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# Health, Safety and Environmental Policy Manual



Item No.	Reason for Review	Reviewed Date	Reviewed By	Authorised By
TBCHP00	Issue of new Policy and Procedures	17/8/2020	ACG Compliance	

*All employees will be allowed access to this policy manual and all procedures.*



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**Section 1.0**

**Policy Statement and Procedure Index**

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### **1.1 Health, Safety and Environmental Policy Statement**

We, Team Build Construction, in accordance with our duty of care to the environment and health and safety, will ensure that our business operations will not impact the environment or jeopardise the health and safety of our employees or others who may be affected by our work operations. The organisation will set out measurable objectives on an annual basis which will ensure continual improvement and to demonstrate our commitment to Health, Safety and Environmental Management.

Team Build Construction will ensure that all employees understand their roles and responsibilities fully by issuing clear and transparent instructions. Consultation with the workforce on Health, Safety and Environmental matters will be a priority when making business decisions.

Team Build Construction's commitment to risk management will be demonstrated:

- to employees, members of the public or those who may be affected by our operations. This will be achieved by conducting suitable risk assessments and subsequent implementation of suitable control measures.
- to protect the environment such as local wildlife (Fauna) and Flora (Flowers, Trees and Landscapes) by conducting sufficient environmental risk assessments as and when required.

Management will meet at regular intervals and will proactively monitor performance with regards to legislation and any other relevant standard which may be issued to Team Build Construction to comply with. We will ensure legal compliance by:

- Ensuring the provision and maintenance of equipment and controls to prevent injury, ill health, environmental impact or unsuitable services.
- Deciding safe use, handling and storage of any substances required for use during work completed.
- Continually monitoring and reviewing our management systems and proactively promoting continual improvement.
- Actively involving and communicating management system changes to staff and encouraging inclusion in all activities, using methods such as consultation meetings and team briefs.
- Maintaining records as objective evidence to show compliance with the management systems in place and to ensure that it meets applicable legislation and is appropriate to the activities undertaken.
- Reducing the amount of waste produced and actively promoting reuse and recycling (referring to the waste hierarchy).
- Using feedback from clients and suppliers to continually improve our services.

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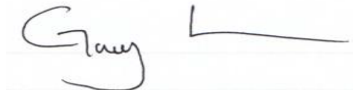
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- Training our staff in the needs and responsibilities of health and safety, environmental and quality management.
  - Always adopting a forward-looking view on future business decisions which may have quality, safety, health or environmental impacts.
  - Communicating the company objectives (and performance against those objectives) throughout the organisation and to any interested parties.
- (Not an exhaustive list)*

Team Build Construction strives for zero accidents, environmental incidents and quality non-conformities. In the unlikely event of an accident, incident, non-conformance or complaint the organisation will ensure remedial and preventative measures are put in place to prevent recurrence.

At Team Build Construction, everyone's safety is paramount. The board of directors are committed to this statement and encourage continual improvement in all areas of the business, particularly Health and Safety.

**Signed on behalf of the board of directors**



**Name: Gary Davis**

**Job Role: Managing Director**

**Date of Approval: 17/08/2020**

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<b>1.2 Procedure Index</b>		
<b>Document Number</b>	<b>Procedure</b>	<b>Location</b>
TBHP00	Health, Safety and Environmental Manual	HSEQ System
TBHP01	Risk Assessment Procedure	HSEQ System
TBHP02	Incident Investigation Procedure	HSEQ System
TBHP03	Asbestos Control Procedure	HSEQ System
TBHP04	Training and Competence Procedure	HSEQ System
TBHP05	Control of Contractors Procedure	HSEQ System
TBHP06	Emergency Response Procedure	HSEQ System
TBHP07	Legal Compliance Procedure	HSEQ System
TBHP08	New and Expectant Mothers Procedure	HSEQ System
TBHP09	Work at Height Procedure	HSEQ System
TBHP10	Plant and Machinery Maintenance Procedure	HSEQ System
TBHP11	Housekeeping and Inspection Procedure	HSEQ System
TBHP12	Welfare Arrangements Procedure	HSEQ System
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TBHP14	Waste Management Procedure	HSEQ System
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TBHP16	PPE Provision and Use Procedure	HSEQ System
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TBHP22	Lone Working Procedure	HSEQ System
TBHP23	Vehicle and Driving Procedure	HSEQ System
TBHP24	Alcohol and Drug Use Policy / Procedure	HSEQ System
TBHP25	Occupational Health Policy / Procedure	HSEQ System

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**Section 2.0**  
**Roles and Responsibilities**

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## **2.1 Directors**

- ✓ To help formulate the company HSE policy manual and ensure it is regularly updated.
- ✓ To ensure that the contents of the policy are circulated as appropriate to all company line management.
- ✓ To make suitable provisions for sufficient funds and resources to be available to meet the requirements of the policy and requirements for the business HSE needs.
- ✓ To ensure that all levels of staff receive appropriate and adequate training and each employee has the opportunity to contribute to discussions on health, safety and environmental matters.
- ✓ To co-ordinate the HSE policy across all sections of the company's operations.
- ✓ To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
- ✓ To encourage all employees to work in a safe and environmentally friendly manner and set a good personal example when visiting client sites and at work.
- ✓ To minimise the risk of environmental impact, quality performance issues, injury and damage to the health of all persons affected by the company's operations by having suitable and effective safe systems of work.
- ✓ To provide and ensure preventative maintenance of equipment systems are in place.
- ✓ To review with line management and relevant employees all incidents, non-conformances, complaints or accidents which affect the company's work undertakings.
- ✓ To monitor the effectiveness of this policy at all levels and bring into effect changes which are considered necessary.
- ✓ To review with line management all breaches of the company's HSE policy.
- ✓ To appoint responsible and competent personnel to assist with Health, Safety and Environmental management for the organisation.
- ✓ Monitor performance and regularly review the same.
- ✓ Set an example and adhere to all Health and Safety controls and company rules.
- ✓ To demonstrate commitment to policies and procedures with the ultimate aim of maintaining both a safe working environment and a positive safety culture within the company.

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## **2.2 Senior Management**

- ✓ To assist the Directors to formulate the company HSE policy manual and ensure it is regularly updated.
- ✓ To ensure that the contents of the policy are circulated as appropriate to all employees who fall under their remit / department (this includes sub-contractors).
- ✓ To arrange for sufficient funds and resources to be available to meet the requirements of Punky Pins Ltd HSE management system (including this manual).
- ✓ To ensure that all levels of staff are allocated sufficient time to attend and receive appropriate and adequate training.
- ✓ Ensure all employees have the opportunity to contribute to discussions on Health and Safety matters and act as a communication line to company Directors.
- ✓ To co-ordinate the HSE policy across all sections of the company's operations.
- ✓ To ensure all employees under their control discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
- ✓ To encourage all employees to work in a safe and environmentally friendly manner and set a good personal example when at work.
- ✓ To ensure suitable risk assessments and safe systems of work are in place for all operations.
- ✓ To ensure suitable equipment is supplied in order for employees to complete their work effectively.
- ✓ To provide and ensure preventative maintenance of equipment is carried out effectively.
- ✓ To review with Directors (and any other relevant employees) all incidents, non-conformances, complaints or accidents which affect the company's work undertakings.
- ✓ To assist with improving the HSE management system and ensure effective implementation of this HSE policy.
- ✓ To review with Team Build Construction Directors all breaches of the company's HSE policy and procedures.
- ✓ In absence any Directors, be the businesses responsible personnel for Health and Safety management.
- ✓ Monitor performance and regularly review the same with company Directors.

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### **2.3 Employees**

- ✓ To ensure that all incidents, accidents or quality performance issues are reported to the management team within 24 hours of discovery (in accordance with company procedures).
- ✓ To work in a safe and environmentally friendly manner whilst adhering to company procedures.
- ✓ Actively promote HSE across the business and remain positive towards the subject at all times.
- ✓ Prevent from horseplay and foolish acts, remaining professional and safety minded at all times.
- ✓ Risk assess areas of work daily and rectify issues where reasonably practicable, reporting to the management team when necessary.
- ✓ Ensure all visitors, sub-contractors and employees are aware of the health and safety arrangements and any potential risks upon arrival.
- ✓ Maintain the work equipment, facilities and work stations by proactively monitoring housekeeping and maintaining good cleanliness at all times. This includes site and office work.
- ✓ Inform management of any unsafe or uncontrolled events.
- ✓ Develop a personal concern for the safety, health and welfare of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures.
- ✓ Make themselves familiar with the fire procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers whilst in the office building. All site staff must ensure they familiarise themselves with all site-specific fire arrangements.
- ✓ Understand the waste management procedures and energy conservation across the business.
- ✓ Practice good housekeeping, clearing away waste into proper receptacles.
- ✓ To avoid possible damage, use only plant and equipment after being instructed in proper use by another competent employee.
- ✓ Seek assistance when lifting heavy or awkward sized items, or when items are beyond their own personal ability. Ensure that the correct method of lifting is utilised.
- ✓ Report to their manager any change in your personal situation that will need to be taken into account by the company when assessing the risks associated with the work activity, e.g. illness, allergy, pregnancy, etc.
- ✓ Adhere to all company procedures.
- ✓ Attend any training course which is organised by the organisation to bolster and support the employees' health, safety or environmental knowledge at the expense of the organisation.

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### **2.3 Sub-contractors**

- ✓ To ensure that all incidents, accidents or quality performance issues are reported to the management team within 24 hours of discovery (in accordance with company procedures).
- ✓ To work in a safe and environmentally friendly manner whilst adhering to company procedures.
- ✓ Actively promote HSE across their workforce whilst working for our organisation.
- ✓ Prevent from horseplay and foolish acts, remaining professional and safety minded at all times.
- ✓ Risk assess areas of work daily and rectify issues where reasonably practicable, reporting to the management team when necessary.
- ✓ Ensure compliance with Team Build Construction policies and procedures at all times when undertaking work on the company's behalf.
- ✓ Maintain the work equipment, facilities and work stations by proactively monitoring housekeeping and maintaining good cleanliness at all times.
- ✓ Inform management of any unsafe or uncontrolled events including any events which happen with their own workforce when carrying out work on our behalf.
- ✓ Develop a personal concern for the safety, health and welfare of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures put in place by the organisation.
- ✓ Make themselves familiar with the fire procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers whilst in office building. All site staff must ensure they familiarise themselves with all site-specific fire arrangements.
- ✓ Understand the waste management procedures and energy conservation across the business.
- ✓ Practice good housekeeping, clearing away waste into proper receptacles.
- ✓ To avoid possible damage, use only plant and equipment after being instructed in proper use by another competent employee.
- ✓ Seek assistance when lifting heavy or awkward sized items, or when items are beyond their own personal ability. Be aware of the correct method of lifting at all times.
- ✓ Report to site manager or company contact of any change in their personal situation that will need to be considered by the company when assessing the risks associated with the work activity, e.g. illness, medications, mental illness or pregnancy.
- ✓ Adhere to all Team Build Construction Health, Safety and Environmental procedures.

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**Section 3.0**  
**Company Procedures**

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### 3.1 TBHP01 - Risk Assessment Procedure

Team Build Construction is committed to ensuring that business risks are assessed and that suitable control measures are implemented accordingly. The organisation regards risk assessment as a key aspect of its business operations, taking every aspect of risk seriously. Our Risk Assessment Procedure has been implemented to ensure all employees fully understand the company process and our approach to business risk management whether it is Health and Safety, Environmental or other areas of the business.

### 3.2 TBHP02 – Incident Investigation Procedure

All incidents should be reported to Team Build Construction’s management at the earliest opportunity. To ensure all incidents are investigated and reported effectively, the organisation has established an Incident Reporting Procedure. All incidents should be reported to the General Manager or, when receiving notification of the incident a report will be drafted and submitted back to the Directors. Depending on the severity of the incident, a full investigation may take place with the help of our health and safety consultants. All incidents will be investigated to ensure remedial and preventative action is put in place.

### 3.3 TBHP03 – Asbestos Control Procedure

Asbestos is one of the biggest occupational killers which Team Build Construction has acknowledged and included asbestos control as a fundamental procedure in its working processes. Asbestos must be considered in all aspects including in the motor industry as its uses were widely spread during its prime stages of use throughout the 1900’s. Team Build Construction have adopted a procedure to ensure that asbestos control and processes are clear to all employees this includes events should asbestos be found in the office areas or within the infrastructure of a vehicle. It must be documented that most vehicles maintained and repaired are after the ban of asbestos in 1999.

### 3.4 TBHP04 – Training and Competence Procedure

Members of Team Build Construction’s senior management team are sufficiently trained and competent to carry out their duties and ensure all health, safety, environmental, employment and other legal duties are enforced correctly. External consultants may be employed if necessary, to assist with these areas. The organisation will make suitable provisions to ensure that all employees receive adequate training to conduct their work correctly, safely and in the most efficient and environmentally friendly way possible in order to deliver the best possible service to the organisation.

The company has implemented a procedure(s) to make persons working under its control aware of:

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- The Health and Safety consequences of their work activities, including their behaviour and the Health and Safety benefits of improved personal performance;
- Their roles and responsibilities in achieving conformity to the Health and Safety policy and procedures and to the requirements of the Health, Safety and Environmental management system and;
- The potential consequences of any breach or act of negligence, failing to comply with company procedures.
- Environmental impacts and how acts and omissions may impact the surrounding environment.
- Identify any required training needs and develop personal development plans.
- Company procedures and requirements.

### **3.5 TBHP05 – Control of Contractors Procedure**

Although the organisation tries to prevent the use of contractors, some operations require specialist contractors to be employed. If a contractor is to be utilised, the organisation will take reasonable steps to assess their competent by submitting a compliance document which will need to be assessed and authorised by Team Build Construction's Directors. All contractors must adhere to the organisations policies and procedures when working for or on behalf of the organisation. Team Build Construction will take reasonable steps to ensure that a suitable and fair selection process is in place whilst also ensuring all contractors assess the health and safety risks of their activities before conducting work.

### **3.6 TBHP06 – Emergency Response Procedure**

The company has implemented and maintains procedures for identifying and responding to emergency situations. Where needed, emergency situations are responded to, to prevent and mitigate adverse safety consequences. The organisation makes sure that emergency response procedures take into consideration neighbours and emergency services.

Team Build Construction also ensure that emergency procedures are periodically tested and reviewed and revised where necessary. This includes health, safety and environmental emergencies. The business operations incorporate high risk activities such as working under suspended vehicles and operating large HGV vehicles in populated areas. Environmental impact is possible including harm to employees. Having such procedures in place is essential to ensuring that a quick and efficient emergency response can be carried out. Emergency Preparedness and Response includes environmental impact (such as spills), Fire, Asbestos exposure, Explosion, RIDDOR response and any incident which involves reactive emergency measures to be enforced.

In the event of a suspected gas leak, all potential sources of ignition e.g. electrical tools will be switched off. Ventilation will be provided by opening windows/doors or by any other means possible.

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### **3.7 TBHP07 – Legal Compliance Procedure**

The organisation understands its legal obligations and duties. To ensure the organisation maintains compliance with legislative requirements, a Legal Compliance Register has been created which covers a variety of legislation which the organisation is committed to adhering to. The Legal Compliance Register is subject to review in accordance with all Management Review meetings.

### **3.8 TBHP08 – New and Expectant Mothers Procedure**

As a diverse organisation, Team Build Construction may employ new or expectant mothers. The business accepts responsibility for the health and safety of the mother including the unborn foetus / baby. To ensure the mother remains comfortable whilst at work, the organisation will conduct suitable risk assessments to ensure their welfare, health and safety is maintained when notified of the pregnancy. Reasonable adjustments will be made. New mothers will also be entitled to suitable breaks and reasonable adjustments to accommodate the requirements they may need to conduct their work sufficiently.

### **3.9 TBHP09 – Work at Height Procedure**

Working at Height is considered a high-risk activity by Team Build Construction, although it is a rare activity carried out. To ensure full control of the organisations work at height operations, the business has implemented a working at height process. The objective of the procedure is to apply safe control measures to all working at height activities. For example, the organisation acknowledges that working above ground level is considered working at height so measures must be put in place. The working at height hierarchy will be considered at all times, preventing or eliminating the need for working at height is our ultimate goal.

### **3.10 TBHP10 – Plant and Machinery Maintenance Procedure**

In accordance with legislative requirements, all Team Build Construction employees must conduct a maintenance inspection of work equipment prior to use. All employees must conduct a pre-use inspection of equipment and report any defects to a supervisor in the first instance. Where defects are reported, the business will take reasonable steps to repair or will replace the plant / equipment if necessary.

Plant and machinery used by Team Build Construction will be subject to regular inspections to ensure conformity to said regulations (Provision and Use of Work Equipment Regulations 1998).

### **3.11 TBHP11 – Housekeeping Procedure**

Housekeeping is a key aspect of a safe workplace. The majority of slip, trips and falls are a result of poor housekeeping. All employees are expected to maintain good housekeeping standards whilst at work and take full responsibility for their work areas whether it is office

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based or in the warehouse areas. In accordance with our duty of care to ourselves and other employees, we must ensure standards remain high and sites remain correctly maintained at all time.

### **3.12 TBHP12 – Welfare Arrangements Procedure**

Team Build Construction will supply suitable welfare facilities in accordance with relevant legislative requirements. Offices and workshop areas will be equipped with:

- Toilets, cleaning and changing facilities
- Wholesome drinking water
- Means of heating and cooling of food
- Accommodation for clothes and equipment
- Adequate temperature and lighting levels

Team Build Construction offices are adequately equipped with staff welfare facilities.

### **3.13 TBHP13 – Communication and Consultation Procedure**

Team Build Construction have implemented, and maintain, a procedure to ensure communication channels are available for safety related issues with regards to the Health and Safety hazards and our Health and Safety management system, environmental impacts and quality control.

The procedure covers:

- Internal communication;
- Communication with employees, sub-contractors, visitors and clients to the workplace, and
- Receiving documentation;
- Developing systems and conducting work in accordance with suitable standards and requirements.
- Lines and methods of communication which are implemented across the organisation.

Employees are encouraged to participate in hazard identification, risk assessments and the determination of subsequent risk controls / mitigation.

Employees are also provided with the opportunity to participate in accident investigation and the development and review of policies and objectives. All employees are encouraged to respect the environment and take reasonable precautions to ensure all acts do not affect or neglect the environment. Employees are consulted when any changes occur affecting safety or safety representation.

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Processes are in place to consult with visitors where changes are present which could affect their safety when visiting our offices or sites. The organisation will ensure that all appropriate and relevant external interested parties are consulted about pertinent Health, Safety and Environmental or business matters.

### **3.14 TBHP14 – Waste Management Procedure**

Waste reduction is pivotal to contributing to protecting the environment. Team Build Construction remain aware of, and will adopt, the waste hierarchy at all times. 'Reduce, Reuse, Recycle, Recovery and Landfill'.

### **3.15 TBHP15 – Energy and Fuel Usage Procedure**

Monitoring of the organisations energy and fuel usage will contribute to reducing our carbon footprint. The business monitors its energy and fuel usage by compiling statistics and gathering data on areas which may be using excessive amounts of energy or fuel. Our approach to environmental aspects is held in the same regard as health and safety.

### **3.16 TBHP16 – PPE Provision and Use Procedure**

Team Build Construction endeavours to ensure that all Personal Protective Equipment supplied complies with the Personal Protective Equipment Regulations 2002. To achieve compliance, PPE is issued to staff free of charge. All employees will also receive adequate training and information on the purpose, use, storage and maintenance of the equipment. Management regularly monitor the use, storage and standards of the supplied PPE and remind staff that it is their ongoing duty to check for and report any defects to a supervisor/manager.

### **3.17 TBHP17 – First Aid Procedure**

A prime objective of Team Build Construction is that someone trained in basic first aid skills will be able to attend an incident immediately upon occurrence. Team Build Construction will nominate a first aider before work starts and ensure adequate provisions e.g. first aid boxes are readily available.

### **3.18 TBHP18 – COSHH Procedure**

Measures are in place to identify all hazardous substances to which Team Build Construction employees may be exposed to during the course of their work. Where practicable, the use of a hazardous substance is avoided or substituted for a less hazardous substance. Material Safety Data Sheets are obtained and scrutinised for all potentially hazardous substances and an assessment is made of the risks that may arise from use of the same. These assessments consider general usage, handling, exposure limits, PPE requirements and emergency actions. Records of all substances used by Team Build Construction are kept and reviewed at relevant

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intervals. The above actions allow Team Build Construction to comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

### **3.19 TBHP19 – Manual Handling Procedure**

Manual handling operations will be avoided, as far as reasonably practicable, where there is a risk of injury. Where manual handling operations cannot be avoided, a delegated person will undertake an assessment of the proposed operation taking into account factors such as the task, individual capabilities, the load itself and the surrounding working environment. The objective of these risk assessments is to reduce the risk to the lowest practicable level and implement additional control measures, for example use of a manual handling aid such as a trolley to alleviate stress on the body.

Training is conducted to ensure all Team Build Construction staff are aware of safe manual handling techniques and that they are capable of completing a sufficient manual handling risk assessment as and when required. Team Build Construction are aware that additional manpower should be sought when team lifts have been suggested as an appropriate control measure.

Those staff who are particularly vulnerable to injury or have suffered from any musculoskeletal disorders in the past are not expected to complete strenuous manual handling tasks.

### **3.20 TBHP20 – Use of Display Screen Equipment Procedure**

Team Build Construction will complete regular workplace DSE assessments to ensure that the risk presented by use of the same is controlled to an acceptable level. The use of computers and laptops is particularly prominent in the office space and Team Build Construction will afford regular breaks to prevent issues such as eye strain and repetitive strain injuries. Employees are reminded of their entitlement to yearly eye tests which will be funded by the company.

### **3.21 TBHP21 – Control of Noise Procedure**

Team Build Construction's employees can be subject to working in noisy environments. The company is aware of the risks associated with noise (damage to hearing, inability to hear alarms) and adopts the control measures outlined in the Control of Noise at Work Regulations 2005 to combat associated risks.

Where noise exposure levels above a daily (8-hour) limit of 80dB(A) exist then screens, barriers and personal hearing protection are sought. Health surveillance programmes focusing on audiometric testing are rolled out so that employee hearing abilities are monitored.

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Employees have an ongoing duty to wear appropriate PPE where instructed and should report any deterioration in their hearing levels immediately.

### 3.22 TBHP22 – Lone Working Procedure

Team Build Construction will ensure that appropriate control measures are in place to protect any employee who may be required to work alone. Constant contact will be made between the employee and management through effective means (landline or mobile telephone) to ensure that they are not in jeopardy. Two contact persons will be nominated at head office as a minimum. The likely duration of any lone working must, and will be, estimated before beginning the task.

### 3.23 TBHP23 – Vehicle and Driving Procedure

All drivers of company vehicles should be familiar with Team Build Construction’s Vehicle and Driving Procedure. Employees must be fit to drive and should, under no circumstances, be under the influence of drugs or alcohol. Mobile phones and other electronic devices that could pose a distraction are not to be used when driving. Eating and drinking at the wheel is also prohibited. Regular breaks should be taken (every two hours) to prevent tiredness and fatigue. All journeys should be planned and speed limits adhered to.

Team Build Construction also recognises that when people and vehicles operate together, there is the potential for serious accidents. In order to reduce this risk, vehicles and pedestrians will be kept segregated where possible. All site roadways will be treated as normal roadways, with appropriate signage, segregation and barriers provided. Management should be informed immediately of any endorsements to employee licences. Drivers of company vehicles are responsible for ensuring that their vehicles are road-worthy, making regular checks on brakes, tyres, lights, indicators, horn, windscreen wipers and washers to ensure they are in good working order. Employee driving licences will be checked upon employment with copies retained on file.

### 3.24 TBHP24 – Alcohol and Drug Use Policy / Procedure

Alcohol and drug use is strictly prohibited on Team Build Construction’s work sites (including office and welfare facilities) and it is the responsibility of all employees to ensure that they are not under the influence whilst on duty. Failure to adhere to this rule will result in disciplinary action being taken. Drug and alcohol testing may be introduced onto any project either as part of a random programme to discourage use, or where there are reasonable grounds to suspect individuals may be adversely affected. This right may also be exercised as part of an ongoing accident/incident investigation.

Any employee suspected of being unfit to work due to alcohol or drug consumption shall be stopped from working and removed from site. This action will also apply where drugs have been prescribed on medical grounds. It is the responsibility of any employee who has been

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prescribed medication which could affect their safety or the safety of others e.g. effects of drowsiness, reduced co-ordination, to inform a supervisor or senior manager. Team Build Construction may at its discretion, and where practical to do so, assign those employees to safer duties. Where this is not possible, the employee will be required to return home until the course of medication is completed.

### **3.25 NVP25 – Occupational Health Policy / Procedure**

Team Build Construction take the potential short term and long-term ill-health effects of our staff seriously. Our commitment to controlling this is underlined by our Occupational Health Policy which describes how we conduct appropriate health screening and surveillance. This duty is carried out with assistance from our Occupational Health Service provider who offers high levels of competence and expertise in this subject.

### **3.26 Conclusion**

The organisation is aiming to work towards and maintain management systems in accordance with BS ISO 45001 and 14001. Although we are not currently certified to these standards, the business will proactively seek to comply with the relevant standards and requirements.

Overall, Team Build Construction aims for zero harm, zero environmental impact and strives to supply the highest standard of service in accordance with the relevant industry standards and requirements, whilst also promoting continual improvement across the organisation. As a business, all employees will take a risk based approach to their work, acknowledging any business risk present. Effective Health and Safety and Environmental controls will be put in place as necessary.

It is strongly advised that any concerns, questions or misunderstanding of elements of the business policies and procedures are addressed with Team Build Construction’s Senior Management or its Directors immediately. This will ensure transparency at all times.

*All employees will be allowed access to this policy manual and all procedures.*