MODUS: *Health & Safety Policy*

Revision Number	Reason for Update	Date	Name
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V1	Approved for issue	October 2011	HSEQ
V2	Review and update	November 2012	G Slatter
V3	Review	February 2013	G Slatter
V4	Directors	January 2015	G Slatter
V5	Change of management	February/May 2016	G Slatter
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V7	Review	January 2017	G Slatter
V8	Review	January 2018	G Slatter
V9	Review	January 2019	G Slatter
V10	Changes to senior management	November 2019	G Slatter
V11	Annual Review	January 2020	G Slatter
V12	Amendment to last page	14th January 2020	G Slatter
V13	Include Temporary Works	17th January 2020	G Slatter
V14	Policy Statement updated COVID 19 Change of Directors Forms index updated	27th July 2020	G Slatter

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1
Policy Statement

Modus Workspace Ltd is committed to the belief that health and safety is an integral management function.

To this end, Modus Workspace will so far as is reasonably practicable:

- Manage compliance with applicable statutory requirements, codes of practice, Public Health England guidance and Site Operation Procedures on Covid 19, relevant standards and guidelines as a minimum requirement.

- Pursue continuous improvement in health and safety performance through the development of the safety management system

- Ensure all employees are involved in the development of risk management processes and safe working practices

- Systematically identify hazards and adequately assess and control risk to which employees and others may be exposed

- Develop and maintain a positive health and safety culture through communication, co-operation and consultation

- Provide information, instruction, supervision and training as part of ensuring competence and developing employees as a key resource

- Prevent accidents and cases of work related ill health

- Maintain safe and healthy working conditions

The policy and the way it has operated will be reviewed at least annually and more often in light of technological change or if the business changes in nature or size.

Mr Lindsay Dowden is responsible for safety management and compliance. He will ensure the provision of effective resource and arrangements for the implementation of this policy.

Lindsay Dowden

For and on behalf of Modus Workspace Ltd

July 2020

2
Health and Safety Management

Introduction

This document sets out the policy, organisation and arrangements for health and safety throughout Modus Workspace as required by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

It describes the framework of the health and safety management system used throughout the Company.

The system takes account of statutory obligations, the lessons of experience and the need for continuous improvement. The system is compliant with ISO 45001:2018.

The documents that support the policy and describe the arrangements consist of:

Health and safety procedures

Health and safety forms

Guidance Notes

Audit Checklists

The overall aim is to identify and eliminate, reduce or control risks to health and safety arising from work undertaken by the Company.

Health and Safety is a shared responsibility. Everyone has a duty to take reasonable care of themselves and those around them. All employees are required to work together to prevent accidents and ill health.

3
Planning

Hazard Identification, Risk Assessment and Control

The Management of Health and Safety at Work Regulations require employers to assess the risks to health and safety of employees and others who might be affected by their undertaking. The assessment of risk is a process that identifies hazards and details the control measures to be adopted.

In all parts of the Company the risk assessment process starts at the earliest stage and continues throughout the work process. The following documents assist the risk assessment process and form the basis of the safety management system.

1. HS-P02 Risk Assessment Procedure
2. HS-F02.11 Risk Assessment Pro Forma

The Safety Management System provides information and training that enables staff to identify hazards, complete suitable risk assessments and review sub-contractor risk assessments.

The Company works closely with all contractors to ensure appropriate safe systems of work have been developed prior to the start of the work.

The Company maintains access to an updated list of regulations, good practice guides, codes of practice and other information relevant to health and safety derived from:

1. Membership of Health and Safety Schemes
2. Newsletters
3. HSE Guidance

Key Performance Indicators

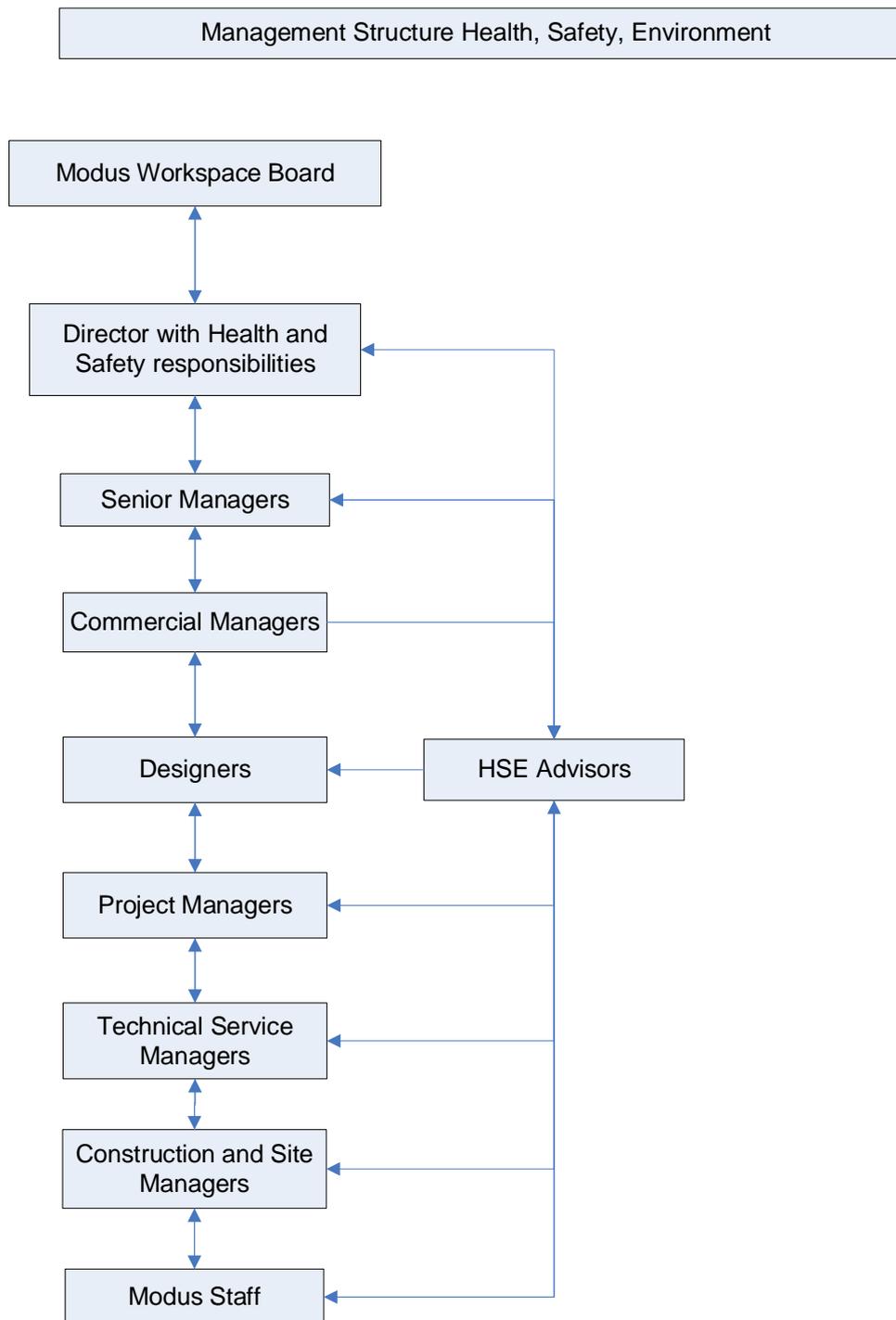The Company sets key performance indicators as drivers for continuous improvement; these may be set at Project level or Board level.

The key performance indicators must include details of the resources to be allocated to health and safety, new initiatives and specific health and safety targets against which performance can be measured.

Performance is under continual review but formally reviewed on an annual basis.

4
Organisation and Communication Structure

Management Structure Health, Safety, Environment

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Modus Workspace Board
        ↕
Director with Health and
Safety responsibilities           ←
        ↕                              |
Senior Managers          ←             |
        ↕                   |          |
Commercial Managers      ──┤          |
        ↕                   |          |
Designers    ←    HSE Advisors
        ↕                   ↑
Project Managers    ───────┤
        ↕                   |
Technical Service          |
Managers    ───────────────┤
        ↕                   |
Construction and Site      |
Managers    ───────────────┤
        ↕                   |
Modus Staff    ←───────────┘
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5
Responsibilities for safety management

The Board fully endorse the Company's health and safety policy and will endeavour to provide strategic leadership and all necessary financial, technical and human resources to secure compliance with the policy.:

1. The Board accepts their collective leadership in providing health and safety leadership for the Company

2. Each Board member accepts their individual role in providing health and safety leadership for the organisation

3. The Board will ensure that all decisions reflect their intentions, as articulated in the health and safety policy statement

4. The Board will ensure that they are kept informed of, and alert to, relevant health and safety risk management issues

To provide a focus for, and champion of, health and safety issues at Board level, one of the Directors is responsible for the management of health and safety. However, this appointment in no way absolves the Board or any of its Directors from their collective or individual responsibilities.

5.1 Individual Responsibilities

Introduction

This section of the policy describes the Company organisation and responsibilities for health and safety issues. The effectiveness of the safety management system is dependent on awareness of individual responsibilities. Specific responsibilities are delegated to staff according to their role and experience.

The Board has appointed Lindsay Dowden as responsible for health and safety management.

Modus Workspace is committed to the principles of continual development of the health and safety management system. To demonstrate their active commitment to this development all the senior management have signed this policy.

5.2 Managing Director

Will in particular:

1. Ensure the establishment of a strategy and procedures to implement the Modus Workspace Health and Safety Policy

2. Establish Company Board meetings as the principal forum for matters relating to health and safety

3. Discharge his responsibilities in accordance with legislation and guidance

4. Provide adequate support and resources to meet the requirements of the health and safety policy

5. Liaise with the Company Health and Safety Advisors to review issues that may affect the policy

6. Support initiatives that promote the development of 'best practice standards' at all Company work locations

7. Ensure Directors are provided with sufficient information to enable them to make informed judgements about the level of compliance with statutory and Company health and safety requirements being achieved at Company work locations

8. Ensure that effective organisational structure and arrangements are in place to implement the requirements of this policy

9. Set a personal example of safe behaviour during visits to Company work locations and in decisions made as part of the normal business process.

Lindsay Dowden

5.3 Board Directors

Will in particular:

1. Discharge their responsibilities in accordance with current corporate responsibility guidance

2. Know, promote and enforce the Company health and safety policy

3. Ensure that work is planned and carried out in accordance with statutory and Company health and safety requirements

4. Review health and safety in board reports and address areas where deficiencies exist within their area of responsibility

5. Support initiatives that promote the development of ISO 45001:2018 and encourage 'best practice standards' at all work locations

6. Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and resources to avoid injury, ill health and damage

7. Promote communication and cooperation on health and safety matters between staff and others

8. Support arrangements for funds and resources to meet the requirements of the Company health and safety policy

9. Set a personal example of safe behaviour during visits to Company work locations and in decisions made as part of the normal business process.

Tibor Diossi   Josie Britton   Vidhi Sharma

5.4 Senior Managers

They will in particular:

1. Read and understand the relevant parts of the Company health and safety policy and ensure it is brought to the notice of any employees under their control

2. Ensure compliance with the policy in all activities for which they are responsible

3. Take a lead role in ensuring Company compliance with the CDM Regulations and that no such work will be permitted to commence until managers are satisfied that all the requirements of CDM Regulations are being met.

4. Establish and maintain procedures to ensure that all places, plant, equipment and systems of work are safe and without risks to the health of employees or others who may be affected

5. Ensure the provision of adequately trained and competent supervision and personnel to meet the policy requirements

6. Ensure that the requirements of relevant legislation, codes of practice, guidance notes and Company procedures are understood and implemented by personnel accountable to them

7. Give support and encouragement to all managers for whom they are responsible

8. Monitor the implementation of the policy in all activities for which they are responsible

9. Set a personal example of safe behaviour

5.5 Project Managers

They will in particular:

1. Read and understand the relevant parts of the Company health and safety policy and ensure it is brought to the notice of any employees under their control

2. Ensure that all works are planned in accordance with the requirements of the safety management system

3. Ensure their projects are compliant with the CDM Regulations and that work not be permitted to commence until they are satisfied that all the requirements of CDM Regulations are being met.

4. Ensure staff under their responsibility undertake their activities to the required standards

5. Ensure that all sub-contractors are assessed for competence prior to their appointment on a project

6. Take disciplinary action against those who fail to work safely or disregard policy and procedures

7. Monitor the safety performance of areas under their control and take such action as is necessary to remedy any shortcomings

8. Participate and co-operate with safety and compliance audits procedures.

9. Ensure any non-conformance issues stated in reports and audits are promptly managed

10. Be aware of and ensure Company health and safety procedures are being implemented

11. Liaise with the Health and Safety Advisors to ensure that employees under their control are trained in health and safety matters

12. Ensure that Construction Health and Safety plans are produced prior to commencing work and consider:

- The most appropriate methods of working
- The location and identification of asbestos materials
- The arrangements for safe access and egress
- The welfare facilities to be provided
- The responsibilities of contractors and others
- The arrangements for the protection of members of the public

13. Arrange pre-contract meetings with contractors to discuss their working methods and other requirements

14. Ensure that Company procedures are followed for the reporting and recording of all accidents and incidents

15. Set a personal example of safe behaviour

5.5 Commercial Managers

They will in particular:

1. Read and understand the relevant parts of the Company health and safety policy and ensure it is brought to the notice of any employees under their control

2. Ensure that adequate financial provision for safe working methods is included in the tender and planning stages of any contract

3. Ensure that any new contractors are subject to the Company assessment procedures. Ensure that only approved contractors are selected.

4. Set a personal example of safe behaviour

5.6 Architectural and Service Designers

They will in particular:

1. Read and understand the relevant parts Company Health and Safety Policy and ensure that it is brought to the notice of any employees or sub-contractors under their control

2. Ensure they comply with the requirements of the Construction (Design and Management) Regulations 2015 in particular with the specific requirements placed on Designers (Regulations 9)

   In summary these are:

   - Prepare designs with adequate regard to health and safety and to the information supplied by the Client
   - Provide adequate information in or with the design
   - Ensure the requirements of the Workplace (Health, Safety & Welfare) Regulations are met where the design is a workplace
   - Co-operate with the Principal Designer and with any other designers so that each of them can comply with their duties under the CDM Regulations. This includes providing any information needed for the Health and Safety File
   - Take reasonable steps to ensure that clients are aware of their duties under CDM Regulations

- Ensure that full information on the previous use of a site is obtained to enable any possible hazards to be identified
- Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of the Client, Principal Designer or Principal Contractor.

3. Develop and communicate the design risk management process

4. Ensure that the design of a building or structure has been considered from health and safety aspects as follows:

    - Any hazardous condition during construction has been highlighted on drawings or other documents
    - Materials specified have been checked to ensure that less hazardous alternatives are not available and full information is provided to contracts management
    - The health and safety of the users of the finished building or structure
    - The health and safety of cleaners and maintenance personnel
    - Any hazards which may arise at eventual demolition or dismantling. This information is for inclusion in the Health and Safety File

5. Do not enter derelict buildings or use any accesses over structures, roofs or areas where there are pits or holes unless they are sure that it is safe to do so

6. Set a personal example of safe behaviour

5.7 Construction and Site Managers

Construction and Site Managers are accountable to their respective managers for ensuring that works are planned and undertaken in such a way as to give foremost regard to health and safety.

They will in particular:

1. Read and understand the relevant parts of the Company health and safety policy and ensure it is brought to the notice of any employees under their control

2. Confirm that the policy and procedures are being implemented by conducting weekly site safety inspections

3. Ensure that adequate resources are provided to enable the works to be undertaken safely

4. Ensure that all statutory registers, reports, records, certificates, notices and posters are properly displayed and/or maintained

5. Ensure through regular meetings with the client, employees, contractors and Health and Safety advisor that satisfactory arrangements for health and safety are in place and their effectiveness is kept under review

6. Ensure that persons who operate plant, machinery and equipment are competent and adequately trained

7. Ensure the provision of safety induction training and regular tool box talks

8. Ensure that personal protective equipment needs are assessed and that an adequate supply is available, issued and properly used and that the issue is recorded

9. Ensure adequate arrangements for welfare and the provision of first aid

10. Record, report and investigate all accidents and ensure that remedial measures are taken to avoid recurrence

11. Advise senior management promptly of visits by the Health and Safety Executive or other enforcement agency, of any comments or recommendations and of any remedial measures taken. In the event of an improvement or prohibition notice being served the Health, Safety and Environment Manager must be informed immediately

12. Ensure that any non-conformance noted in safety inspection reports are remedied within the stated timescale.

13. Set a personal example of safe behaviour

When the Company is appointed as Principal Contractor, they will:

1. Undertake the role of Company representative with respect to the principal contractor's duties under CDM

2. Review the health and safety plan which sets out the arrangements for the management of health and safety on site

3. Liaise with contractors to ensure that risk assessments or safety method statements are provided and checked prior to the work starting on site

4. Prepare and display safety rules and make arrangements to ensure that they are observed by all personnel on site, including contractors and the self employed

5. Liaise with the emergency services and prepare, where appropriate, emergency procedures

6. Ensure adequate provision is made to prevent unauthorised entry to site

7. Ensure adequate arrangements are in place for discussion with and taking advice from persons at work

5.8 All Employees

They will in particular:

1. All employees must comply with the requirements of this policy and cooperate with the Company in its efforts to prevent accidents and ill health

2. In particular they will:

  - Read and comply with the location or client rules
  - Ensure attendance at health and safety training courses
  - Behave in a responsible manner at all times
  - Develop and demonstrate a personal concern for the health and safety of themselves and others
  - Report damage to plant or equipment to their immediate supervisor
  - Use only that plant and equipment for which they have received training and authorisation
  - Use and look after the protective equipment provided and report when it becomes worn or defective
  - Ensure that any personal injuries are recorded in the accident book

- Propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace
- Set a personal example of safe behaviour

3. Comply with sections 7 and 8 of the Health and Safety of Work Act, i.e.

- To take reasonable care for the safety of themselves and of any other persons who may be affected by what they do or fail to do at work
- To co-operate with their employers or any other persons in the performance of their statutory duties
- Not to misuse or interfere with anything provided in the interests of health, safety or welfare

5.9 Staff Working at Home

They will in particular:

1. Ensure their working environment is suitable for the task, i.e. work station with adequate space, light and ventilation

2. Will record risks specific to their working environment on a DSE workplace inspection

3. Will inform the office when visiting premises alone

4. Will be familiar with the more detailed information provided under the headings in the Health and Safety Arrangements relevant to their position.

5.10 Lone Working Staff

They will in particular:

1. Will read and understand the relevant parts of this Health and Safety Policy.

2. Will maintain periodic contact by telephone or radio and implement automatic warning devices where deemed necessary to prompt contact with office or third party out of hours

3. Will ensure risk assessments are carried out specific to their working environment

4. Will be aware of emergency arrangements.

5.11 Appointed Fire Warden's Responsibilities

These duties apply to head office and project based fire safety arrangements

Fire Wardens emergency responsibilities are as follows:

Non - emergency responsibilities (Pro-Active)

1. Identify and rectify any fire hazards, including:

- Wedged fire doors
- Blocked exits
- Fire equipment unavailable
- Poor housekeeping

2. Check their area of responsibility each day for hazards

3. Consider the need to update Fire and Emergency Procedure if staff numbers increase, building layout changes or new or additional disabled staff are employed

4. Stop and report any unsafe working actives undertaken by contractors or staff

5. Take part in a fire drill at least twice a year

6. Nominate a deputy in a case of their absence

Emergency responsibilities (Re-active)

Fire Wardens emergency responsibilities are as follows:

1. Supervise the evacuation procedure for the building

2. Carry out a physical check of their area of responsibility

3. Carry out procedures for disabled people

4. Ensure the safe use of fire extinguishers

5. Report to the Incident Control Point (IPC)

6. Indicate to staff and visitors under their responsibility that it is safe to return to the building once the all clear has been given.

6
Training and awareness

Introduction

The Company provides relevant information, instruction and training to all personnel with regard to health and safety.

Training Procedure

The Company procedure states minimum health and safety training requirements for all staff.
The training programme will be reviewed on a regular basis or following and injury or incident. The training programme will be agreed by the Board prior to implementation.

Consultation and Communication

Consultation

The Company considers co-operation and consultation between individuals, employees and other interested third parties as integral to reducing risks to health and safety. It therefore promotes co-operation in order to generate the added benefits that arise from the involvement of all parties. The Company will establish a health and safety forum to ensure health and safety is a priority driver for the business.

Communication

The Company creates and maintains awareness of the importance of health and safety issues by the use of written, verbal and visual communication. This includes the visible behaviour of all managers in support of health and safety.

Various mechanisms exist within the Company for the dissemination of health and safety information.

These include:

1. Employment handbooks
2. The Health and Safety Policy
3. HSE Committee Meetings
4. Construction Health and Safety Plans
5. Induction processes
6. Posters, newsletters and other information on health and safety
7. Formal health and safety courses
8. Health and safety alerts
9. Briefings, method statements and tool box talks

Discussion of health and safety issues is encouraged at all levels within the Company. Health and safety is an agenda item at all Company and project meetings. The Company requires all managers and supervisors to emphasise the importance of health and safety training and awareness through their visible behaviour.

7
Document Control

Copies of all health and safety documents are available both electronically and in hard copy. The controlled copy of all documents is the electronic copy; all employees have access to electronic copies of the health and safety documents.

It is the responsibility of the holder of any hard copy document to ensure they are working from the latest version of the document and to destroy any old documents or mark them superseded.

The system is reviewed by the Board as part of Company quality control procedures.

8
Operational Control of the Management System

The health and safety management system will be reviewed and controlled by Board Directors.

9
Management of Contractors

Introduction

Contractors carry out a substantial amount of work on Company sites. Effective health and safety management of contractors is an integral part of safety management.

Since many reported incidents which result in injury, damage or loss can be attributed to contractors, it is important to ensure the hazards associated with work being carried out by contractors are identified and effectively managed.

Assessment of Competence

The Company operates a contractors approved list. All contractors irrespective of size must be selected based on their competence to carry out the work in a safe and professional manner, health and safety performance being one of the considerations.

The person responsible for placing an order with a contractors must check that the contractors' details are recorded on the 'approved list' prior to placing an order with the contractors.

Initial Meeting with the Contractors

Prior to the contractors commencing work on site, the Project and Commercial Manager must ensure that:

1. The contractor has sufficient resources to carry out the contract in accordance with the agreed method of work.

2. The contractors is provided with sufficient information to enable them to consider all known health and safety risks that may affect them on the project.

3. The contractors has provided, prior to work commencing, copies of the risk assessments and safety method statements, which must be reviewed and agreed.

10
Emergency Preparedness and Response

The Company will establish and maintain procedures in health and safety plans for its response to emergency situations that may be applicable to individual projects or work locations. These will address the issues of immediate response, communications with all parties and the mitigation of further likely illness or injury.

Procedures will be reviewed as part of a standard process or after an accident or emergency to draw from any lessons learnt.

11
Performance Measurement, Monitoring and Reporting

Whilst it is recognised that all employees and contractors have a responsibility for monitoring health and safety performance a formal system of monitoring is required to ensure standards are achieved and maintained. The Company has established procedures to monitor and measure health and safety performance on a regular basis. These procedures provide for:

1. Both qualitative and quantitative measures, appropriate to the needs of the Company

2. Monitoring of the extent to which the Company health and safety objectives are met

3. Proactive measures of performance that monitors compliance with Company health and safety procedures and legislative requirements.

4. Reactive measures of performance to monitor accidents, ill health, incidents and other historical evidence of poor health and safety performance

5. Recording results of monitoring and measurement sufficient to facilitate subsequent corrective and preventative action analysis

12
Reporting Health and Safety Matters

The Company places prime responsibility for ensuring the safe conduct of its activities on line management. This is accomplished by the monitoring of site operations and activities by Construction and Project Managers.

Construction and Site Managers are required to monitor the health and safety performance of employees and contractors as part of their daily activities and provide a weekly written report. When the Site Manager observes unsafe practices by a contractors, which could result in an injury or property damage, he will stop the work activity and issue a red or yellow card to the contractor. The issue of cards will be recorded

Project Managers are required to monitor the health and safety performance of employees and contractors during site visits.

The Health and Safety Advisor provides a written report following a site visit. The reports are copied to the Project Manager and Directors.

Health and Safety Advisors will carry out audits at regular intervals. The results of audits are analysed to identify areas of good performance and areas where improvements can be made.

13
Accidents, Incidents, Near Miss and Non-conformance

Accidents Incidents and Near Misses

The investigation and reporting of incidents resulting in injury or ill health, dangerous occurrences and near misses is carried out by line management in conjunction with the health, safety and environment department.

The prime objective of investigation and reporting is to provide open, honest and comprehensive information on the immediate and underlying causes of incidents such that recurrences can be prevented.

Non-conformances and Corrective Actions

The term non-conformance is considered to be any deviation from standard practices, procedures, regulations or management system performance. Non-conformance notices can be issued to staff and contractors.

It is recognised that the majority of non-conformances will be raised as observations as part of regular inspection of sites and managed premises. Many minor non-conformances noted will be resolved immediately.

Where non-conformance is more serious or there is recorded evidence of continued failure to action items noted on a report, a notice will be issued and a time scale set for appropriate remedial action to be taken. The Director responsible is advised and details noted in the Board report.

Procedural corrective actions will be identified, taken and, if necessary documented procedures modified, all under the advice of the health, safety and environment department.

14
Health and Safety Records

A copy of health and safety documentation is kept in the safety folder on each project. Construction and Site Managers are responsible for maintaining the health and safety records.

All health and safety documentation is also stored in an electronic format in the relevant sections of the job folder.

Where there is a statutory requirement, health and safety documents are archived with the contract documentation. The Human Resources department maintains health records.

15
Audit of the System

The Company supports an audit programme to ensure continued compliance with ISO 45001:2018 The objective is to determine the level of implementation, adequacy and effectiveness of the health and safety management system. An independent external organisation will annually undertake an audit.

16
Arrangements for Managing Office Safety

Modus Workspace staff work in an office environment, although this is traditionally a low risk setting both vigilance and management is required to maintain a safe working environment.

The arrangements set out below provide guidance on how Modus Workspace aims to minimise risk to their employees' health and safety. All staff are required to read the arrangements and ensure their requirements are practiced.

General Office Safety

It is easy to slip or trip in an office environment and this is the cause of many office accidents. These incidents are often minor, but trips on stairs are more likely to result in serious injury. Travel routes and floor working areas must be completely clear and clean. Floor coverings must be firmly fixed and maintained. If you believe something is a hazard move it or report it to your line manager.

Objects falling from above are another common cause of office accidents. Shelves at height should be carefully filled and kept tidy. Do not lean large items against walls, it is safer to lay them down flat.

Filing cabinets and desk pedestals can cause injury. Always ensure when opening a drawer that all the other drawers are closed. Drawers should not be left open as they may cause a trip hazard.

Items of office equipment should be floor standing or situated securely on suitable surfaces. Equipment should not be balanced on small surfaces or on top of stacks of paper. Walkways around the office shall be clear at all times.

Good House Keeping

Good housekeeping is as crucial to safety in the office as in any other work place and each member of staff is responsible for their own work areas. It can also go a long way towards reducing slips, trips and falls. Ensure your own work environment is tidy to help achieve this.

Electrical Safety

Management will ensure that the mains wiring of the building is safe for use and that electrical appliances are regularly tested for safety. Every appliance with a plug on it will be examined and safety checked as appropriate. A sticker indicates that the appliance has been tested and is safe for use, always look at and take note of the sticker.

Computers

Compliance with the Display Screen Equipment Regulations 1992 and procedure HS-P01 is mandatory

Cable management must be good. If it is not possible, raise the matter with the I.T.

In compliance with the DSE regulations, there must be a standard amount of desk area to house a user's computer screen, mouse and keyboard. Staff should use this space efficiently. The desk area should be kept as clear as possible as piles of paper can cause the employee to work in an awkward position, giving rise to neck strain and other injuries the DSE regulations aim to prevent.

Arrangements are in place to enable staff to carry out assessments of their own workstations to comply with the requirements of the DSE regulations. In addition, staff, can request a DSE assessment.

Photocopiers and Printers

Photocopier and printing equipment is designed to be very safe in use, but there are points to be aware of.

Training from the I.T. Manager will be given to some staff on changing cartridges, loading paper and clearing blockages. Employees without this training should seek help from a trained member of staff or the IT department and should not undertake the task themselves.

When undertaking these tasks, and any others that involve removing covers from the machine, make sure no clothing, such as a tie, is dangling in to the machine, long hair should be tied back to prevent it from being caught in moving rollers.

Used toner powder contains small amounts of cancer causing chemical, ensure hands are protected with disposable gloves before attempting to change the toner. Be careful not to let toner come into contact with the skin and clean any spills up immediately with a vacuum cleaner.

Photocopiers and printers both produce small amounts of a toxic gas called ozone. Because of this both types of equipment should be positioned where there is good general ventilation and should be located away from workstations. Good maintenance schedules are important in minimising the production of ozone. The IT Manager should be notified immediately if anyone is aware of fumes from photocopiers or printers or if they cause any negative health effects such as a sore throat

First Aid and Accidents

All accidents incidents and near misses must be reported to the office first aider.

A notice in the office indicates trained first aid persons. Contact them directly if first aid is required.

Reporting incidents is very important, as it helps Modus Workspace comply with the law and can assist in preventing further accidents. It also protects employee's rights, should there ever be a need to claim damages in respect of a workplace injury.

Fire

Fire is a serious risk in every office, combustible material such as paper and cardboard are always present and electrical fittings provide potential sources of ignition.

If the fire alarm sounds – BELIEVE IT! In a serious office blaze, the warning of fire will sound in time to give just a few minutes to escape. There is not time to wonder whether it is a drill or a false alarm. Do not go back to your desk or attempt to fetch belongings, calmly and quickly escape to the nearest assembly point. Entry to the building will be permitted as soon as the all clear has been received, the Company's Fire Wardens will give instructions.

If a fire is discovered the priority is to warn others by activating the nearest call point. No attempt should be made to fight the fire until the first action has been taken. Having ensured that help is on the way and others are safe, you may then, if you feel confident and have the correct training, attempt to fight the fire. Never put yourself in any danger, keep your back to a safe exit and do not let your escape route get cut off. Never remain alone and if in any doubt retreat.

Help prevent fires by keeping accumulations of combustible materials to a minimum and storing such materials in cabinets away from potential sources of ignition.

Stress

Stress has been identified as a part of modern life and most people will probably have experienced stress already, either at work or in your personal life.

The symptoms of stress can be many and various and each person is probably the best judge of whether they are excessively stressed. Stress arising at work should be reported to the line manager who will inform Human Resources. Employees should never feel foolish in raising the subject, they are an important and valuable member of our team and it makes good sense to ensure they can do their job. There may be many things that can be done to reduce stress. Aware of the problem is the first step.

Pregnancy at Work

Most women now work through pregnancy. There are certain special risks to them and their baby in being at work whilst pregnant. It follows that there are particular legal requirements for your protection in pregnancy.

Staff should inform their Manager if they are pregnant. Many of the most serious risks apply in the very early weeks of pregnancy so action to protect them and their unborn child may have to be taken quickly.

Once they are aware of the pregnancy, the management team will make a risk assessment of their work in relation to pregnancy. Following the assessment, changes may need to be made to the way the employee works.

Company Travel

Modus Workspace requires employees to travel extensively to sites throughout the UK. We recognise that travelling may increase the likelihood of injury and we are concerned to do all that is reasonably practicable to reduce risks.

In many instances employees and contractors of Modus Workspace will have driven to their place of work, even where long distances are involved. This necessity arises from the need to transport materials, tools and equipment as well as people to projects

We are aware that it is safer, mile for mile, for employees and contractors to travel by rail or air rather than road. Therefore, where practicable trains can be used for longer journeys or air travel where authorised.

Home Working

Advances in technology and working practices have created opportunities for certain members of staff to work from home.

Specific arrangements need to be implemented to ensure staff work at home is carried out in a safe and effective manner.

A working environment needs to be created with adequate space, light and ventilation. A safe and adequate power supply needs to be available. The equipment in use should be well designed and well maintained. Office equipment appropriate to their working activities should be provided; this will include an adequate workstation and chair. Where DSE is habitually used an assessment of the working environment will be undertaken.

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Construction (Design & Management) Regulations 2015 (CDM)

Under the CDM Regulations, Modus acts as Principal Contractor, Principal Designers and Designers duty holders. We understand our role in the co-ordination of health and safety in designs, including temporary works design (e.g. demolition, excavations, site hoarding etc.)

We understand that our consultants working on construction projects also have duties under the Construction (Design and Management) Regulations 2015.

Under these regulations, all duty holders have a responsibility, so far as is reasonably practicable, to identify, eliminate or control risks. In addition, there are duties contained in the Health and Safety at Work etc. Act 1974 and other regulations under The Act.

CDM Regulations applies to all construction works regardless of the numbers of man hours, the numbers of contractors on site simultaneously or the number of man days the project takes to complete. On all size projects where there is one or more Contractor (not workers) a Principal Designer will be formally appointed.

Through regular training and refresher training our employees understand they are responsible for their acts and omissions. Senior Managers will take a lead role in ensuring the Company's compliance with the CDM Regulations and that no such work will be permitted to commence until managers are satisfied that all the requirements of CDM Regulations are being met.

Health and Safety is designed into all our projects through a full understanding of the CDM Regulations and by applying all relevant statutory requirements associated with a particular project.

We use various techniques to ensure that our employees are fully aware of the importance of the co-ordination of health and safety in designs, including temporary works design.

Modus employees support and assist with the identification and collating pre¬construction information such as hazards and risks associated with the project as well as advising the client if other actions are required such as surveys etc. as may be required.

We review design information to ascertain and identify potential hazards during the construction, use, maintenance and eventual demolitions.

We strive to promptly provide competent services and information to those involved with the design of the structure, and to every contractor who may be appointed by our clients, the information that is relevant, and to ensure the smooth flow of information between clients, designers and contractors.

We are aware that changes in design and scope of works can have a significant effect on site and later during the life cycle of the building. We have procedures in place to ensure that such changes are incorporated, planned and executed correctly.

The Company confirms that it will take the necessary actions to comply with the Regulations, and all supporting guidance. Outlined below is a summary of the roles and the duties entailed.

CDM duty holders	Summary of role and responsibilities main duties
Clients are organisations or individuals for whom a construction project is carried out.	Make suitable arrangements for managing a project. This includes making sure: • other duty holders are appointed; • sufficient time and resources are allocated. Ensure: • relevant information is prepared and provided to other duty holders; • the principal designer and principal contractor carry out their duties; • welfare facilities are provided.
Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.	When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during: • construction; and • the maintenance and use of a building once it is built. Provide information to other members of the project team to help them fulfil their duties.
Principal designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.	Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes: • identifying, eliminating or controlling foreseeable risks; • ensuring designers carry out their duties. Prepare and provide relevant information to other duty holders. Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.
Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.	Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes: • liaising with the client and principal designer; • preparing the construction phase plan; • organising cooperation between contractors and coordinating their work. Ensure: • suitable site inductions are provided; • reasonable steps are taken to prevent unauthorised access; • workers are consulted and engaged in securing their health and safety; and welfare facilities are provided.

CDM duty holders	Summary of role and responsibilities main duties
Contractors are those who do the actual construction work and can be either an individual or a company.	Plan manage and monitor construction work under their control so that it is carried out without risks to health and safety. For projects involving more than one contractor, coordinate their activities with others in the project team - in particular, comply with directions given to them by the principal designer or principal contractor. For single-contractor projects, prepare a construction phase plan.
Workers are the people who work for or under the control of contractors on a construction site.	They must: • be consulted about matters which affect their health, safety and welfare; • take care of their own health and safety and others who may be affected by their actions; • report anything they see which is likely to endanger either their own or others' health and safety. • cooperate with their employer, fellow workers, contractors and other duty holders.

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Arrangements for Project Safety Management

Staff and contractors of Modus Workspace work on a diverse range of projects covering interior fit outs, refurbishment of existing premises and tradition construction for a wide variety of sectors that include:

1. New construction sites
2. Occupied and unoccupied premises
3. Retail

Each environment presents different challenges for the management of health and safety.

We all acknowledge construction sites are inherently dangerous places to work and many fatal accidents happen on construction sites every year. Construction work is the most dangerous area of activity for our staff and contractors.

The work carried out may involve manually or mechanically handling heavy objects, the use of powered hand tools and hazardous substances. Staff and contractors can be exposed to excessive levels of noise and dust. Some projects may involve excavations, scaffolding, materials handling and may create hazards for the general public or other employees not in our direct control.

Modus Workspace are also aware that control measures are in place so operatives are able to work safely and will provide assistance to ensure their safe environment is maintained at all times.

All employees have a responsibility is to understand the hazards of each project or work task and how they can minimise risks whilst carrying out their job. They must read and refer to the Modus Workspace procedures for health and safety for further detailed information on a particular hazard.

Common Construction Hazards

All parties involved in a project or task endeavour to prevent accidents occurring. Some of the ways in which this can be done are:

1. Conducting site inductions
2. Safe access and egress
3. Risk assessments carried out by the company
4. Safe methods of work derived from the risk assessments
5. Safety inspections or reviews
6. Tool-box talks

The site induction is a very important means of communicating information about risks and how to avoid them.

A safe route should be provided to and from the workplace and to any other areas requiring access, for instance canteen and toilets. Operatives should not deviate from safe access routes as they may pass under unprotected excavations, incomplete scaffolding or close to heavy lifting operations. All are expected to be aware of their own safety. The lack of a safe route and any concerns about safety and welfare should be immediately brought to the attention the Construction Manager.

Personal protective equipment is required on the majority of our projects. Always wear what has been identified by the risk assessment process. Safety footwear is essential on all projects; a safety helmet is often required and is mandatory if work or scaffolding is taking place overhead.

Communication

Clear and effective communication promotes good safety management on site. The induction process is used to ensure that contactors, employees, and visitors are made aware of site rules, hazards that are specific to site, and standards of behaviour.

Tool box talks are used to communicate site safety issues and re enforce site safety standards. Tool box talks should be recorded by the construction manager.

Monitoring of compliance

Monitoring and measuring compliance to legislation and Company procedures is essential for successful safety management. Proactive monitoring includes the checking of sub-contractor's risk assessments and method statements, hazard spotting, and site safety reports.

Good House Keeping

Good housekeeping is essential to your own safety and that of others. Keeping the working area clean and free from trip hazards will reduce injury.

Periodically and at the end of the working day rubbish should be removed to the designated collection area as instructed. Never leave bags of debris in walkways or in fire escape routes.

Electrical Safety

Only 110V or battery powered tools will be used on construction projects. A power source will be made available, to which 110V power tools may be attached. All transformers and equipment should be positioned so as not to create a trip hazard. A charging point for battery powered equipment will be located away from the main construction area.

Construction site equipment tends to suffer a hard life and to wear rapidly, equipment may need replacing at frequent intervals.

Modus Workspace requires that all electrical equipment used at work is regularly inspected and tested for electrical safety. Construction site equipment needs this inspection and test at approximately six monthly intervals. Tested equipment will be tagged as safe to use until a certain date, when retesting is needed. Untested equipment should never be used.

In addition to these precautions, operatives must personally ensure that their equipment is safe to use before plugging it in. It is advised that they check for damage to the plug and socket, abrasion of the cable or cracking or scorching of the appliance itself. Electrical equipment should only be repaired by an appropriately trained person. If there is any doubt about a piece of equipment it should be immediately taken out of use and given to the project or premises manager for attention.

Hazardous Substances

Staff can be exposed to hazardous substances in the course of their work. In addition to air borne dust, there may be exposure to chemical and bio hazards.

Silica containing products, wood dust and chemicals can be harmful to health. They can also cause skin allergies and respiratory problems.

Material Safety Data Sheets for substances used by sub-contractors onsite should be checked, along with the COSHH assessment that provides information regarding the required precautions.

Manual Handling

Under the Manual Handling Operations Regulations 1992, there is a duty to make assessments of all manual-handling tasks that could result in injury.

The best approach to manual handling involves eliminating or reducing the risk by providing mechanical handling solutions. This might mean, for instance, getting permission to use the lift to get materials to the point of work rather than carrying them up the stairs. If tasks remain, and they usually do, which cannot be fully mechanised and must be done by staff, those staff must be trained to perform manual handling safely. All staff undertaking heavy lifting should therefore receive training in manual handling and put that training into practice in their daily work.

Whenever possible, items should be lifted from waist height rather than from the floor. To assist this, frequently handled items should be kept at waist height. Avoid stooping, twisting, reaching high and bending sideways. If an object must be lifted from a low level, bend the knees rather than the back to reach the item. When carrying a load, hold it as close in to the body as possible.

Getting materials and equipment to the point of work should be carefully planned before work commences.

If the work is above the first floor, a lift should be used for transporting heavy or awkward materials if possible as this will reduce the difficulty and risk.

If stairs must be used, careful planning is required to ensure the task is carried out safely. Stairs should be inspected for trip or slip hazards and vulnerable light fittings, or similar, which may be damaged. If appropriate, others should be made aware that the stairs are to be used for transporting materials.

Tools and Equipment

The use of tools and equipment are a common source of injury. It is of key importance that all tools and equipment in use are in good condition. Items should be replaced as soon as wear becomes apparent. It is always worth investing in good quality tools. If gripping or holding a tool is causing hand or wrist discomfort, consider using a different tool. If the problem persists, inform the manager or supervisor.

First Aid and Accidents

Accidents and incidents occurring on site must be reported. This applies whether anyone is injured or not. Where there is no injury or damage a near miss form should be completed.

Accidents are reported to the First Aider. The First Aider will give any treatment necessary and ensure that the accident is reported. In some cases, the client will require notification. The first aid report will be completed and returned to the Health and Safety Manager.

Welfare

Welfare facilities must be provided and meet the requirements of Schedule 2 of the CRM Regulations 2015. These facilities will normally be provided by Modus Workspace as the Principal Contractor and made available for use by contractors on site. Contactors should be informed at induction of what facilities are provided, and how to use them.

Noise

You would not normally expect to work in continuously high noise levels. However, some of the powered tools used on site, particularly grinders and drills, produce high short-term noise levels.

Noise is capable of damaging hearing, and eventually causing deafness or tinnitus. Staff must comply with any risk assessment controls or a safe system of work is in place requiring the use of hearing defenders or other controls. Consider building occupiers and others in the assessment of noise hazards.

Working at Height

Where access to high levels will be required, the first priority is to select the right access equipment. Equipment that provides collective protection from falls should always be considered over personal protection and ladders or stepladders.

Where mobile towers, push around vehicles or podiums are used these must have evidence of inspection.

A ladder or steps are only to provide access and should not be used as a working platform. It is not an appropriate platform for working at height for more than a short period of time.

All stepladders should be checked before use and have evidence or regular inspection

Fire

Fire on a construction site is always a possible hazard.

Flammable liquids should be stored off site and brought in the smallest possible quantities. Combustible materials should not be allowed to build up on site. Good housekeeping reduces combustible materials on site.

Fire escape routes are to be kept clear at all times. All fire precautions and equipment, such as fire extinguishers, should be treated carefully and kept unobstructed. Modus Workspace, if acting as the Principal Contractor, has a responsibility to ensure that proper fire procedures are provided and appropriate fire precautions are in place. These arrangements are to be discussed at all Site Inductions.

If the fire alarm or other fire warning sounds get out at once by the quickest route. Don't wait and wonder if it is a false alarm. Don't go back to the work site to retrieve belongings. Go directly to the designated assembly point.

Personal Protective Equipment

Personal protective equipment (PPE) will be provided for all staff where the risk assessment for any activity shows there is a need for it. The person carrying out the risk assessment will select the appropriate PPE equipment.

When provided, the user will be given training in its use, its care and its maintenance. The Construction Manager must ensure this training takes place. Five-point PPE is mandatory on all projects.

Lifting Operations

Occasionally the use cranes and other lifting equipment is required, this equipment and its use comes under the Lifting Operations and Lifting Equipment Regulations 1998. People in charge of lifting operations and those controlling lifting equipment must be formally trained, CITB certified, and they must be able to produce their licence for inspection when requested to do so.

Appropriate inspection certificates should accompany all hired equipment. Mobile crane companies must provide evidence of their employers and public liabilities insurance. Lifting operations are subject to a permit to work

Lone & Confined Space Working

There is no general prohibition on a person working alone, but there are specific instances where legislation requires more than one person to be involved in the operation, in which case the work will be planned for the relevant number of persons. This includes entry into confined spaces and COSHH Regulations for fumigation and other work. A suitable risk assessment is required before any lone working tasks are undertaken

Lone workers will be supervised by one of the following means, appropriate to the work situation concerned:
1. Periodic supervisory checks
2. Periodic contact by telephone or radio
3. Automatic warning devices if not periodically cancelled by the lone worker
4. Emergency alarms operated manually or in the absence of any activity

In certain circumstances, lone working is not permissible and the worker will be physically supervised, e.g. young person's operating prescribed dangerous machinery, persons undergoing training.

Asbestos

If materials containing asbestos are cut or damaged, minute fibres of asbestos can be released into the air, which may be inhaled if adequate precautions are not taken. Some people exposed to this risk, and in particular those who also smoke cigarettes, have developed asbestosis and/or certain types of cancer.

Asbestos in its various forms is found either used on its own or mixed with other materials in many situations in the construction industry, e.g. lagging of pipes, fire protection for steelwork, insulating boards, ceiling tiles, stipple coatings, roof and cladding sheets, pipe gaskets and boilers.

Information concerning asbestos will have been identified prior to commencing work on a project. However, it pays to be vigilant. If you suspect a material of being asbestos based, stop work immediately and report it to the project or construction manager.

Work involving the removal of asbestos containing materials must be carried out by a licensed asbestos removal company.

Drugs and Alcohol

The Company's Drugs and Alcohol Policy forms part of the conditions of employment.

Employees and contractors and are required to adhere to the requirements of the Policy.

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Schedule of Supporting Documentation

Health and Safety Procedures		
1.	Risk Assessment (Safety and Environment)	HS-P02
2.	Site Inductions	HS-P03
3.	Reporting and Investigation of Accidents and Incidents	HS-P04
4.	Tool Box Talks	HS-P05
5.	Training	HS-P06
6.	Welfare Facilities	HS-P07
7.	Safety and Environmental Inspections	HS-P08
8.	Personal Protective Equipment	HS-P09
9.	Permit to work	HS-P10
10.	Manual Handling	HS-P11
11.	Work at Height	HS-P16
12.	COSHH	HS-P21
13.	Temporary Works	HS-P22
14.	Provision & Use of Work Equipment	HS-P23
15.	Slips, Trips and Falls	HS-P24
16.	Asbestos	HS-P28
17.	Safe Work Procedure	HS-P30

Health and Safety Forms		
1.	Construction Safety Plan	HS-F01.01
2.	Young Person Risk Assessment	HS-F02.03
3.	RAMS Contractor Submittal Form	Hs-f02.04
4.	Risk Assessment & Method Statement Review and Approval	HS-F02.05
5.	Expectant Person Risk Assessment	HS-F02.09
6.	Method Statement/Risk Assessment	HS-F02.11
7.	Site Induction Form	HS-F03.01
8.	Site Induction Visitors	HS-F03.03
9.	Near Miss Report	HS-F04.03
10.	Accident Incident Report	HS-F04.04
11.	Red-Yellow Card Issue Register	HS-F04.05
12.	Tool Box Talk Briefing Record	HS-F05.01
13.	Inspection of Working Platforms	HS-F07.01
14.	Temporary Works Register	HS-F07.02
15.	Access Equipment Register	HS-F07.03
16.	Site Inspection Form	HS-F08.01
17.	Non-Conformance Notice	HS-F08.02
18.	COVID-19 – Weekly Site Operating Procedures Checklist	HS-F08.03
19.	Project Manager Audit Form	HS-F08.05
20.	Hot Work Permit	HS-F10.01
21.	Permit to Dig	HS-F10.02
22.	Permit to Lift	HS-F10.03
23.	Mechanical Riser Permit	HS-F10.04
24.	Low Voltage Electrical Permit to Work	HS-F10.06
25.	Permit to Use a Ladder/Steps	HS-F10.08
26.	Roof Access Permit	HS-F10.09
27.	Confined Space Permit	HS-F10.10
28.	Fire Risk Assessment	HS-F12.02