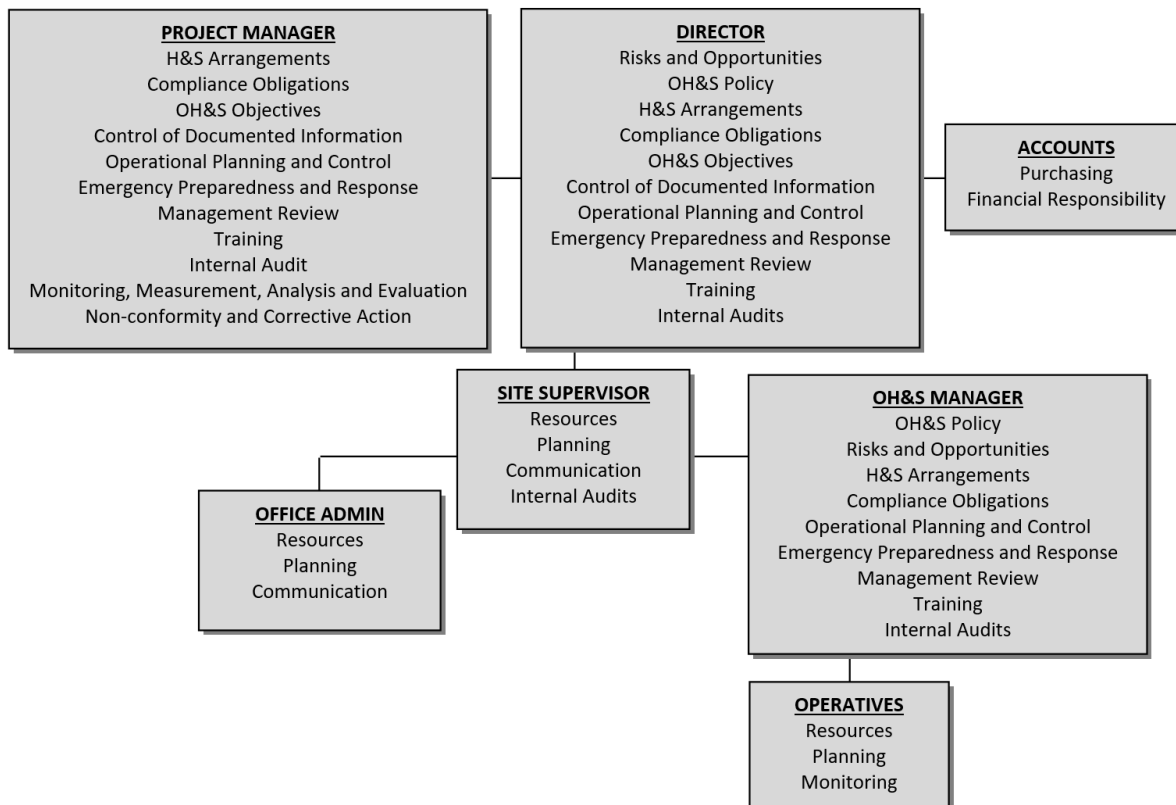
This policy will be reviewed regularly and amended where necessary, particularly as the business changes in nature and size.

Ultimate responsibility and accountability for matters of health and safety and welfare lie with the Directors and the Senior Managers of Olelo Ltd. They should develop a culture supportive of health and safety so as to improve on a continuing basis control over risks to health and safety.

Signed: \_\_\_\_\_  
Director: Olexei Kinash

Dated: \_\_\_\_\_

# Staff Duties



It must be made clear to all individuals that safety legislation demands a clear definition of responsibility for each person within the organisation, coupled with adequate level of supervision.

Failure to comply with these statutory requirements can result in legal liabilities being imposed upon individuals at any level within the company, from sub-contractors to directors.

Overall and final responsibility for health and safety at Olelo Ltd lies with:

## 1. Director - Olexei Kinash

Specific responsibilities include:

- Ensuring a fit for purpose and up to date Health and Safety Policy Manual is in place within Olelo Ltd.
- Ensuring that adequate resources (including funding) are available in order to implement the policy and ensure compliance with all statutory obligations;
- Liaising with regulatory bodies;
- Ensure sufficient and appropriate insurance cover is provided and up to date;
- To generally raise and maintain the profile of health and safety within Olelo Ltd.

## 2. Project & OH&S Managers

The Project & OH&S Managers are responsible for identifying and implementing the following:

- Employee training, liaison, and consultation, safety information provision.
- For the correct setting up, assessment and implementation of safety matters and procedures on site and allocate the necessary labour and equipment resources to conduct the work safely;
- Carrying out regular inspections of work in progress;
- Administering disciplinary procedures in cases of unsafe work practices by employees;
- Observing and bearing in mind the overall welfare of employees and be aware of poor attitude, performance or attendance which may be a sign of ill-health or stress;
- Drawing up written procedures and risk assessment(s) relevant to each site and passing this information to site employees, contractors and other parties;
- Ensuring that the company health and safety policy and procedures are carried out and that safety systems are regularly reviewed and upgraded;
- Ensuring that the clients safety rules and regulations are observed and a good relationship with the client is maintained at all times;
- Providing the means to adequately protect members of the public, visitors and delivery drivers at all company workplaces;
- Notifying all statutory bodies of the existence of sites where required by the CDM regulations;
- Providing adequate welfare facilities, safety equipment and protective wear for all sites;
- Investigate thoroughly any accidents, injuries or dangerous incidents arising from the works and take any procedural or disciplinary actions as are necessary to prevent a reoccurrence;
- The careful selection and appointment of sub-contractors to company sites;
- Ensuring the appointment of a permanent site based responsible person (Site Supervisor) to run each site;

## 3. Site Supervisor

Specific responsibilities include:

- Implementing the Company's Health and Safety Policy so far as is relevant to the activities under their control;
- Be acquainted with the relevant safety rules applicable to that site, and ensure all employees and subcontractors in their charge are also aware of the requirements;
- Take all practical steps to ensure that they, and all employees and subcontractors in their charge, comply with these regulations;
- Take all practical steps to safeguard themselves, other persons employed in their vicinity, together with any member of the public in the vicinity of the site, or delivery driver from any possible hazard which could be the result of the site work activities under their control;
- Ensure all plant, machinery, tools, equipment and hazardous substances in use on site, and under their control, are in a safe and serviceable condition, and that safety rules and working instructions applicable to each item are complied with, including the correct use of appropriate personal protective equipment relevant to each situation;
- Regularly inspect the work area in their charge to maintain safe and healthy conditions, and safe working practices;
- Deal immediately with safety hazards or breaches of safety regulations encountered or reported to them, and to similarly report such incidents and occurrences to their immediate superior, or to another responsible person at the workplace for immediate remedial action;

- Properly record accidents, dangerous occurrences and incidents (whether or not injuries have occurred) in accordance with the company's Health and Safety Policy, informing the Project & Quality Managers, and participate in any subsequent investigations;
- Ensure that risk assessments are reviewed for each job where hazards or working conditions change;
- Facilitate consultation with all employees or any party deemed as working for the Company in any capacity, on matters affecting their health and safety;
- Arranging for the correct warning signs to be erected and maintained as is appropriate;
- Ensuring that safety equipment including adequate stocks of the correct PPE are on site and regularly inspected;
- Ensuring the welfare facilities are correctly maintained and arranging to rectify shortcomings;
- Ensuring only qualified operatives use plant, equipment and machines;
- Checking that the site is kept in a clean and tidy state, with any hazardous goods and materials stored correctly;
- Maintaining good communications with the client and/or the Client's representative.

#### 4. **Employees and Sub-Contractors**

In accordance with Section 7(a) of the Health and Safety at Work Act 1974, it shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts and omissions at work.

Specific responsibilities include:

- Comply with the Company's Health and Safety Policy and co-operate with the company management and supervision to prevent accidents or health risks to themselves, other employees or contractors, members of the public or visitors;
- Wear personal protective equipment at all times when circumstances and / or risk assessment(s) require its use, whether instructed to do so or not, e.g. safety helmets will be worn on all sites at all times, appropriate eye protection will be worn when grinding or drilling etc.;
- Take care of personal protective equipment and all other company property and to report to their immediate superior, or other responsible person, any defects, damage or loss;
- Not misuse or interfere with anything provided in the interest of health and safety;
- Ensure that all items of plant, machinery, tools, and equipment used are in a safe and serviceable condition before, during and after use, and that any safety rules and working instructions are complied with at all times;
- Inform their Site Supervisor, or other responsible person, of any hazards, unsafe conditions or unsafe working practice coming to their attention within their working environment;
- Inform their Site Supervisor, or other responsible person, of any permanent or temporary health condition that may affect their ability to carry out specific task(s);
- Report all accidents (both injury and property damage), dangerous occurrences and incidents (whether or not injuries have occurred) in accordance with the company's procedures.

Note that, for the purposes of this policy, all requirements of employees shall also apply to sub-contractors working on behalf of Olelo Ltd. In the event that a sub-contractor is representing Olelo Ltd in a supervisory capacity, then the requirements of section 3 above shall also apply.

# Health & Safety at Work; Arrangements

1. Risk Assessment
2. CDM Projects
3. First Aid and Accidents
4. Fire
5. Work Equipment
6. Lifting Equipment
7. Working at Height
8. Hazardous Substances
9. Noise and Vibration
10. Manual Handling
11. Electricity
12. Personal Protective Equipment (PPE)
13. Asbestos
14. Working Environment & Site Safety Monitoring
15. Information, Instruction and Training
16. Consultation
17. Driving for Work
18. Control of Contractors
19. Alcohol and Drugs
20. Stress Management
21. Health Surveillance
22. Display Screen Equipment
23. New and Expectant Mothers
24. Monitoring, Audit and Review



## 1. Risk Assessment

### 1.1 Relevant Legislation

Management of Health and Safety at Work Regulations 2006 (MHSWR)

1.2 MHSWR contains a general requirement to assess risks in the workplace. Other legislation requires specific assessments to be carried out, such as the Control of Substances Hazardous to Health Regulations 2013 (COSHH) and the Manual Handling Operations Regulations 1992 (MHOR).

1.3 Olelo Ltd will conduct an assessment of the risks to employees and non-employees associated with the Company's activities. The assessment will be carried out by a competent person.

1.4 The risk assessment will address the following areas:

1.4.1 Identify hazards present in the workplace.

1.4.2 Identify significant risks arising from the work.

1.4.3 Address the risks from the identified hazards, taking into account existing controls.

1.4.4 Ensure that all aspects of the work are covered.

1.4.5 Address what actually happens in the workplace.

1.4.6 Consider all people who may be affected. This includes Sub-contractors, visitors and the general public.

1.4.7 Identify any workers who might be particularly at risk, for example young or inexperienced workers or lone workers.

1.4.8 Recording the findings;

1.4.9 Enable the identification and prioritisation of additional control measures required.

1.4.10 Be reviewed at least every 12 months, or at the commencement of each new project at client's sites or if there has been significant change, accident or near miss and updated if necessary.

1.5 The risk assessment will consider all aspects of the work to be carried out. Assessments may be site-specific, or generic risk assessments may be prepared.

1.6 Olelo Ltd will follow the following hierarchy when considering control measures on the hazards identified in any risk assessment completed;

- 1.6.1 Eliminate the hazard e.g. removal of the hazard
- 1.6.2 Reduce the hazard at source e.g. substitute hazard
- 1.6.3 Engineering controls e.g. add a guard, ventilate or lock on a door
- 1.6.4 Change or alter work patterns e.g. rotate staff to reduce exposure
- 1.6.5 Implement safe systems of work e.g. use approved codes of practice
- 1.6.6 Inform, instruct, train and supervise e.g. educate
- 1.6.7 Use PPE as the last resort e.g. if no alternative can be found

- 1.7 A copy of every relevant risk assessment will be provided to employees and sub-contractors, who will sign to confirm their understanding of the document. Copies of risk assessments will be held in the Olelo Ltd office and will be provided to Principal Contractors or Clients as required.

## **2. Construction (Design and Management) Regulations**

### **2.1 Relevant Legislation**

Construction (Design and Management) Regulations 2015 (CDM)

- 2.2 The CDM Regulations apply to all construction work in Great Britain and apply to both employers and the self-employed without distinction.

- 2.3 The CDM Regulations are divided into 5 parts:

- 2.3.1 Part 1 - Interpretation and Application
- 2.3.2 Part 2 - General Management Duties
- 2.3.3 Part 3 - Additional Duties for projects that:
  - last more than 30 days
  - involve more than 500 person days of construction
- 2.3.4 Part 4 - Physical Safeguards to prevent danger
- 2.3.5 Part 5 - Civil Liability

- 2.4 The aim of the Regulations is to integrate health and safety into the management of the project and to encourage everyone involved to work together to:

- 2.4.1 Improve the planning and management of projects from the start;
- 2.4.2 Identify hazards early so they can be eliminated or reduced at the design stage;
- 2.4.3 Target effort where it will do the most good in terms of health and safety; and
- 2.4.4 Discourage unnecessary bureaucracy



2.5 For all projects that come under the CDM regulations, Olelo Ltd will:

- 2.5.1 Check clients are aware of their duties;
- 2.5.2 Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- 2.5.3 Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;
- 2.5.4 Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- 2.5.5 Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- 2.5.6 Ensure that any design work they do complies with regulation 11;
- 2.5.7 Comply with any requirements listed in Schedule 2 and Part 4 of the CDM Regulations 2015 that apply to their work. These relate to general site safety and welfare considerations;
- 2.5.8 Co-operate with others and co-ordinate their work with others working on the project;
- 2.5.9 Ensure the workforce is properly consulted on matters affecting their health and safety;
- 2.5.10 Obtain specialist advice (for example from a structural engineer or occupational hygienist), where necessary, if planning high-risk work.

2.6 Certain projects are classed as "notifiable" by CDM. These are projects where construction work is expected to:

- last more than 30 days
- involve more than 500 person days of construction

also, as detailed in Schedule 1

In the case of notifiable projects, Olelo Ltd will also:

- 2.6.1 Check that a Principle Designer has been appointed and HSE notified before they start work (having a copy of the notification of the project to HSE will be considered sufficient);
- 2.6.2 Co-operate with the principal contractor, Principle Designer and others working on the project or adjacent sites;
- 2.6.3 Tell the principal contractor about risks to others created by their work;
- 2.6.4 Provide details to the principal contractor of any sub-contractor engaged in connection with carrying out the work;

- 2.6.5 Comply with any reasonable directions from the principal contractor, and with any relevant rules in the construction phase plan;
- 2.6.6 Inform the principal contractor of any problems with the plans or risks identified during their work that have significant implications for the management of the project;
- 2.6.7 Tell the principal contractor about accidents and dangerous occurrences;
- 2.6.8 Provide information for the health and safety file.
- 2.7 The health and safety file should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishments and demolition to be carried out safely. The contents should include:
  - 2.7.1 A brief description of the work carried out;
  - 2.7.2 Any residual hazards which remain and how they have been dealt with;
  - 2.7.3 Key structural principles;
  - 2.7.4 Hazardous materials used;
  - 2.7.5 Information regarding the removal or dismantling of installed plant and equipment;
  - 2.7.6 Health and safety information about equipment provided for cleaning or maintaining the structure;
  - 2.7.7 The nature, location and markings of significant services;
  - 2.7.8 Information and as-built drawings of the structure, its plant and equipment (for example the means of safe access to and from service voids, fire doors and compartmentalisation etc.).

### **3. First Aid and Accidents**

#### **3.1 Relevant Legislation**

Health and Safety (First Aid) Regulations 2013

Social Security (Claims and Payments) Regulations 1979

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

- 3.2 The Health and Safety (First Aid) Regulations require employers to ensure the provision of equipment and facilities so that first aid can be rendered to employees if they are injured or become ill at work. The Regulations also require self-employed people to provide their own first aid equipment, or to ensure that it is provided.
- 3.3 Where more than one employer and/or self-employed people are working together, it is acceptable for one party to provide first aid cover, to avoid duplication. When working on Client premises, first aid provision will often be available from the Client. In the construction environment, qualified first aiders and first aid equipment and facilities are generally provided by the Principal Contractor / Site Agent.

- 3.4 Before commencing site work, Olelo Ltd will check arrangements for first aid in order to confirm that acceptable provision is available. As an example, on a construction site where between 5 and 50 people are employed, at least one trained first aider should be available at all times. The first aider should have access to adequate first aid equipment and an appropriate facility for administering first aid.
- 3.5 Where it is appropriate for the emergency services to attend, they will be called by the Qualified First Aider, Appointed Person, Senior Sub-contractor or other senior person on site.
- 3.6 Accidents to employees must be recorded in an accident book. RIDDOR requires that certain injuries to employees, diseases and dangerous occurrences are reported to the enforcing authority by the responsible person.
- 3.7 Every accident to Olelo Ltd employees or sub-contractors will be recorded by completing the Accident Book held in the site box.
- 3.8 Completed pages in the Accident Book will be removed and securely retained for at least three years by Olelo Ltd.
- 3.9 The information reported will be used to monitor accident rates. Further investigation of an accident may be required in order to revise risk assessments, learn from the accident and prevent a similar occurrence in the future.
- 3.10 An accident investigation form is provided and will be completed where it is considered appropriate by Olelo Ltd management. The Investigation Form may also be used to record and investigate near misses. These are dangerous events which did not result in injury but which could have done.
- 3.11 Under RIDDOR, where it is necessary to report an injury to the enforcing authority, Olelo Ltd are responsible for making this report where the injury is to an employee.
- 3.12 A RIDDOR report will be made by telephone as soon as possible following the injury, followed by written notification using form F2508. The injuries that must be reported are:
  - 3.12.1 Death
  - 3.12.2 Major injury listed in Schedule 1 of the Regulations.
  - 3.12.3 Injuries which leave the employee incapacitated for normal work for a period exceeding three days.
- 3.13 Telephone reports will be made to the RIDDOR Incident Contact Centre on 0845 300 9923. The Contact Centre will then complete form F2508 and return this to Olelo Ltd for checking.

- 3.14 If the injured person is a self-employed worker, then the person in control of the site is the responsible person for reporting the accident to the enforcing authority.
- 3.15 Training in first aid provision and emergency procedure will be given to personnel on their first day on a work site as part of induction training.

## **4. Fire**

### **4.1 Relevant Legislation**

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)  
Health and Safety (Safety Signs and Signals) Regulations 1996

- 4.2 Fire legislation and best practice requires that the following steps are taken to minimise the risk of fire and to safeguard people if fire does occur in the workplace:
  - 4.2.1 A fire risk assessment of premises must be carried out to identify fire risks and how they will be controlled;
  - 4.2.2 There must be appropriate means of detection, giving warning and contacting the emergency services in case of fire;
  - 4.2.3 Adequate means of escape must be provided;
  - 4.2.4 Employees must be provided with information, instruction and training about fire precautions in the workplace.
- 4.3 RRFSO requires measures both to prevent fires happening and to make sure all people on construction sites (including visitors) are protected if they do occur.
- 4.4 It is Olelo Ltd policy to ensure that fire risk in relation to the work being carried out is considered as part of the project risk assessment. Control measures or other recommendations arising from the risk assessment will be implemented.
- 4.5 The full fire risk assessment for site premises will remain the responsibility of the person in control of the site. This will usually be the client/site occupier or the principal contractor.
- 4.6 The client or the principal contractor will normally be responsible for fire safety arrangements on the site, including the means of raising alarm, firefighting equipment and means of escape. Olelo Ltd will confirm that adequate arrangements are in place and co-operate as required.
- 4.7 The following measures will be taken in order to minimise the risk of fire starting or developing:

- 4.7.1 The working area will be kept tidy, with waste materials cleared away regularly.
  - 4.7.2 Site safety rules will be followed including any rules with regard to smoking arrangements.
  - 4.7.3 The need for special precautions will be considered in areas where flammable atmospheres may develop, such as the use of volatile solvents or adhesives in enclosed areas.
- 4.8 Appropriate precautions will be taken to ensure that the work being carried out does not obstruct fire escape doors or routes. In the event that obstruction is unavoidable, a safe system of work will be agreed with all relevant parties to ensure that the safety of all building occupants is not compromised.
- 4.9 Employees and sub-contractors will attend site safety training as required by the Client or Principal Contractor to ensure that site fire arrangements are known to all personnel.
- 4.10 It is Olelo Ltd policy to ensure that fire risk assessments are carried out and reviewed as required for their own premises. Control measures or other recommendations arising from the risk assessment will be implemented as necessary.
- 4.11 Fire action notices will be displayed in prominent locations to define the action that employees must take in the event of fire. Escape routes will be clearly signed and kept free from obstructions. The means of raising the alarm in the event of fire will be identified.
- 4.12 Portable fire extinguishers of an appropriate type will be available in appropriate numbers as indicated by risk assessment. Extinguishers will be maintained at recommended intervals and a record of the maintenance kept.

- 4.13 The following table show the periodicity of checks, testing and maintenance for Olelo Ltd office premises:

Periodicity	Action	Fire Equipment
Annually	Review	Fire Risk Assessment
	Maintenance	Emergency Lighting
	Maintenance	Fire Extinguishers
Six Months	Drill	Fire Evacuation
	Maintenance	Fire Detection System
	Maintenance	Fire Alarm System
Monthly	Check	Fire Doors
	Test	Emergency Lighting
Weekly	Test	Fire Detection System
	Test	Fire Alarm System
	Check	Fire Extinguishers

Note: Review or Maintenance will be completed by a competent person. Test, Check or Drill will be completed by their landlord(s).

- 4.14 Results of tests, checks, drills, maintenance and reviews will be recorded in the Fire Log Book, which will be kept and available for inspection.
- 4.15 Training in fire prevention and emergency procedure will be given to new employees on their first day as part of induction training.

## 5. Work Equipment

### 5.1 Relevant Legislation

Provision and Use of Work Equipment Regulations 1998 (PUWER)

- 5.2 PUWER requires that work equipment must be suitable for the task and safe to use. It must be maintained and inspected as required. Dangerous parts of machines must be guarded so far as is practicable. Where applicable, employees must receive information, instructions and training.

- 5.3 Work equipment has a wide definition under PUWER. It includes all machinery, appliances, tools and installations for use at work. A range of work equipment may be used by Olelo Ltd employees and sub-contractors.
- 5.4 Risk assessments for a task will consider the work equipment required. There will be evaluation of the hazards and risks, and control measures required. This information will be communicated to employees and sub-contractors.
- 5.5 All work equipment is to be suitable for the task and used safely. Equipment owned by Olelo Ltd is to be inspected and maintained in accordance with manufacturer's recommendations. Refer to the following Appendices:
  - 5.5.1 Appendix A for a visual inspection record for employee use;
  - 5.5.2 Appendix B for visual / inspection feature check list;
  - 5.5.3 Appendix C for Olelo Ltd formal inspections;
  - 5.5.4 Appendix D for Olelo Ltd maintenance records;
- 5.6 The employees and sub-contractors of Olelo Ltd are experienced workers. It is anticipated that they will already possess appropriate levels of competence to work safely, due to their previous experience and/or training.
- 5.7 When new employees or sub-contractors are engaged to carry out work on behalf of Olelo Ltd, the induction process will include one day of on-site supervision to confirm that the necessary levels of competence and safe working are met. Further on-site training will then be carried out if deemed necessary.
- 5.8 The Site Supervisor/Charge Hand's assessment of competence for the use of work equipment is recorded on the work equipment competence record.
- 6. **Lifting Equipment**
  - 6.1 **Relevant Legislation**  
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
  - 6.2 LOLER requires that equipment used for lifting, along with any lifting accessories, must be of adequate strength and stability for the load. The equipment must be positioned and installed so as to be safe. Equipment and accessories must be clearly marked with safe working loads (SWL). Thorough examination and inspection must be carried out at appropriate intervals, with defects reported and records kept. Lifting operations must be properly planned by a competent person, appropriately supervised and carried out in a safe manner.



- 6.3 Where lifting equipment is hired, appropriate documentation including evidence of the last thorough examination will be obtained on delivery. Thorough examination must be carried out at least every 6 months for equipment which is used for lifting people, or as otherwise specified in a written examination scheme.
- 6.4 The documentation obtained on delivery will include the following information:
- 6.4.1 Name and address of duty holder for whom the last thorough examination was made;
  - 6.4.2 Address of the premises where the thorough examination was made;
  - 6.4.3 Sufficient information to identify the equipment;
  - 6.4.4 Date of last thorough examination;
  - 6.4.5 Date when the next thorough examination is due;
  - 6.4.6 Safe working load (SWL) of equipment or (where SWL depend on the configuration of the equipment) its SWL for each configuration.
- 6.5 Where lifting equipment is hired by Olelo Ltd, it will be the responsibility of Olelo Ltd to ensure that appropriate documentation is received with the equipment. Where the equipment is hired by the principal contractor, it will be their responsibility to ensure that the documentation is received, though Olelo Ltd may request to inspect this.
- 6.6 In any event, a visual inspection of lifting equipment will be made before use to confirm that it appears to be safe to use, and recorded.
- 6.7 Lifting equipment will only be operated or used by Olelo Ltd personnel who have appropriate, documented training in its operation or use.

## **7. Working at Heights**

### **7.1 Relevant Legislation**

Construction (Design and Management) Regulations 2015 (CDM)  
Work at Height Regulations 2005 (as amended) (WAHR 2009)

- 7.2 WAHR requires that work at height must be avoided so far as is reasonably practicable. If working at height is necessary, risk assessment must be carried out and all reasonably practicable steps taken to prevent anyone falling. Any equipment provided to prevent falls from height must be properly maintained, and inspected with reports made where appropriate.

- 7.3 Appropriate steps must also be taken to prevent persons falling through fragile materials (such as weak roofs) and to prevent materials or objects falling on to any person.
- 7.4 Olelo Ltd recognises that working at height is potentially a high-risk activity. Falls continue to be the biggest cause of fatal injury in Britain's workplaces. In the construction industry 26 out of 42 worker deaths (62%) resulted from a fall from height. (2009/20010 HSE statistic).
- 7.5 Working at height will be avoided so far as is reasonably practicable. Where work at height is necessary it will be properly planned and organised following risk assessment, and carried out by properly trained and competent persons. Training will include how to avoid falling, and how to avoid or minimise injury should a fall occur (for example by the use of fall arrest systems).
- 7.6 The most suitable equipment for working at height will be selected, with the working conditions and risks to the safety of all those at the place where the work equipment is to be used, taken into account. Collective protection measures (e.g. guard rails) will be given priority over personal protection measures (e.g. safety harnesses).
- 7.7 Where feasible, work at height will be carried out from a guarded platform (such as a scissor lift or tower scaffold) in preference to using ladders. However, in selecting the appropriate equipment, consideration will also be given to the duration and location of the work. There will be situations where a ladder is the most appropriate equipment to use.
- 7.8 Any platform used for construction work and from which a person could fall will be inspected before use (and not more than 7 days before use).
- 7.9 Each individual place at which work is to be done at height will be checked on every occasion before that place is used. This will involve checking the surface and every parapet and permanent rail.
- 7.10 Tower scaffolds may be owned or hired by Olelo Ltd and may be erected by Olelo Ltd personnel who have received appropriate training (PASMA).
- 7.11 Where ladders or step-ladders are used, work will be carried out in accordance with the following guidance from the Health and Safety Executive:
  - 7.11.1 Ladders and step-ladders must be in good condition. Wooden ladders/step-ladders must never be painted as paint may hide faults.

**Ladders:**

- 7.11.2 Ladders will only be used where the work can be reached without stretching, where the ladder can be fixed to prevent slipping and a good handhold is available.
- 7.11.3 Heavy or bulky loads should not be carried up or down ladders.
- 7.11.4 Ladders should be secured so that they cannot run sideways or slip away from the wall.
- 7.11.5 Ladders should be correctly angled at a ratio around 1:4. The top of the ladder should rest against a solid surface. Both feet of the ladder should be on a firm footing.
- 7.11.6 If the ladder cannot be fixed, or while it is being fixed, a second person should foot the ladder.

**Step-Ladders:**

- 7.11.7 Step ladders are not designed for any degree of side loading and this should be avoided; they should be spread to their fullest extent and properly levelled for stability and should be placed at right angles to the work whenever possible, on a level surface. Work should never be carried out from the top platform nor should overhead work entail overreaching.
  - 7.11.8 The top tread of a pair of steps, bucket or tool shelf should not be used for foot support unless there is an extension above the top to provide a handhold; rear parts of steps should not be used for foot support.
  - 7.11.9 Step ladders are prevented from spreading by means of stays, chains or cords. These should be of sufficient and equal length, kept in good order, and should be renewed if found to be defective.
  - 7.11.10 Only one person should use a step ladder at any one time. If steps are used in a doorway the door should be wedged open securely.
- 7.12 The condition of tower scaffolds, ladders and step-ladders will be regularly inspected both on and off-site.
  - 7.13 Any working at height activities will take account of weather conditions that could endanger health and safety.
  - 7.14 Olelo Ltd personnel will not work immediately below any other work in progress.
  - 7.15 Only fully trained operatives will use lanyards, harnesses and man anchors.
  - 7.16 All fall arrest equipment will be inspected by a qualified person every 3, 6 or 12 months (dependent upon use and specific equipment) with written inspection records kept.

- 7.17 All fall arrest equipment will be inspected by the trained operative before every use and undertaken in good light.
- 7.18 The following defects and damage have the potential to result in the degradation and/or weakening of lanyards or harnesses:
- 7.18.1 Cuts of 1 mm or more at the edges of webbing lanyards (e.g. where the lanyard may have been choke-hitched around steelwork).
  - 7.18.2 Surface abrasion across the face of the webbing and at the webbing loops, particularly if localised.
  - 7.18.3 Abrasion at the edges, particularly if localised.
  - 7.18.4 Damage to stitching (e.g. cuts or abrasion).
  - 7.18.5 A knot in the lanyard, other than those intended by the manufacturer.
  - 7.18.6 Chemical attack which can result in local weakening and softening - often indicated by flaking of the surface. There may also be a change to the colour of the fibres.
  - 7.18.7 Heat or friction damage indicated by fibres with a glazed appearance which may feel harder than surrounding fibres.
  - 7.18.8 UV-degradation which is difficult to identify, particularly visually, but there may be some loss of colour (if dyed) and a powdery surface.
  - 7.18.9 Partially deployed energy absorber (e.g. short pull-out of tear webbing).
  - 7.18.10 Contamination (e.g. with dirt, grit, sand etc.) which may result in internal or external abrasion.
  - 7.18.11 Damaged or deformed fittings (e.g. karabiners, screw link connectors, scaffold hooks).
  - 7.18.12 Damage to the sheath and core of a kern mantel rope (e.g. rucking of the core detected during tactile inspection).
  - 7.18.13 Internal damage to a cable-laid rope.
- 7.19 If any defect(s) and/or damage is found during any lanyard or harness inspection, then the equipment will not be used.
- 7.20 Lanyards and harnesses may be subject to interim detailed written inspections if the risk assessment for a particular job has identified a risk that could result in significant deterioration, affecting the safety of the lanyard before the next detailed inspection is due. Examples of situations where they may be appropriate include:
- 7.20.1 Risks from transient arduous working environments involving paints, chemicals or grit blasting operations;
  - 7.20.2 Acidic or alkaline environments if the type of fabric the lanyard is made from cannot be determined (some fabrics offer low resistance to acids or alkalis);

7.21 All elements of lanyards and harnesses will be compatible with each other including, taking into account, relevant PPE that has to be worn;

7.22 Lanyards and harnesses that have been used to arrest a fall will not be allowed to be used further.

7.23 All harnesses will be worn in accordance with manufacturers' instructions, and will be suitable for the operatives' size and weight.

7.24 All lanyards will be adjusted to the correct length to prevent:

7.24.1 Hitting the ground / objects / structures in the event of a fall;

7.24.2 Swinging from side to side and hitting other structures in the event of a fall;

7.24.3 Reaching beyond the edge of structure (roof or platform) where it is being used;

7.25 Lanyards and harnesses will be connected to a suitable structural anchor and structure, which will be verified by calculation or testing by a competent engineer.

7.26 Whenever practical, lanyards will be attached to a suitable structural anchor at head height to reduce fall distance and never below foot level.

7.27 Man anchors will be installed and used as per manufacturers' instructions.

7.28 Training and awareness in working at height issues is provided in the general health and safety training and on-site toolbox talks (if appropriate).

## **8. Hazardous Substances**

### **8.1 Relevant Legislation**

Control of Substances Hazardous to Health Regulations 2013 (COSHH)

Chemicals (Hazard Information and Packaging for Supply) Regulations 2015 (CHIP)

The European Regulation on Classification, Labelling and Packaging of Substances and Mixtures. Regulation (EC) No 1272/2008 (CLP Regulation)

8.2 COSHH requires that no work which might expose employees to hazardous substances may be carried out until a suitable and sufficient risk assessment has been

completed. Exposure to hazardous substances must be prevented, or controlled where prevention is not reasonably practicable.

8.3 The definition of substances hazardous to health in COSHH includes:

8.3.1 Substances classified in CHIP as very toxic, toxic, harmful, corrosive or irritant. Such materials can be identified by symbols on packaging.

8.3.2 Any kind of airborne dust, if present at sufficient concentration.

8.4 In the course of work carried out by Olelo Ltd, personnel may be exposed to substances that are classified as hazardous.

8.5 It is Olelo Ltd policy not to use hazardous substances if a non or less hazardous alternative is available. Where hazardous substances may be used, Material Safety Data Sheets will be obtained from the supplier in preparation for risk assessment.

8.6 Where the level of risk is considered to be low, the general risk assessment may be sufficient to be considered a suitable and sufficient assessment of the risk.

8.7 Where the level of risk is considered to be higher, a more detailed assessment will be carried out and documented as required by COSHH. The results of the assessment will be made available, along with other appropriate information.

8.8 Control measures will be put in place where assessment indicates this to be required. Olelo Ltd recognises that the use of personal protective equipment (PPE) is the least favoured type of control measure, but given the working environment and tasks being carried out, PPE is likely to be an appropriate measure for control of exposure. See also 12 (Personal Protective Equipment).

8.9 Training in hazardous substances issues is provided in the general health and safety training and on-site toolbox talks (if appropriate).

## 9. Noise and Vibration

### 9.1 Relevant Legislation

Control of Noise at Work Regulations 2005 (CNAWR)

Control of Vibration at Work Regulations 2005 (CVAWR)

### 9.2 CNAWR requires employers to:

- assess the risks to employees from noise at work;
- take action to reduce the noise exposure that produces those risks;
- provide employees with hearing protection if the noise exposure cannot be sufficiently reduced by using other methods;
- make sure the legal limits on noise exposure are not exceeded;
- provide employees with information, instruction and training;
- carry out health surveillance where there is a risk to health.

### 9.3 CVAWR requires employers to:

- assess the vibration risk to employees;
- decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are:
  - introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
  - provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk;
- decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are:
  - take immediate action to reduce their exposure below the limit value;
- provide information and training to employees on health risks and controls;
- keep health records for employees under health surveillance.

### 9.4 Due to the business of Olelo Ltd both noise and vibration will be given careful consideration. There are many sources of noise and vibration within the building/maintenance industry. Excessive noise exposure can result in both short-term and permanent hearing loss, and can also compromise effective communication during safety-critical tasks. Excessive exposure to vibration can result in HAVS - Hand-arm vibration syndrome and/or Whole - body vibration.

### 9.5 The primary source of noise and/or vibration in the building/maintenance industry is equipment such as concrete breakers or drills. Many of these sources are highly



mobile and exhibit variability in their noise and/or vibration emissions. Therefore, the level of ambient/background noise and, potentially, levels of personal noise and vibration exposure, can fluctuate very significantly and can greatly exceed the action levels.

- 9.6 Olelo Ltd will make every effort to reduce noise and/or vibration exposure to their employees. For example, the amount of time that employees spend using or in the vicinity of noisy and/or vibrating plant and equipment will, if possible, be minimised by planning and organising work accordingly. Alternatively, low noise and/or low vibration plant or tools will be selected for use.
- 9.7 Consideration will be given to others working in the vicinity if they are exposed to noise and/or created by Olelo Ltd activities. In most cases this will be by exchange of information and collaboration between employers.
- 9.8 Noise and/or vibration issues will be considered by a risk assessment for each project where employees or non-employees of Olelo Ltd that may be affected.
- 9.9 Ear protection will be issued on request where noise levels reach 80 dB(A). If noise levels reach 85 dB(A), it must be reduced, with entry to this zone restricted and ear protection must be worn.
  - dB refers to the logarithmic measure of sound pressure;
  - (A) signifies that a weighting factor has been applied to reflect the ears' response with frequency;
  - 85 dB(A) would make it difficult to hear clearly what someone was standing two metres away;
- 9.10 All relevant personnel will be provided with a choice of ear protectors for use as required, that are suitable and sufficient for the level of noise expected to be encountered, and are required to comply with risk assessments that require the use of hearing protection.
- 9.11 Both tools and plant are kept well-maintained so that noise and vibration exposure is minimised.
- 9.12 The daily exposure action value for hand - arm vibration is  $2.5 \text{ m/s}^2 \text{ A (8)}$ , with the daily exposure limit set at  $5 \text{ m/s}^2 \text{ A (8)}$ . Whereas for whole-body vibration the daily exposure action value is  $0.5 \text{ m/s}^2 \text{ A (8)}$ , with the daily exposure limit set at  $1.15 \text{ m/s}^2 \text{ A (8)}$ .
  - $\text{m/s}^2$  refers to vibration magnitude in meters per second squared;
  - A (8) signifies the personal daily exposure to vibration;

- 9.13 All employees are required to comply with any signs or marked areas or relevant risk assessments, when working on site, where hearing protection is required.
- 9.14 Training in noise and vibration issues is provided in general health and safety training and in on-site toolbox talks.

## **10. Manual Handling**

### **10.1 Relevant Legislation**

Manual Handling Operations Regulations 1992 (MHOR)

- 10.2 MHOR require manual handling operations to be avoided so far as is reasonably practicable. Where the operation cannot be avoided, an assessment must be undertaken and measures introduced to reduce the risk of injury.
- 10.3 Manual handling operations are defined as any moving or supporting of a load by bodily force. This includes lifting, setting down, pushing, pulling, carrying and moving.
- 10.4 It is Olelo Ltd policy to eliminate manual handling operations where it is reasonably practicable to do this. This might be achieved by mechanisation (for example by using a Fork Lift Truck or barrow), or by planning work to minimise secondary handling.
- 10.5 Risk assessment will consider manual handling operations on site. Where the risk appears to be significant, a full assessment of the task will be made, taking into account:
- the task
  - the individual
  - the load
  - the environment.
- 10.6 Where required, control measures will be put in place to reduce the risk of injury to the lowest level reasonably practicable. These might include modifying the work method, introducing mechanical aids or organising so that two or more people lift a heavy object.
- 10.7 Appropriate information will be given to employees and sub-contractors regarding loads that require manual handling. Training in correct manual handling techniques is provided.

- 10.8 Training in correct manual handling is provided in the general health and safety training and on-site toolbox talks (if appropriate).

## **11. Electricity**

### **11.1 Relevant Legislation**

Electricity at Work Regulations 1989

Provision and Use of Work Equipment Regulations 1998 (PUWER)

- 11.2 Where electrical work is carried out by Olelo Ltd, electricians are competent to carry out the work and are trained and qualified to the standards set out in the 17th Edition IEE Wiring Regulations.
- 11.3 It is Olelo Ltd policy to ensure safe working practices when using electrical equipment. All power tools used on site are battery powered or operate from an 110V supply centre tapped to earth. The use of 240V tools is not permitted.
- 11.4 Electrical equipment, particularly power tools and other portable equipment, may be exposed to harsh conditions in the working environment. Many potentially dangerous conditions can be observed by a visual inspection of the tool before each use. Examples include cracked casings, damaged leads, or visible overheating or burn marks. Electrical equipment showing signs of damage will not be used on site.
- 11.5 A programme of Portable Appliance Testing is in place for power tools and electrical equipment owned by Olelo Ltd and used on site.

## **12. Personal Protective Equipment (PPE)**

### **12.1 Relevant Legislation**

Personal Protective Equipment at Work Regulations 2002 (PPEWR)

Construction (Head Protection) Regulations 1989

- 12.2 PPEWR applies generally to the provision and use of PPE. The Construction (Head Protection) Regulations require workers to wear suitable head protection unless there is no foreseeable risk of head injury. They additionally enable the person in control of a site to make rules governing when and where head protection will be worn.
- 12.3 PPE means all equipment and clothing which is intended to be worn or held by a person at work and which gives protection from risks to health and safety.

- 12.4 It is Olelo Ltd policy to use PPE as appropriate in order to control risks which cannot be controlled at source. Risk assessment will indicate the need for PPE.
- 12.5 All PPE issued will be of an approved type and CE marked.
- 12.6 PPE will be selected, taking into account:
- \* the hazard;
  - \* the wearer;
  - \* the duration of exposure;
  - \* the working environment;
  - \* the work activity.
- Where combinations of PPE are required to be used, consideration will be given to possible difficulties caused by the combination.
- 12.7 On construction sites, entire sites or parts of sites may be designated as personal protective equipment areas by the principal contractor. For example, head protection, safety footwear, ear defenders etc. The wearing of designated PPE will be enforced in such areas and Olelo Ltd employees and sub-contractors will co-operate with all such safety rules.
- 12.8 All PPE will be issued free of charge to Olelo Ltd employees. Sub-contractors will be required to provide their own safety footwear, though other PPE may be provided.
- 12.9 Olelo Ltd will enforce the use of PPE on site by employees and sub-contractors where risk assessment or site rules have indicated a requirement for PPE to be worn.
- 12.10 Toolbox talks include the requirement for, and correct use of PPE.

### **13. Asbestos**

#### **13.1 Relevant Legislation**

Control of Asbestos Regulations 2012.

- 13.2 The work carried out by Olelo Ltd will not generally involve any contact with asbestos. No work will be carried out in any circumstance where there is reason to believe that asbestos-containing materials (ACMs) are involved.
- 13.3 Any available information regarding the presence of ACMs in the working area will be requested from the client or principal contractor in advance of the commencement of site work.

- 13.4 If material that may contain asbestos is discovered during the course of work, and there is any risk of releasing airborne fibres, then work will cease immediately. The client or principal contractor will be informed and will have responsibility for dealing with the asbestos issue.
- 13.5 Where work has been halted due to the suspected presence of asbestos, it will not recommence until the area has been made safe, with air monitoring carried out if appropriate.
- 13.6 Training in asbestos awareness is provided.

#### **14. Working Environment & Site Safety Monitoring**

##### **14.1 Relevant Legislation**

Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)  
Construction (Design and Management) Regulations 2015 (CDM)  
Smoke-free (Premises and Enforcement) Regulations 2006

- 14.2 WHSWR applies to many workplaces, including the offices of Olelo Ltd. The Regulations detail the standards to be maintained in the workplace in the interest of health, safety and welfare.
- 14.3 The CDM Regulations require persons in control of construction sites to provide adequate health, safety and welfare facilities for site workers. This includes the provision of rest, washing and toilet facilities. A supply of drinking water should be provided.
- 14.4 Minor accidents in the workplace are frequently the result of poor housekeeping and untidiness. The workplace will be maintained in a clean and tidy condition in order to minimise the risk of such occurrences. To this end, Olelo Ltd provides, for example, proper storage arrangements for waste and materials and arrangements for the storage of clothing, tools and equipment. Where provided, these facilities must be used.
- 14.5 On site, welfare and housekeeping issues may be beyond the control of Olelo Ltd. Unacceptable situations will be reported to the Client or Principal Contractor for remedial action. Where there is considered to be an unacceptable risk of accident or injury, work will be suspended until the matter is rectified.

- 14.6 Health and safety monitoring for the site as a whole will remain the responsibility of the Client or Principal Contractor. However, health and safety issues and arrangements relating to aspects controlled by Olelo Ltd will be monitored on a regular basis.
- 14.7 Constant care must be exercised to ensure fire exits, firefighting equipment, fire escape routes, stairways, gangways and electrical switchgear are maintained free from obstruction at all times.
- 14.8 Where Olelo Ltd personnel are working alone they must inform the Client, Principal Contractor or Supervisor of the project to ensure that they are aware.
- 14.9 The Smoke-free (Premises and Enforcement) Regulations are applicable to all indoor workplaces of Olelo Ltd. For specific rules covering company vehicles refer to Arrangement 19 - Driving for Work.
- 14.10 It is Olelo Ltd policy to be fully compliant with the Smoke-free (Premises and Enforcement) Regulations at all times.

## **15. Information, Instruction and Training**

- 15.1 Information, instruction and training will be provided to all employees as described in the above arrangements, in line with guidance, and additionally where risk assessment indicates the need.
- 15.2 Every employee should ensure that appropriate information, instruction and training have been provided to them before commencing work, and that they fully understand the content. Deficiencies in this area should be reported to the supervisor, who in turn will liaise with the Directors regarding further requirements.
- 15.3 Training may be provided internally or by external course providers.
- 15.4 All training provided will be recorded, along with any certificates from external training completed.
- 15.5 Toolbox training forms a very important part of the training programme. This training is given on site and is tailored to address the key issues on the site and with regard to the work being carried out. This training will be recorded, and the records will be retained.

- 15.6 All training given will be reinforced during on-job training, and refreshed at suitable intervals thereafter as required.
- 15.7 A copy of the Olelo Ltd Health and Safety Policy will be provided to every employee. All personnel will be required to sign a receipt to confirm that they have read and understood the contents. Sub-contractors will be made aware of the Company Health and Safety Policy. A copy of the policy will be held in the site box. Further copies will be made available to personnel on request.
- 15.8 Clients and Principal Contractors may require attendance of workers at site safety induction training and toolbox talks. Olelo Ltd supports any such training and will co-operate as required.
- 15.9 It is the policy of Olelo Ltd to treat all people fairly, respecting and upholding human rights and equality. We believe that no one should be discriminated against for any reason, including gender, race, ethnic or national origin, disability, sexual orientation, religious belief or age.
- 15.10 Where English is not an employee's first language, additional, adequate supervisory training will be provided with along with HSE leaflets/information on relevant topics in their own language (where available and if required).

## **16. Consultation**

### **16.1 Relevant Legislation**

Health and Safety (Consultation with Employees) Regulations 1996

- 16.2 Olelo Ltd recognises their obligation to consult with their employees in good time regarding matters affecting their health and safety. This process is also extended to include sub-contractors.

- 16.3 Consultation will be carried out for the following health and safety matters:

- The introduction of any new measures in the workplace, which may affect the health and safety of employees.
- The appointment of competent people to assist the employer in complying with health and safety laws and with implementing emergency procedures.
- Any information that is required to be given to employees under the health and safety law.
- The planning and organisation of any health and safety training required to be provided.
- The health and safety consequences of introducing new technologies into the workplace.



- 16.4 Olelo Ltd consults with employees verbally on a project by project basis, determining the specific needs of the operatives and the clients. Additionally, regular Sub-Contractors Feedback Meetings are held and provide an additional opportunity for consultation.
- 16.5 Olelo Ltd will give additional consideration when consulting with employees or clients for whom English is not their first language. All necessary measures will be taken to ensure there is adequate consultation with all employees.
- 16.6 Method Statements, Risk Assessments and COSHH data sheets are compiled, highlighting the specific PPE required for a particular task, however the employees are still consulted to determine whether the measures are appropriate and if there is any other equipment that may be used to ensure the tasks are done safely and efficiently.
- 16.7 We operate an 'open door' policy. If our operatives on site and in the workplace find, for example, that the welfare facilities provided are sub-standard they can report it to us and we will take relevant action.
- 16.8 Olelo Ltd believes that workplaces where workers are involved in taking decisions about health and safety are safer and healthier workplaces.

## **24. Monitoring, Audit and Review**

### **24.1 Relevant Legislation**

Health and Safety at Work etc. Act 1974 (HSW)

Management of Health and Safety at Work Regulations 2006 (MHSWR)

### **24.2 Regular monitoring will be carried out to measure:**

- 24.2.1 The implementation of the health and safety policy;
- 24.2.2 To assess the effectiveness of the controls for relevant risks;
- 24.2.3 To ensure that there is a developing positive health and safety culture throughout Olelo Ltd.

- 24.3 Routine planned and unplanned inspections and checks, both on-site and off-site, will be carried out to ensure that preventive and protective measures are in place and effective.
- 24.4 Records of all inspections and checks will be kept and analysed regularly to identify any underlying themes or trends, which may otherwise not be apparent.

- 24.5 Inspections and checks, both planned and unplanned, will be carried out by the Directors, Site Supervisor or Olelo Ltd Health and Safety Advisors.
- 24.6 Regular audits will be carried out to establish:
  - 24.6.1 Appropriate management arrangements are in place;
  - 24.6.2 Adequate risk control systems exist, are implemented, and consistent with the hazard profile of Olelo Ltd;
  - 24.6.3 Appropriate workplace precautions are in place.
- 24.7 The audit process is to include:
  - 24.7.1 Collecting information about the health and safety management system;
  - 24.7.2 Making judgements about the health and safety management system adequacy and performance.
- 24.8 To collect information the following three sources may be used:
  - 24.8.1 Interviewing individuals within Olelo Ltd;
  - 24.8.2 Examination of documents;
  - 24.8.3 Visual observations of physical conditions and work activities.
- 24.9 The Directors will ensure that an audit of Olelo Ltd's health and safety management system is carried out on a regular basis.
- 24.10 Records of audits will be kept in order that Olelo Ltd can monitor the performance and improve the overall safety culture within the Company.
- 24.11 The audit process will be carried out by a competent person.
- 24.12 Regular review will incorporate:
  - 24.12.1 Establishing priorities for necessary remedial action that were discovered as a result of monitoring to ensure that suitable action is taken in good time and is completed;
  - 24.12.2 Periodically looking at the whole of the health and safety management system, including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective.

# Health & Safety Declaration

To be completed by ALL Personnel

I (Name in BLOCK CAPITALS)

I confirm that I have read Olelo Ltd's Health and Safety Policy and fully understand the responsibilities that apply to me in the capacity in which I am employed. If

I am unable to fulfil those responsibilities in any way, I will inform my Manager or the Director as soon as is reasonably practicable.

Signed:

Date:

Revision:

**PLEASE COMPLETE THIS PAGE AND RETURN IT TO HEAD OFFICE.**