



SPRAYCON

Sprayed Concrete Specialists

HEALTH, SAFETY, QUALITY AND ENVIRONMENTAL POLICY



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Safety Policy Statement
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1.0 INTRODUCTION

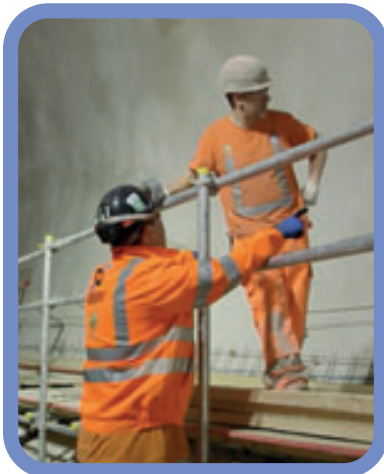
Spraycon Ltd is a company that can offer to its clients hard and soft tunnelling sprayed concrete – wet and dry process particularly for permanent structures, major and fast track refurbishment of tunnels and shafts, concrete, masonry and brickwork structural repair, ground reinforcement and stabilisation including micro fine cement technology, waterproof systems including resin injection and spray applied membranes, fire protection to 1350° on commercial and industrial markets throughout the UK.

The company's commitment to Health, Safety and Environment issues are disseminated to all levels of personnel, all employees receive a personal copy of this Safety, Health and Environmental Policy.

They are expected to effect the policy by working safely, correctly and without risk to themselves or others who may be affected by their acts or omissions.

Additional copies are available at sites as part of the site induction process, and on request from the office.

The company HSQE Manager is contactable through the company Head Office in Nottingham.





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2.0 HEALTH, SAFETY & ENVIRONMENTAL POLICY STATEMENT

The company recognises their obligations under the Health and Safety at Work Act 1974 and so far as is reasonably practicable will ensure the health, safety and welfare of all its employees and all others who may be affected by work activities.

The Company's commitment to and compliance with relevant safety legislation and our management system policies including Safety, Health, Environmental and Quality Policies are totally compatible with our business objectives.

Sufficient and suitable resources (financial, training, plant / work equipment and specialist external assistance) will be made available to ensure this is achieved.

Our objective is by continuous improvement to eliminate injuries to persons, prevent damage to property, plant and equipment and safeguard the environment.

All employees receive a personal copy of the HS&E Policy which includes this policy statement and are required to familiarise themselves with its contents, be aware of their own responsibilities, work safely and give fullest co-operation and participation in making it succeed. Suggestions for improvements from any and all sources are encouraged and welcome.

The company addresses key environmental issues in a practical and responsible manner and will seek to:-

- Minimise the use of energy, water and other natural resources in operations.
- Minimise waste and identify the best environmental option for disposal.
- Consider opportunities to make a positive contribution to the environment in all our work activities.
- Consider the impact of our activities on adjacent businesses and residents and behave as a 'good neighbour'.
- Encourage active participation from company employees at all levels in improving environmental performances.
- Minimise noise nuisance, especially on site where the public or residents may be affected (including night work).

Responsibilities – The responsibility for determining the company's policies on Health, Safety and Environmental matters including an annual review of the HS&E policies, lie with the directors of the company.

The Board of Directors have appointed the Managing Director as the director responsible for health, safety and environmental matters.

Arrangements – This policy, supported by procedures, standard documentation, instruction, training and organisation arrangements is to be applied to all work activities undertaken by the company.

The implementation of this policy is a function of management and supervised at all levels. They will be supported by the company HSQE Manager who will monitor compliance and give advice and guidance on health, safety, environmental and QA matters generally.

C Griffith

C Griffith
Managing Director
February 2013



3.0 ARRANGEMENTS FOR CARRYING OUT HEALTH & SAFETY POLICY

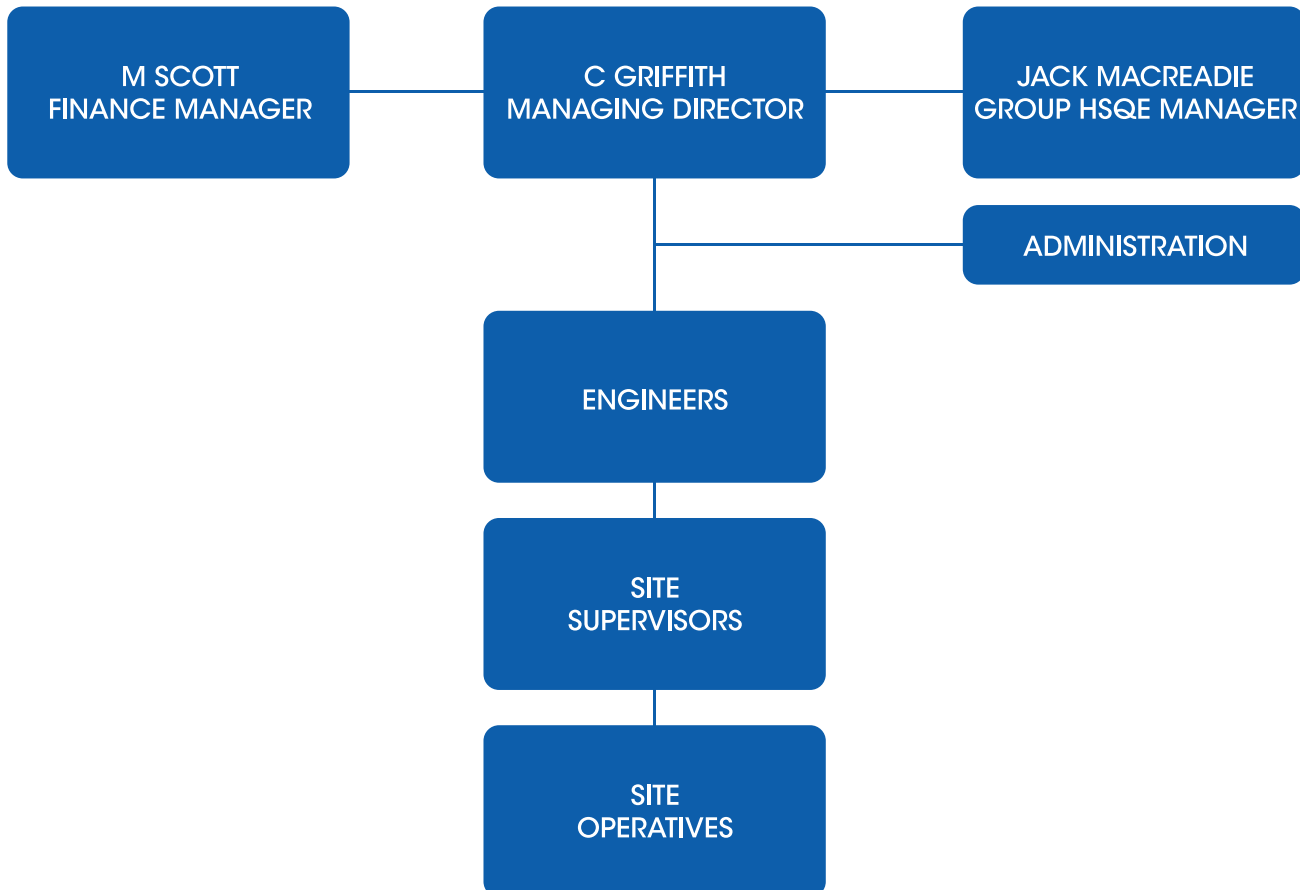
The implementation of the Health and Safety Policy is a function of management and supervision at all levels. It follows the normal chains of responsibility and authority shown on organograms.

All members of the company should familiarise themselves and ensure that their subordinates (if any) comply with all relevant Health and Safety rules and instructions. If, where appropriate they wish to delegate any part of these Health & Safety duties to a colleague they may do so, always remembering that ultimate responsibility lies with them.

Consultation and communicating on Health and Safety matters is promoted through the induction process and by informal discussions, through pay packet inserts; on-site toolbox talks and during and after formal training courses. On-site training is carried out to meet identified needs.

The HSQE Manager will conduct site inspection / audits and is authorised to order work to stop if it is considered that continuation would endanger health and / or safety. He is available to give advice and guidance on Health and Safety related matters.

COMPANY ORGANISATION CHART



4.0 RESPONSIBILITIES FOR HEALTH & SAFETY MATTERS

4.1 The Director Responsible for Health & Safety Matters Shall:

1. Monitor the effectiveness of the policy
2. Evaluate and review all risks in the company relating to Health & Safety at work, loss and damages to company property, and risk to the public through company activities.
3. Ensure that the relevant financial liabilities are covered.
4. Review the insurance and loss records periodically and instigate relevant action
5. Ensure that identified health, safety and environmental training needs will be satisfied.
6. Promote good Health & Safety practices in the workplace by ensuring that all personnel have a defined responsibility taking personal ownership.
7. Review safety inspection reports and where necessary ensure remedial action is taken.
8. Review accident investigation reports ensuring that the reports arrive at the direct conclusions and where appropriate corrective and preventive action is taken.
9. Consider and give appropriate support to any recommendations for improvement to the H&S policy.
10. Compare statistical information relative to safety performance and where appropriate take remedial action to implement improvements.
11. Ensure that all records relating to accidents, injuries, near misses, training, assessments, safety documentations, plan, tools and work equipment are maintained.
12. Ensure that Health & Safety competence of sub contractors is assessed by evaluating their known site safety performance.
13. Ensure that there are appointed person/s in the head office who have been delegated specific responsibilities covering first aid, security, display screen assessment, plant and work equipment as defined in an office management plan.
14. Monitor the effectiveness of the company policy's and where needed instigate improvements.



4.0 RESPONSIBILITIES FOR HEALTH & SAFETY MATTERS

4.2 HSQE Manager Shall:

1. Ensure that the requirements of the Health and Safety policy are met.
2. Exercise the necessary authority to order work to stop if health and / or safety is compromised in any way.
3. Conduct schedule of planned visits.
4. Review all accidents, dangerous occurrences, damage and near miss reports, carry out investigation as necessary and recommend action to prevent a similar occurrence.
5. Ensure that safety representatives when appointed are trained to an appropriate standard.
6. Attend safety committee meetings as required.
7. Identify Health & Safety training needs.
8. Recommend to the directors improvements to the safety management systems.
9. Produce an annual report.
10. Review and update health, safety and environmental documentation on a regular basis at least annually.
11. Liaise with the Health and Safety executive and similar enforcement organisation
12. Provide support and assistance in relation to Health and Safety plans, method statements and other health, safety & environmental issues.
13. Review any generic assessments on a regular basis.





4.0 RESPONSIBILITIES FOR HEALTH & SAFETY MATTERS

4.3 Engineers shall:

1. Familiarise themselves with the company HSE policy.
2. Ensure that company members under their control are trained and fully aware of any hazards in the workplace and have been issued with a copy of the H&S policy.
3. Ensure that all safety rules are observed and that personal protective equipment is worn or used where appropriate.
4. Ensure that adequate supervision is available at all times, particularly for the young and inexperienced.
5. Accompany the HSQE manager on inspections and co operate on safety matters.
6. Ensure that all work instruction given to persons under their control are in compliance with applicable safe working practices, procedures and method statements.
7. Continually seek to develop safe practices and maintain good housekeeping to improve Health and Safety.
8. Ensure that all members under their control know what to do in the case of a fire, know the location of available fire fighting equipment and their designated assembly area.
9. Ensure that all members under their control know the whereabouts of the first aid facilities and that there are sufficient numbers of persons trained in first aid at the location.
10. Ensure that the first aid box is always adequately stocked.
11. Ensure that all safety devices and guards are fitted, properly adjusted maintained and used.
12. Ensure that all plant, including portable electric equipment is properly PAT tested and is safe to use recording inspection results.
13. Be aware that the company maintains a database of Health and Safety procedures, standards, documentation and information within the company management system for review and implementation.
14. Consider promptly any representation about health, safety and environmental matters under their control.
15. Give instruction and training on safe systems of work and hazards related to the work and workplace under their control.
16. Liaise with the appropriate safety representative (where appointed) on all relevant matters and attend safety committee meeting when required.



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4.0 RESPONSIBILITIES FOR HEALTH & SAFETY MATTERS

4.3 Engineers shall:

17. Actively participate in formulating the content of site HSE plans, risk assessments and method statements.
18. Ensure all accidents are recorded on the company accident reporting form.
19. Ensure all reportable accidents, incidents and gas leaks are reported to the appropriate office under the RIDDOR regs.
20. Ensure regular inspections of the workplace are carried out to ensure that it is safe and reasonably practicable recording on a safety inspection sheet.
21. Ensure risk control arrangements are established and implemented.
22. Ensure contract HSE plans are established.
23. Ensure records relating to HSQE are maintained and readily available.



4.0 RESPONSIBILITIES FOR HEALTH & SAFETY MATTERS

4.4 Site Supervisor / Foreman:

1. Familiarise themselves with the companies HSE policy.
2. Ensure that workers and visitors on their site have been given a safety induction.
3. Ensure that any hazards on the site have been explained to the workforce.
4. Ensure that the requirements on the site safety induction are observed and that any personal protective equipment required is worn or used where appropriate.
5. Ensure that adequate supervision is given to young or inexperienced persons.
6. Ensure that all site members know what to do in case of fire or an emergency on site.
7. Where the fire fighting equipment is and their designated assembly points are.
8. Ensure that everyone knows the arrangements for the first aid and where the first aid box is located and who are accidents reported to.
9. Ensure that all plant and work equipment in use on site is fit for purpose, regularly inspected recording the results.
10. Promptly action defects in the work place and/or plant in use. Consider promptly any representation about Health and Safety matters. Give instruction and guidance on safe systems of work relating to the work being carried out in accordance with method statements, risk assessments, permits to work and other control arrangements.
11. Actively participate in formulating the contents of the HSE plans, risk assessments and method statements and other risk control arrangements.
12. Ensure all accidents are recorded on an accident report issuing a copy to the HSQE manager
13. Make regular inspections of the workplace to ensure it is safe as is reasonably practicable recording on a safety inspection report.
14. Ensure that all recordings relating to site safety are completed, maintained and readily available for inspection/review.
15. Ensure that all welfare facilities are kept clean and tidy and any consumables i.e. soap, towels, etc will be replaced as when required.



5.0 SAFETY COMMITTEES

- 5.1 A company safety committee is established and a site safety committee may be set up with attendees as follows:
- Management
 - Employees (representing individual departments)
 - Appointed safety representatives (on request)
 - Client / principal contractor (on request)
- 5.2 Composition shall be such as to involve a balance between workforce and management representatives.
- 5.3 The object of a safety committee is to allow the fullest consultation and to promote co-operation between employer and employees by instigating, encouraging, developing and working to ensure the health, safety and welfare of everyone at the workplace.
- 5.4 Agreed terms of reference for each safety committee are formulated which contain:
- Matters arising from previous safety committee meeting.
 - Study of incidents, near misses and trends with a view to making recommendations for remedial and preventive action.
 - Examination of safety inspections and audit report.
 - Analysis of information / reports provided by the enforcing authorities (if issued).
 - Consideration of reports from appointed safety representatives (if appointed).
 - Ongoing development and maintaining of existing safety rules, procedures, standards, documents and safe systems of work.
 - Ongoing appraisal of safety training effectiveness.
 - New legislation.
 - Plan for improvement.



6.0 Safety Rules, Safe Systems and Methods of Work

It is the company's objective that all work undertaken shall as far as is reasonably practicable, be carried out with the minimum risk to Health and Safety. To this end all operations are to be carried out with knowledge and awareness of the hazards involved and likely to be encountered and proper means employed to eliminate or reduce them to the lowest practicable level.

The most appropriate plant and equipment must be used and the operator must be trained and competent in its use.

All control measures must be fully discussed with the works team prior to commencement of operations. Copies of method statements and risk assessments will be available on site to ensure compliance with defined method.

6.1 Health, Safety and Environmental Plans

Where required a contract specific HSE plan will be produced by the project team to incorporate and review the types of work to be undertaken, the methods of work and the foreseeable hazards which may be encountered. Information from pre tender H&S plans and principal contractors safety plan (if applicable) will be incorporated where applicable.

6.2 Safety Method Statements

Method statements will be produced by manager / engineer as required as the project develops to ensure that full consideration is given to works being carried out as safe as reasonably practicable.

6.3 Safety Inspections

Supervisors will regularly conduct on-site safety inspections. The safety inspection check list is used for this purpose. The appropriate corrective action will then be taken to minimise / control the identified risks.





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6.4 Risk Assessments

Risk assessments are carried out by safety advisors, contract engineers, site supervisors, and subcontractors. They are produced on an ongoing basis throughout the project to take into account the changes in hazards and conditions as the project develops. Medium and high risks must be addressed and suitable and adequate control measures instigated. Task specific risk assessments will be produced as required.

6.5 Manual Handling Assessment

Manual Handling Assessments are carried out by a safety advisor, contract engineer, site supervisors, and subcontractors in consultation with the persons involved to ensure that the plant / equipment / materials are moved by the safest practicable means. Mechanical devices must be used whenever practicable.

6.6 Plant & Equipment

Safer plant and equipment is essential for safe working. All plant and equipment is calibrated / serviced / PAT tested as required and tagged, dependant on usage and type. Site supervisors carry out regular inspections to ensure plant and equipment is safe to use and make a record of this on the record of plant inspection form. Any hired in plant / equipment is subject to the same requirements. The user is responsible for visually inspecting the plant / equipment prior to use and reporting defects to supervision for remedial action.

6.7 Competency of Employees

It is the company's policy to ensure that only persons who are trained, authorised and competent shall undertake work within the limitations of their level of expertise and knowledge with due regard to the awareness of the hazards associated with that work. Competency attainment levels are assessed by various means both internal and external e.g:-

- Apprenticeship completion.
- National grading attainment NVQ's.
- National registration bodies i.e Skill Card, JIB, CSCS etc.
- External examinations.
- Membership of professional institutions.
- Educational qualifications.
- Attendance of and passing specific training courses.
- Internal reviews, appraisals, assessments and site reports.
- Relevant experience.



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7.0 ACCIDENT / DANGEROUS OCCURENCES REPORTING

1. All accidents, dangerous occurrences and near misses must be reported as soon as practicable to supervision who will carry out an initial investigation to determine the cause with a view to eliminating the occurrence.
2. All injuries / incidents at work must be brought to attention of supervisors immediately and recorded on an accident/incident report form and submitted to the safety advisor for review and to ensure completion of accident book and RIDDOR reports where appropriate. A copy will be kept on site and the original forwarded to the office at Nottingham.
3. The HSQE manager will carry out an independent investigation of serious injuries, dangerous occurrences and incidents of a special interest. The investigation will include recommendations to prevent a re-occurrence.
4. Items involved in the incident i.e plant, tools, and equipment must be retained in a safe place and not interfered with until released by the HSQE manager.
5. A fatality, major injury or dangerous occurrence, as defined in the reporting of injuries dangerous occurrence regulations (R.I.D.D.O.R.) must be recorded as follows:
 - Notify the managing director.
 - Notify the principle contractor / client / CDM coordinator.
 - Notify the HSQE manager who will carry out their investigation and if required inform the HSE as soon as possible by telephone and send a completed form F2508 within 10 days.





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8.0 EMERGENCY PROCEDURES

Emergency procedure will be agreed at all places of work. These include:

- First Aid
- Fire
- Evacuation

It is important that all personnel, wherever they are working are made fully conversant with:

- How to call for and / or receive assistance.
- How to raise the alarm in the event of fire and bomb warnings.
- The location of all exits from the premises.
- The identification and location of the assembly area(s).
- The various warnings signals (if applicable).

Suitable and adequate fire protection equipment will be supplied by the company relevant to the accommodation and works to be carried out. The equipment will be properly maintained and regularly tested.

Appropriate first aid equipment will be available at every location and person(s) trained to the appropriate level of first aid will be available at every location.



9.0 Environmental

The company recognises the importance of environmental protection and has formulated the following to identify areas of impact and ways in which improvements can be achieved by:

- Addressing key environmental issues in a practical manner.
- Managing activities in such a way as to maintain environmental impact as is practically and economically possible.
- Ensure that all employees are aware of the potential environmental effects of its activities and also the environmental benefits of improved performance.
- Conserve and protect the environment by operating in a socially responsible manner.
- Maintain energy efficiency in buildings and services and manage energy wisely.
- Actively promote and encourage environmental excellence within the company, its suppliers and clients.

9.1 Products

- When purchasing equipment and supplies for the company, environmentally friendly products will be given preference where possible, use will be made of materials from sustainable sources and those which can be re-used or re-cycled wherever possible.
- Production of waste materials will be minimised.
- High risk areas e.g diesel storage / use will be effectively bunded and drip trays used when necessary.
- Recycling waste materials produced through the company's normal activities will be considered and carried out when viable.



9.2 Workplace

- The company will seek to minimise the environmental impact of its work activities on the local community and those who may be affected.
- All practicable actions will be taken to safeguard those who may be adversely affected.

9.3 Hazardous Substances

- The company reviews substances and processes undertaken by its employees.
- Formal assessments are produced for those that come within the scope of the COSHH regulations.
- The company maintains a library of information relating to substances currently being used.
- Any new products must be brought to the attention of the HSQE manager so that an assessment can be carried out on the product.
- Non-hazardous substitutes are preferred where this is not possible, relevant COSHH assessments are available and accessible to the user.
- Suitable and effective PPE must be used as directed by the assessments
- Substances must not be decanted into unsuitable containers and all containers must be properly labelled, similar to the original.
- Advice should be sought from the supervisor or the HSQE manager before using unfamiliar substances or those poorly labelled.
- It is important that exposure to hazardous substances used by others is minimised by constant vigilance and cooperation.



9.4 Noise

Noise assessments will be carried out in accordance with the Noise at Work regulations.

The company is committed to reducing noise to its lowest reasonable level, giving full consideration to the impact of noise on local communities.

When levels cannot be reduced below action level 1, suitable hearing protection will be made available.

Where noise levels exceed action level 2, the wearing of a suitable hearing protection will be enforced.

- cutting / grinding / using powered plant (e.g disc cutter, grinders and jigsaws).
- drilling / chasing / breaking concrete or block work.

The playing or wearing of walkman type personal stereo players by company personnel on site is strictly forbidden.

Radios, where permitted on site by the principal contractor / client may be used provided that they are powered by batteries or direct feed 110 volt and have been portable appliance tested. The use of 230 volt radios powered by step up transformers is strictly forbidden.

9.5 Waste

It is the company's policy to minimise the generation of waste and reduction of waste is considered a high priority. Waste will normally fall into one of two categories.

- Special waste i.e. asbestos, PCBs (polychlorinated biphenyl's) etc will involve contact with the local environment agency, special documentation, specialist documentation, special removers and nominated licensed waste carriers.
- Controlled waste i.e paper, pipe scrap, metal, builders waste etc, (the company norm) may involve shared local arrangements or may be the sole responsibility of the company. This will be removed by licensed waste carriers.

A full list of waste materials will be made available to enable the required waste transfer note to be completed. The company will use only properly licensed waste carriers.



10.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

10.1 Risk assessment will be carried out to identify the need for PPE. When PPE is supplied it will:-

- Be appropriate to the risk.
- Provide effective control / protection.
- Be satisfactory to the user i.e comfort, fit, adjustment.
- Comply with relevant product safety criteria.
- Be sorted correctly.
- Be monitored to ensure validity and up to date.

10.2 The company's standard PPE equipment:-

- Head protection helmet to EN 397.
- Eye protection goggle Grade A chemical, dust, molten metal to EN 166.
- Hearing protection EN 352.
- Foot protection (with steel mid sole) to EN 345.
- Respiratory protection – suitable to absorb and / or filter identified airborne substance.
- Gloves – suitable to protect against the specific hazard.
- Safety harness.
- High visibility clothing.
- Welding goggles/face shield to EN 172.

10.3 The recipient of any PPE will be responsible for its safe keeping.

10.4 Lost or damaged PPE equipment will after investigation be replaced.

10.5 Company members are required to wear protective equipment whenever necessary to ensure safe working.

10.6 Personal issue PPE must be maintained in a good and hygienic condition, stored correctly and regularly checked for wear / damage.

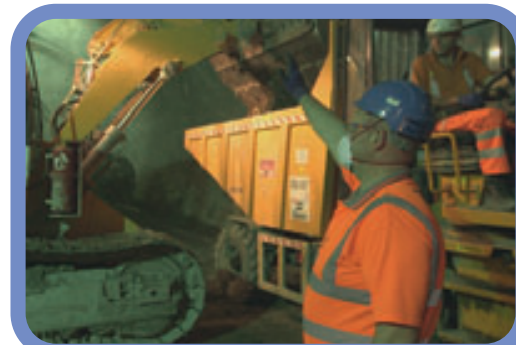
10.7 Helmets must be worn correctly as designed by the manufacturer. They must not be worn back to front even with the inner liner reversed. The manufacturer states that 'the helmets have a shelf life of up to 5 years when properly stored and a service life of 2 to 5 years depending on conditions of use'.

10.8 PPE must not be misused or abused.

10.9 Adequate protection must be taken when working outside to protect the body from the effects of the sun i.e wear a hat, keep your body covered and consider sunscreen.

10.10 Body jewellery, studs, rings etc are not acceptable at the workplace. Finger rings should be removed.

SUPERVISORS ARE RESPONSIBLE FOR AND AUTHORISED TO INSIST THAT ALL PERSONS UNDER THEIR CONTROL WEAR THE APPROPRIATE PPE.



11.0 SAFETY TRAINING

- 11.1 All managers, supervisors and persons who have responsibility for others are required to have a level of safety training and environmental knowledge and awareness relevant to their role. Safety awareness is part of each individual's duty of care. The demonstration of H&S awareness on site is by applicable Health & Safety training and passing the CSCS or affiliated H&S test. This enables individuals to discharge their responsibilities in a safe manner.
- 11.2 Specific training / instruction is required for:-
- Those required to work in the H&V and electrical industry.
 - Persons using gas / electrical welding equipment.
 - Users of mobile elevating working platforms (IPAF) (MEWPS).
 - First aid training.
 - Users of fork lifts.
 - Those required to mount abrasive wheels.
 - Persons who build, alter or dismantle mobile aluminium towers (PASMA).
 - Those required to work in hazardous atmospheres, confined spaces etc.
 - Those required to work to a specific permit to work and/or method statements.
 - Persons who will be required to use any new plant or machinery to carry out any new process.
 - Office based personnel using display screen equipment (DSE).
 - Lone workers.
- 11.3 The majority of the company workforce are technical and / or apprentice trained and safety is an integral part of their training programme. They are deemed to be competent to use all commonly used tools and equipment normally associated with the H&V and electrical industry. I.e. rotary percussion drilling machines, jigsaws, chop saws, powered screwing machines, and all general power tools.
- 11.4 All workers including sub-contractors must receive a suitable and adequate site safety induction training at every workplace to ensure that they are made aware of the type of work to be undertaken, the risks associated with the work and workplace and the control measures that are in place to minimise the risks.
- 11.5 Safety talks are regularly given on site by site supervisors to promote safety awareness and safe working practices, and to encourage employee participation in health, safety, welfare and environmental issues.



12.0 WORKPLACE HAZARDS

12.1 A hazard is the potential for something to cause harm (an incident waiting to happen). It can be a substance, equipment, material, procedure, activity, method of work, place of work, working environment, people etc.

The risk is the likelihood of the harm actually being realised and the degree of harm is likely.

12.2 There are many hazards associated with the works that are undertaken by company employees. It is in everybody's interest to ensure that all risks are eliminated or reduced to the lowest practical level, or suitable control measure instigated.

12.3 In addition to formal risk assessments, supervisors will identify hazards using the site safety inspection. The appropriate corrective action will then be taken to minimise/control the identified risks. It is the responsibility of everyone to be vigilant, be aware of the risks associated with their work and to always work in a safe and responsible manner.

12.4 Common hazards at the workplace may include but is not limited to:-

- Poor housekeeping
- Excessive noise
- Extremes of temperature
- Poor ventilation
- Obstructed walkways
- Holes, trenches, excavations
- Unsecured ladders
- Hot work, cutting soldering, welding
- Electricity
- Substances
- Inadequate lighting
- Poor access / egress
- High fumes / dust levels
- Wet, slippery, insecure floors
- Falling objects
- Missing guard, rails, edge protection
- Incorrectly built scaffold
- Stored material
- Commissioning testing
- Other trades and people

Risks associated with these hazards must be reduced to the lowest practicable safe systems of work and / or control measures implemented to ensure incidents are prevented.

Where risks are identified they must be dealt with or reported to a supervisor for action as soon as possible.



12.5 HOUSEKEEPING

Housekeeping is one of the most important single items influencing safety at the workplace.

- All stairways, passages, and gangways must be kept free from material, supply leads and obstruction of every kind.
- Materials and equipment shall be stored tidily so as not to cause obstruction, and kept away from edges of hoist ways, ladder access, floor openings and rising shafts.
- When protruding nails are found in reusable boards, plants, and timber they must be removed. Protruding nails in scrap timber should be bent flush hammered in or removed.
- Tools must not be left where they may cause tripping or other hazards. Tools not in use should be placed in a tool belt or tool bag at the end of each working day and be collected and stored in an appropriate secure container.
- Working areas must be kept clean and tidy. Scrap and rubbish must be removed regularly into proper containers or disposable areas. A tidy as you go policy should be adopted.
- Toilets, wash up facilities and drinking water are provided for the convenience and comfort of all. Please help to keep them clean and sanitary.
- Rooms and site accommodation must be kept clean. Do not allow soiled clothes, scraps of food etc, to accumulate especially around hot pipes or electric heaters.
- Spillages of oil or other substances must be contained and cleaned up immediately. Ground contamination must be prevented.
- All flammable liquids, LPG and gas cylinders must be turned off when not in use and properly in accordance with the relevant legislation.

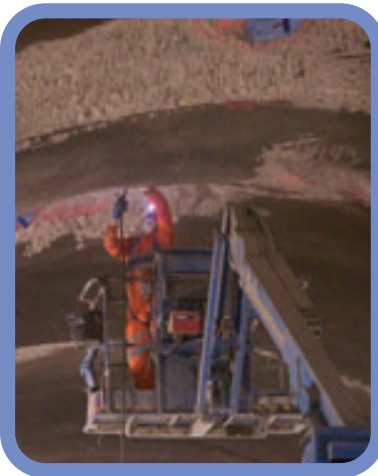


12.6 WORKING AT HEIGHT

A large number of people receive injuries after falling a relatively small distance from stepladders and ladders.

All access equipment must be suitable for the proposed purpose and the use is safe by position. Extra care must be taken whenever working at height.

- Ensure equipment is suitable and in good condition.
- Ensure floor is sound, safe and level.
- Ensure knees are never above the top trend of stepladders.
- Ensure stepladders are only used with all 4 legs on a firm level surface.
- Ensure working platforms are properly guarded.
- Use a safety harness whenever securing facilities are available.
- Be aware at all times check the ground is where you think it is.





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SAFETY POLICY STATEMENT

Compiled by: Jack Macreadie
Reviewed by: Review Committee
Authorised by: C Griffith

Ref: Policy 02
Revision: B
Issue Date:
Feb 2013

Spraycon Ltd recognises and accepts that under the Health & Safety at Work Act 1974 (the Act) it has a legal responsibility to provide so far as it is reasonably practicable for the Health, Safety and Welfare of all employees. It has certain duties towards the public and others.

It is the policy of Spraycon to take all necessary steps to meet its responsibilities under the Act. Regulations made under the Act and approved Codes of Practice. Spraycon Ltd considers Health and Safety to be a matter of paramount importance and will therefore take appropriate steps:-

To provide and maintain safe and healthy places of work and systems and methods of work with adequate facilities and arrangements for the welfare of all employees and others and to protect all employees and others (including the public) in so far as they come into contact with foreseeable work hazards.

To provide all employed with the information, instruction, training and supervision that they require to work safely and efficiently.

To develop safety awareness amongst all employed.

To provide a safe environment for all employed bearing in mind that visitors may not be aware of the risks.

To ensure that the policy is used as a practical working document and that its contents are fully publicised.

To keep the details of this policy under constant review and in line with changing safety practices and current legislation.

Spraycon wish to remind employees that under Section 7 of the Act: It shall be the duty of every employee whilst at work, to co-operate with their employer and others to enable them to fulfil their legal obligations and to take reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions at work.

C Griffith

C Griffith
Managing Director
February 2013





SPRAYCON
Sprayed Concrete Specialists

ACCIDENT REPORTING POLICY

Compiled by: Jack Macreadie
Reviewed by: Review Committee
Authorised by: C Griffith

Ref: Policy 04
Revision: C
Date: Feb 2013
Pages 1 of 2

It is our policy that all workplace accidents will be reported on our accident reporting forms. When an accident / incident / nearmiss is reported the data will be kept by J. Macreadie, HSQE Manager. Apart from being a legal requirement this enables us to investigate all accidents to ensure that they do not reoccur. Therefore staff are expected to abide by the following procedures in the event of an accident.

LEGAL POSITION

The law on accident reporting is covered by the Reporting of Injuries, Disease and Dangerous Occurrences Regulation (R.I.D.D.O.R). These regulations set down requirements for reporting certain types of accidents to the enforcement and how this is to be done.

REPORTING OF ACCIDENTS

All accidents will be recorded as soon after the event as possible. This **must** be done within 24 hours of the accident occurring. The person who has had the accident **must**:

1. inform the supervisor immediately.
2. ensure that it is reported to J. Macreadie, HSQE Manager.
3. the site foreman / supervisor must inform J. Macreadie, HSQE Manager and must also carry out interviews and take statements of witnesses.
4. the site foreman / supervisor must inform the principle contractors site manager if Spraycon Ltd are sub-contractors.
5. It is the responsibility of the supervisor / foreman to ensure that all reports and investigations are carried out and the appropriate persons are informed within the specified time.

If a visitor has an accident, then the employee whom they are visiting is responsible for ensuring that it is recorded, unless a first aider or appointed person is providing treatment. Due to data protection requirements, the completion of personal details will need to be made by site foreman / supervisor. The form should be forwarded to J. Macreadie, within 24 hours. Should the accident need to be reported to the enforcement authorities (HSE), the relevant form F2508 will be completed by J. Macreadie, Health and Safety Manager.

If Spraycon Ltd are employed as sub-contractors the site foreman / supervisor must report the accident to the main contractor. The engineer must also ensure this is done because the host employers have duties under R.I.D.D.O.R to report any reportable accidents which may occur to our staff should an accident take place on premises they are responsible for.



SPRAYCON
Sprayed Concrete Specialists

Health & Safety **MANAGER** **CURRICULUM VITAE**

Name:

Mr. Jack K. Macreadie (GradOSH MIIRSM).

Qualifications:

NVQ4 OHSP.
Certificate in quality assurance management.
CITB construction site manager.
NEBOSH general certificate.
IOSH management safety.
Grad OSH.
MIIRSM.
City & Guilds in ventilation / environment.
Fire equipment inspections.

Experience:

30 years industry experience in Health & Safety.
Fronted various in house courses on safety, HAVS,
Asbestos & confined spaces.
Risk assessing and training.
Safety auditing and training.

Contact:

07741 248608





SPRAYCON
Sprayed Concrete Specialists

ENVIRONMENTAL POLICY

Compiled by: Jack Macreadie
Reviewed by: Review Committee
Authorised by: C Griffith

Ref: Policy 03
Revision: A
Issue Date:
Feb 2013

It is the policy of Spraycon Ltd to plan, conduct and monitor its operations using the best practicable means to protect the environment from impairment. The concepts of Best Practicable Environmental Option (BPEO) and duty of care will be implemented to establish high standards of operation in all the Company's activities.

The company has nominated the HSQE manager to ensure the company's policy is implemented, monitored and modified in accordance with existing and future legislation.

Operational Policy

1. Access in advance the environmental impact of any significant new development.
2. Operate and maintain its premises, plant and vehicles in a responsible manner providing the optimum practicable environmental protection.
3. Respect any wildlife on its premises and on construction projects.
4. Where possible recycle waste and / or ensure its safe and proper disposal in accordance with the relevant regulations and recommendations.

Communication Policy

1. When requested make available to employees, customers the public and statutory authorities relevant information about the company's activities that effect health, safety, welfare and environment.

Implementation Policy

1. Make all employees aware of our environmental policy, provide suitable training to improve environmental awareness and allocate clear responsibilities.
2. Operate and update systems and procedures as applicable for our operations and their monitoring to ensure compliance with policy.
3. Produce an ongoing programme of specific environmental objectives and monitor the company's progress.

Spraycon Ltd Environmental Strategy

The company will as far as is reasonably practicable comply:

1. Seek opportunities to turn waste into profitable by-products or to recycle and explore the possibility of more effective and economic methods for waste disposal (WEEE).
2. Encourage employees to provide suggestions for improvement;
3. Use registered waste disposal companies to dispose of waste to appropriate disposal sites and encourage recycling;
4. When using contractors and sub-contractors, make sure that they conform to the Company's standards;
5. Monitor performance via regular reviews.



SPRAYCON
Sprayed Concrete Specialists

ENVIRONMENTAL POLICY

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Environmental Action Programme

Spraycon Ltd environmental action programme determines the specific objectives for environmental control, providing guidelines for company personnel who have the responsibility for ensuring that the objectives are met.

1. **Management involvement -**
managers at all levels throughout the company will take individual responsibility to ensure that environmental issues are considered carefully when making decisions or when planning and controlling work.
2. **Workplace involvement -**
all employees will be made aware of their individual responsibilities for acting in accordance with the environmental policy.
3. **Waste reduction and recycling -**
careful consideration will be given to the elimination or minimisation of waste at source and the recycling or re-use of materials.
4. **Waste disposal -**
disposal and transport of wastes off site will be carried out in a responsible manner with due regard to all environmental considerations. Discharge of any trade effluent to sewer will be as required to legislation, through consents and controls. The company will endeavour to minimise spillages and maintain good housekeeping as part of its system of compliance.
5. **Effects on the community -**
noise, odour, atmospheric emissions, traffic and other aspects of the company's activities which can affect the local community will be controlled to the lowest practicable level. The company will seek to be a good neighbour and improve the aesthetic appearance of the site and reduce nuisance, where practicable.
6. **Complaints -**
the company will continue to develop the existing system for handling complaints from individuals or from local organisations and make every effort to provide an efficient and friendly channel of communication and correction.

C Griffith

C Griffith
Managing Director
February 2013





SPRAYCON
Sprayed Concrete Specialists

POLICY FOR WASTE MANAGEMENT

Ref: 05
Revision: A
Date: Feb 2013

01. PURPOSE OF THIS DOCUMENT

This plan sets out Spraycon’s approach to waste management. It promotes an improvement in waste management across our locations / sites and in time it is envisaged that this plan will lead to:

- Better resource efficiency and sustainable waste management practices;
- Best means of sharing waste management information, for example on contractor’s rates and licences;
- A method of recording the volumes of waste going to landfill or recycled from our sites.

02. BENEFITS

Waste minimisation can provide competitive advantage to Spraycon in the following ways:

- Cost savings through reducing waste to landfill, subsequently reducing landfill tax paid;
- Environmental benefits by saving on landfill space, reducing emissions through appropriate storage and minimising waste transport;
- Reducing the space needed at Spraycon for the storage and recycling of waste;
- Risk reduction both legal through duty of care compliance and financial through reducing exposure to increase in landfill tax; and
- Improved market positioning by promoting an organisation which manages waste efficiently.

SPRAYCON RECOGNISES THAT THE TRUE COST OF WASTE IS:

Purchase cost of the delivered materials wasted

+

Cost of waste storage, transport, treatment and disposal

+

Loss of not selling waste for salvage or not recycling



SPRAYCON
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POLICY FOR WASTE MANAGEMENT

Ref: 05
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Date: Feb 2013

03. PRINCIPLES OF WASTE MANAGEMENT

The prevention (or avoidance of production) of waste is better than the treatment and disposal of waste and is regarded as the most favourable and sustainable 'waste management' option.

The list below sets out a hierarchy of waste management options.

The most preferred options represent the balance of least environmental impact and least cost.

PREFERRED OPTION

PREVENTION

MINIMISATION

RE-USE

RECYCLING

RECOVERY

DISPOSAL

LEAST PREFERRED OPTION





SPRAYCON
Sprayed Concrete Specialists

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04. DESIGN AND PLANNING

'Designers have a key role to play in minimising waste from construction and building occupation by virtue of being upstream in the overall project development process' CIRIA 1998.

Through effective design, it is possible to reduce waste from materials. For example, having a design, which can incorporate recycled materials, or a design which can utilise existing building elements. Some good practice guidance is provided below.

DESIGN PARAMETERS

The designer should consider:

- Likelihood of building usage changing and design in flexibility to accommodate changes;
- Not over specifying structures that support areas that require heavy loading. This will reduce concrete, timber and steel usage and wastage;
- Use of existing building elements;
- Incorporating during the construction process flexibility to accommodate changes in design without wastage; and
- The life cycle of the building, including deconstruction and its potential environmental impacts.

MATERIAL SPECIFICATION

Consider the use of reclaimed materials wherever practicable, by:

- Incorporating materials from demolition;
- Preparing specification such that reclaimed materials are not excluded ; and
- Considering reclaimed materials from other industries (e.g. industrial by-products such as metallurgical slag and pulverised fuel ash or glass in the use of 'con-glass-crete').

When sourcing reclaimed materials consider:

- Is there sufficient supply of the materials from the source(s) identified?
- Are the materials engineering, chemical and structural properties known?
- Are the reclaimed materials a cost effective option?
- The life cycle of the material. For example, will it need replacing or does it require extensive maintenance throughout its life
- Embodied energy of the material e.g. energy required to transport and produce the material.



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COMPONENT SIZE AND CAPACITY

Consider use of standardised and pre-fabricated modular building systems. Aim to avoid the use of irregular and composite components.

WASTE MANAGEMENT FACILITIES

Designers should consider the need for:

- Recycling bays;
- Space and power for waste compactor(s) and bailers; and
- Special containment for hazardous, clinical and liquid waste.





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05. CONSTRUCTION

Spraycon Ltd aims to reduce construction wastes; the following are some of the good practice initiatives that Spraycon Ltd expects all staff and sub-contractors to consider:

TIMBER

Consideration should be given to:

- Re-use of formwork and hoarding;
- Segregation of wood waste so that off-site recycling (e.g. wood chipping) can occur;
- Return of storage pallets where possible.

METAL

Separate metals from the general waste stream and send off for off-site recycling. Steel, stainless, aluminium and copper can often be sold on to merchants. Best practice should keep ferrous metals separate from non-ferrous metals.

HAZARDOUS WASTE

Reduce production of hazardous waste in the first place. This generally entails appropriate storage and handling of hazardous materials to prevent spillage. Used oils, asbestos and contaminated soil; in cases where such wastes arise disposal should be by an authorised contractor to a facility authorised to receive the waste.

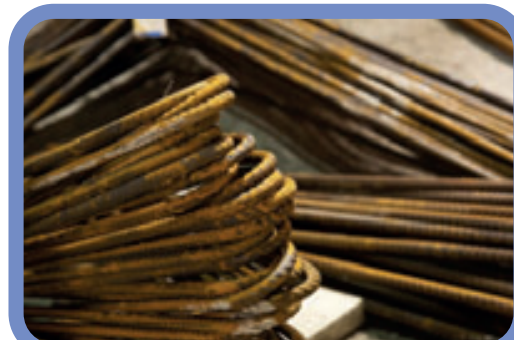
PROCUREMENT

Surplus materials are often wasted and poorly stored materials are sometimes damaged and wasted. This can be alleviated through ordering the correct amount of materials at the right time.

Additional benefits include:

- Improved cash flow;
- Better use of limited storage space on site; and
- Reduce piles of stored materials and create a safer site

It is good practice for the collation of waste invoices to be undertaken by the procurement team – this allows for reporting volumes of waste.





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WASTE MANAGEMENT PLANS

Waste management plans for large developments may be required to ensure that off-site waste disposal is reduced and regulatory controls met. The Site Waste Management Plan should as a minimum identify:

- A person responsible for waste management;
- The types of waste that will be generated;
- Waste management options for those wastes that considers the Waste Management Hierarchy;
- Appropriate waste management sites and contractors;
- A plan for monitoring and reporting the quantity of waste.

WASTE MANAGEMENT FACILITIES

To improve waste management within our sites:

- Identify and provide collection and storage for separate waste streams where space is available. Typical recyclable waste streams include glass, cardboard, used oils, wood, some plastics and metals.
- Provide space within tenant's areas and the central waste management areas for recycling where space is available.

PAPER

Work with client's principal contractors and managing agents to reduce paper waste, for example by:

- Establishing a contract with a paper recycler;
- Provision of in-office recycling;
- Use of duplex printing and copying; and
- Use of shredders and bailers to reduce volume.

VEGETATION

Where vegetation has been cut or removed as part of landscaping works to be re-used on site through composting or mulching.

PLASTIC

Plastic is generated through packaging, particularly in our shopping centres. Collection and storage is best managed through the use of a bailer (depending on the volume).



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CARDBOARD

Cardboard can be sold on to recycling companies. Collection and storage is best managed through the use of a compactor or bailer (depending on the volume).

GLASS

There are a number of contractors who will undertake collection and off-site recycling. Managing agents should ensure that the glass collection from tenants and subsequent storage is safe. Re-usable containers for transferring glass bottles should be considered for ease of handling.

NOTE:

Many of our tenants may have obligations under the Packaging Regulations – Tenants can reduce packaging by:

- Eliminating unnecessary packaging;
- Redesigning packaging to reduce packaging weight;
- Using re-usable, multi trip packaging;
- Packaging re-use; and
- Segregating from the general waste stream packaging for recycling.





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WASTE MANAGEMENT REQUIREMENTS

Legal responsibilities relating to waste management (in particular storage, transporting and disposal) fall in varying degrees on the company's agents. At an operational level it is the managing agents who handle day to day management of waste and its legal aspects. At a higher management level British Land have an overall duty to ensure that waste is managed effectively and legally.

The following sections provide an outline of how those responsibilities can be met to reduce the risk of non-compliance. The subsequent sections discuss the requirements of key waste management legislation as of June 2005. It is not an exhaustive commentary of all legislation with a waste management aspect.

An up to date listing of key legislation (including discussion) is available at 'NetRegs' on the Environmental Agency's website www.environment-agency.gov.uk/netregs.

DUTY OF CARE

The Environmental Protection Act 1990 places a duty of care on any person who produces, imports, carries, keeps, treats or disposes of controlled waste. The main requirements of the duty of care are as follows:

- All controlled waste is to be properly stored, managed and disposed of;
- All waste transferred and disposed of must be supported by a waste transfer note. Records must be kept for 2 years;
- Waste is to be transferred only to authorised persons; and
- 'Duty of Care' transfer notes need to identify wastes using the relevant six digit code from the European Waste Catalogue (EWC) in addition to providing a written description of the waste.

Where waste transfer notes and special waste consignment notes are required for waste disposal from the premises ensure the following information is provided:

- What the waste is, how much there is and its 6 digit EWC;
- What sort of containers the waste is in;
- Time, date and place waste was transferred;
- Names and addresses of both persons involved in the transfer;
- Appropriate certificate and licence numbers of waste carriers and disposer; and
- Waste disposal location.

C Griffith

C Griffith
Managing Director
February 2013



SPRAYCON
Sprayed Concrete Specialists

HEALTH & SAFETY SUMMARY 2009 - 2012

Categories as defined under RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations).

2. Reportable major injuries.
3. Over three day injury.
4. Work related diseases.
5. Dangerous occurrences.

All the above are reportable to appropriate enforcing authorities e.g HSE.

Category	2009	2010	2011	2012
1. Minor injuries (non RIDDOR reportable)	Nil	Nil	Nil	Nil
2. Reportable major injuries	Nil	Nil	Nil	Nil
3. Over three day injury	Nil	Nil	Nil	Nil
4. Work related diseases	Nil	Nil	Nil	Nil
5. Dangerous occurrences	Nil	Nil	Nil	Nil
Total annual accidents / occurrences	Nil	Nil	Nil	Nil

BREAKDOWN OF ABOVE ACCIDENTS

Category	2009	2010	2011	2012
1. Injury to head	Nil	Nil	Nil	Nil
2. Injury to arms/hands/fingers (primarily cuts)	Nil	Nil	Nil	Nil
3. Injury to foot/leg	Nil	Nil	Nil	Nil
4. Injury to eye - foreign object entry	Nil	Nil	Nil	Nil
5. Lifting injury	Nil	Nil	Nil	Nil
6. Injury through falling	Nil	Nil	Nil	Nil
7. Burn	Nil	Nil	Nil	Nil
8. Other	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

JK Macreadie HSQE Manager



SPRAYCON
Sprayed Concrete Specialists

TRAINING POLICY

Compiled by: Jack Macreadie
Reviewed by: Review Committee
Authorised by: C Griffith

Ref: Policy 06
Revision: A
Date: Feb 2013

01 GENERAL STATEMENT

We at Spraycon Ltd are committed to ensuring that all of our staff have received adequate training in order to be able to carry out their duties safely and without risk to themselves or others. We aim to achieve this by providing induction training for all new employees. This will also be given to other workers. Where necessary, we will provide training for existing staff. The need for training will be determined by the requirements of the individual employee's job role. The company reviews the training policy annually.

02 LEGAL POSITION

Providing adequate training to our staff is a requirement of the Health and Safety at Work Act 1974. It is also required by more specific legislation which relates to the use of machinery, handling activities, hazardous substances, working at height and the wearing of personal protective equipment. The test of adequacy is based on providing sufficient training to ensure that employees can carry out their duties without jeopardising either their Health and Safety or that of their colleagues and other workers and the general public. In order to achieve this it is important that the training given is understood by all staff.

03 PROCEDURES

The following procedures describe the steps that we will take to comply with our obligations to provide adequate training:

- All new employees will receive induction training. This is based around our Health and Safety induction checklist which covers key areas such as fire safety, first aid and any workplace hazards. A signature will be required from the employee to confirm that they have understood the contents. A copy of this form will be kept on their personnel file.
- Some training is a statutory requirement. However, where this is not the case, a risk assessment will be used to determine whether any training is necessary in order to carry out the job role safely. The specific needs of the individual will also be considered at this time. Other personnel development training needs will be identified during the annual appraisal process.
- Where an employee's job involves the operation of tools or machinery and the employee needs training, Spraycon Ltd will provide the necessary training. It is the responsibility of the employee's manager to ensure that this is carried out.

The training will also be given if an employee changes roles within the company. It is our policy that this will always be undertaken before work begins.





SPRAYCON
Sprayed Concrete Specialists

TRAINING POLICY

Compiled by: Jack Macreadie
Reviewed by: Review Committee
Authorised by: C Griffith

Ref: Policy 06
Revision: A
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Detailed below is an overview of the certification schemes by the relevant disciplines employed in our business.

DIRECTORS / MANAGERS / ENGINEERS / SUPERVISORS:

JIB PMES CSCS Affiliated Cards.

FITTERS

Engineering service SKILL card CSCS, Affiliated cards.

ELECTRICIANS:

JIB Electro Technical CSCS Affiliated cards.

DIRECTORS / MANAGERS / ENGINEERS / SUPERVISORS:

JIB PMES CSCS Affiliated cards.

PLANT / EQUIPMENT:

RELEVANT OPERATIVES HAVE APPROPRIATE:

Certification for MEWP, forklifts, abrasive wheels, PASMA etc.

All sub-contractors are made aware of the need to hold the relevant SKILL card for the relevant and individual disciplines and industry and trade associations. This is to be monitored prior to commencing their contract with Spraycon Ltd.

As a business, we are totally committed to achieving and maintaining high standards of Health & Safety by employing and training a skilled and competent workforce.

04 EMPLOYEE DUTIES

Employees are expected to cooperate with us fully with regard to attending health and safety training courses. Spraycon Ltd expects that all reasonable effort will be made to attend a course but if this isn't possible, that the employee will notify well in advance the Spraycon Ltd Health & Safety Manager.

Should an employee fail to attend a course which is a legal requirement without good reason, we retain the right to treat it as a disciplinary matter. Employees are expected to carry out their tasks in accordance with any training given at all times. This is to enable Spraycon Ltd to maintain an effective safe system of work.

C Griffith

C Griffith
Managing Director
February 2013

Issued April 2017

