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Health & Safety Arrangements Policy

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Corporation



**Tyler
Grange**

H&S Arrangements Policy Rev M

15th December 2025

TG_200_002_Rev M_VF_KG

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Section 1: Introduction

Health and Safety at Tyler Grange Group Limited

- 1.1 This document serves as a manual for the company's Health and Safety (H&S) procedures and policies.
- 1.2 The Directors of Tyler Grange are ultimately responsible for the welfare of those employed by the company or affected by its operations. Julian Arthur is the nominated Director for coordinating issues of Health and Safety, and Vanessa Farnell has delegated responsibility for managing Health and Safety on a daily basis.
- 1.3 This manual is updated as and when required by changes to legislation or with the introduction of new procedures.
- 1.4 Supporting material is appended to this document, and available via hyperlinks throughout.

Further reading:

[SSIP_Acclaim 060625.pdf](#)

Revision History	Date	Reviewee
Updated Organogram.	15/12/2025	Health, Safety & Wellbeing Lead
Updated SSIP Certificate.	28/10/2025	Health, Safety & Wellbeing Lead
Amalgamated the separate Alcohol, Legal & Illegal Substance Policy into Section 4.	28/10/2025	Health, Safety & Wellbeing Lead
Updated Guidance and additional information documents throughout the Policy.	28/10/2025	Health, Safety & Wellbeing Lead
Included: no smoking or vaping on premises in Section 13 Fire Precautions.	03/06/2025	Health, Safety & Wellbeing Lead



Section 2: Health, Safety and Welfare Policy Statement

HSWP 01

Introduction

- 2.1. The Directors of Tyler Grange place the greatest importance upon the health, safety and welfare of its team members and other service users whilst at work or in the working environment. The company is committed to encouraging a culture that recognises health and safety is “not an optional extra”. The company has a commitment to a programme of continuous improvement and will set objectives to achieve this.
- 2.2. Tyler Grange will observe its moral and lawful duty to ensure, so far as is reasonably practicable, the health, safety and welfare of its team at work and of those that may be affected by its practices.
- 2.3. The company will strive to ensure:
 - Compliance with health and safety legislation, codes of practice and other standards to which the practice subscribes;
 - All aspects of the health, safety and welfare of the team and others who may be affected by our operations;
 - Safe and healthy working conditions and safe systems of work;
 - Effective prevention of accidents and work-related ill health;
 - Adequate control of the risks associated with work activities;
 - Provision and maintenance of equipment and appliances and supervise its use;
 - Provision of health and safety information and instruction to enable the team to work safely and efficiently;
 - That the team are competent, adequately trained and have suitable supervision for their tasks;
 - That the team are consulted on matters affecting their health and safety; and
 - This policy is reviewed, revised and updated either annually or as legislative amendments necessitate.

Application

- 2.4. This policy meets the legal obligation of the Health and Safety at Work Act to have a health and safety policy and bring it to the attention of the team. The policy applies to everyone at Tyler Grange.
- 2.5. The Directors of Tyler Grange hold overall responsibility for health and safety. The Technical Director is the nominated Director for health and safety issues and the Health, Safety and Wellbeing Lead is responsible for managing health and safety. However, all Team Leaders & Project Managers will ensure the implementation of this policy and accompanying arrangements, ensuring:
 - New team members receive appropriate health and safety training: [HSG01 Induction](#)

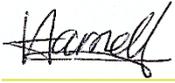


[Training.docx](#)

- Risk assessments required by health and safety legislation are carried out and necessary measures implemented to control risks;
- Monitor compliance with health and safety legislation and the effectiveness of the practices health and safety policy;
- Adequate budget and resource are available to implement this policy and comply with relevant legislation;
- Routine safety inspections carried out and recorded;
- They make supervisory checks to satisfy themselves that safety rules are being observed by the team and record their findings;
- Health surveillance is carried out where the nature of the work requires it;
- They attend appropriate health and safety training courses and that their team have sufficient training, information, instruction and supervision that they work in a safe and healthy manner; and
- Ensure continued consultation with the team to enable all viewpoints and recommendations be discussed at regular intervals.

The Team

- 2.6. The practice expects the team at all levels to set an example of safe behaviour. All of the team have a legal obligation to cooperate with the health and safety policy and have a duty of care for the health and safety of themselves and those who may be affected by their acts or omissions. To adhere to company procedures, using protective equipment and for securing a safe workplace. The team should be vigilant at all times to health and safety issues or hazards and swiftly notify their Team Leader and/or H&S and Wellbeing Lead of any health and safety concerns they have.

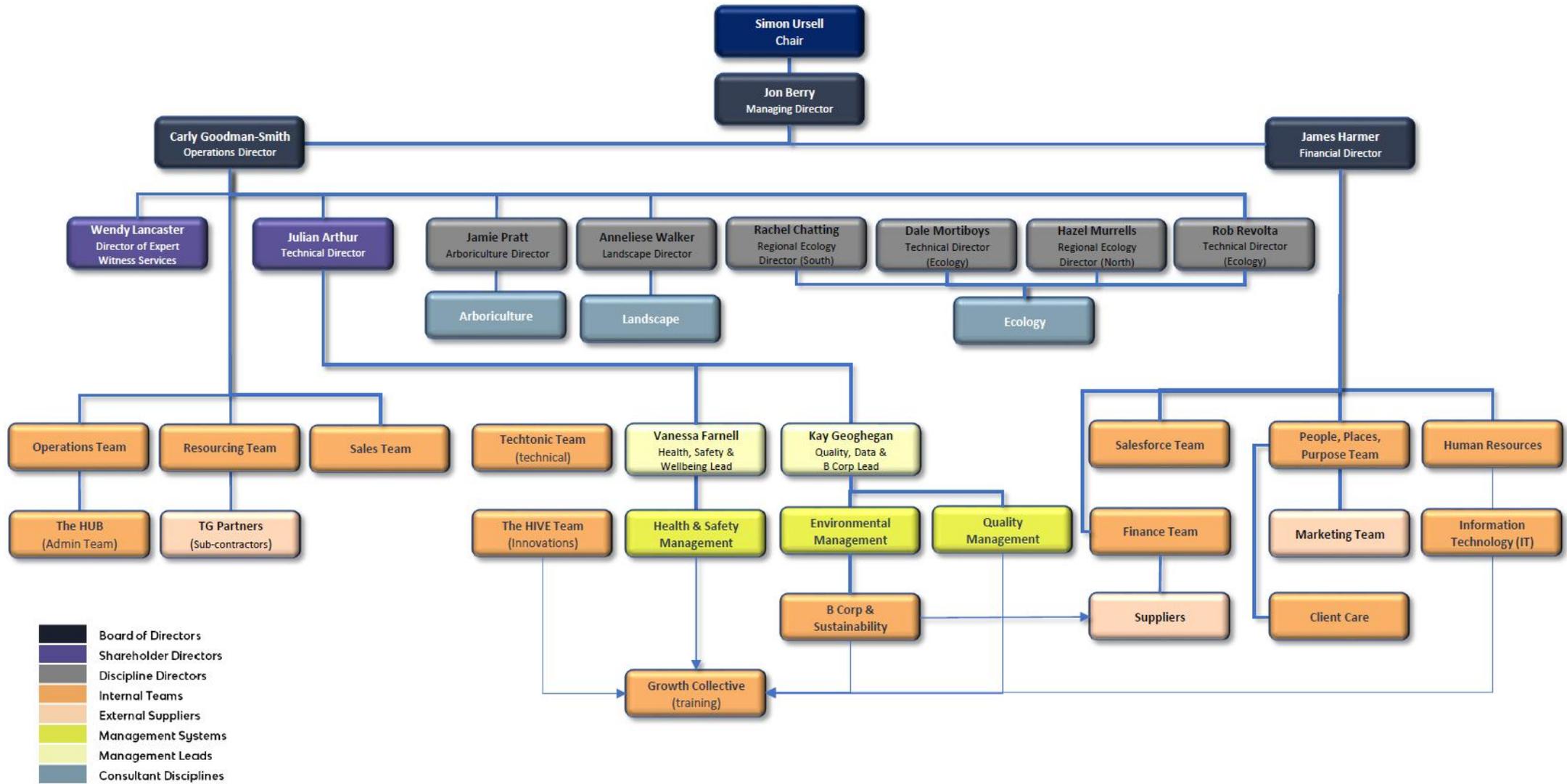
Signed:  _____ Date: 28/10/2025
Vanessa Farnell
H&S and Wellbeing Officer

Signed:  _____ Date: 24/12/2025
Julian Arthur
Technical Director

Signed:  _____ Date: 05/01/2026
Jon Berry
Managing Director



H&S and Management structure



Responsibilities

Responsibilities of the Board of Directors

- 2.7. The Board of Directors have the following responsibilities to ensure that:
- a) the company statement for health and safety is signed each year by the most senior person within the organisation and is prominently displayed, and that the health and safety management system is regularly reviewed;
 - b) to ensure that the health and safety performance of the company is regularly reviewed by the Board and that the rest of the team is informed of the results of that review;
 - c) wherever the Managing Director is not directly responsible for health and safety, another Director of the company is appointed to carry out that role;
 - d) all risk assessments are carried out and are reviewed on an annual basis, and in the case of new operations, ensure that all proper safety precautions have been taken prior to work starting;
 - e) there is a system in place for the effective planning, organisation, control, monitoring and review of the preventive and protective measures;
 - f) all levels of the team have a positive approach to safety and that health and safety arrangements are being applied effectively;
 - g) funds and facilities are available to implement the company health & safety policy;
 - h) all work is planned and carried out with regard to statutory provisions and good working practice;
 - i) all risks are eliminated or reduced as far as is reasonably practicable within the company including accidents at work, health hazards, loss or damage to company property and risks to the public caused through company activities;
 - j) all liabilities are covered by insurance and advise on the acceptability of risks whether insured or not;
 - k) the team under their control are fully aware of any hazards involved, and are trained and competent to undertake the work assigned to them without risk to themselves or others;
 - l) external contractors or sub-contractors employed by the company are fully aware of the necessary safety precautions required for the protection of the team, themselves, visitors and members of the public;
 - m) the workplace is maintained to the statutory standards of health, safety and welfare;
 - n) they provide and distribute Statutory Notices, forms, books, etc. relevant to the Act, and arrange for the distribution of safety information and educational leaflets among the team as necessary;
 - o) a system exists, and is carried out, for the recording and reporting and investigation of injuries, diseases and dangerous occurrences (RIDDOR 2013);
 - p) a system exists to discipline team members who contravene the relevant statutory provisions or the requirements of the safety policy; and
 - q) team members will be consulted concerning any measure at the workplace which may substantially affect their health and safety.



Responsibilities of Project Managers, Team & Operations Team Leaders

2.8. Project Managers and Team Leaders as appointed by Tyler Grange will have the following responsibilities. They will ensure that:

- a) they do not carry out or authorise practices which place team members or others in danger, or which are in direct breach of legal requirements;
- b) each team member under their control is aware of their responsibilities as regards to health and safety and will consult with these team members on issues affecting their safety as they arise;
- c) provide suitable, role specific and adequate information, instruction and supervision to team members;
- d) the workplace is arranged and maintained to aid the safety of both team members and visitors;
- e) risk assessments are undertaken and that they are recorded, and the results are disseminated to the relevant team members;
- f) all equipment provided is safe for use, inspected and maintained in accordance with best practice, and that only competent team members use such equipment;
- g) any external contractors selected to carry out work on behalf of the company are fully aware of and are able to satisfy their responsibilities regarding health, safety and welfare and are aware of restrictions affecting their operations;
- h) the uptake of safe actions through making personal interventions in circumstances where the principles of the policy are not being followed;
- i) the accident procedure for recording, reporting and investigation of injuries, diseases and dangerous occurrences is complied with and to inform the H&S Wellbeing Lead of the conclusions from such activities; and
- j) As far as is reasonably practicable, ensure that all issued Personal Protective Equipment and Clothing is worn at all times and any additional specific items as required are available.

2.9. Office Manager will ensure that:

- a) all necessary safety devices and protective equipment including fire and emergency equipment is available and maintained and to supervise its use;
- b) all maintenance and other work activities under their control are planned and carried out with regard to statutory provisions and good working practice;
- c) fire-fighting equipment is maintained, fire exits are kept clear and fire drill practices are organised and recorded at least annually; and
- d) adequate first aiders or appointed persons are available to deal with injuries resulting from workplace accidents (managed by HSW Lead), and that welfare provisions are maintained and sufficient first aid kits are available.



Responsibilities of team members

- 2.10. All team members of the company are expected to abide by the following rules:
- a) they will have read and ensure that they understand the company safety policy insofar as it relates to them and their safety;
 - b) they will take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
 - c) they will not interfere with anything provided to safeguard their health and safety;
 - d) they will wear personal protective clothing and equipment as identified by risk assessments;
 - e) they are required to be fully co-operative with any reasonable request from their Team Leader or their supervisor regarding health and safety matters;
 - f) they are responsible for the correct use and storage of their tools and equipment. They must also ensure that they are not used in a way which could endanger themselves or others, and report any defects immediately;
 - g) they will not use plant or equipment for purposes for which they are not designed to be used;
 - h) they will not attempt to use, repair or maintain any equipment or machinery for which they have not received full instructions or training;
 - i) they will wherever possible attempt to reduce hazards by their own actions, e.g. remove trip hazards, and warn others of possible dangers; and
 - j) they will report the abuse of any equipment or facilities to a Team Leader.

Responsibilities of Internal Health, Safety & Wellbeing Lead

- 2.11. The Health, Safety & Wellbeing Lead appointed by Tyler Grange will have the following responsibilities:
- a) monitor and update the health and safety policy;
 - b) responsible for auditing, improving & maintaining TG's H&S policies & procedures;
 - c) ensure policies and premises are H&S compliant;
 - d) assist in external audits including SSIP, Achilles;
 - e) assisting Directors to identify hazards in the workplace and to take corrective action or initiate controls to minimise risks;
 - f) promotion of health and safety awareness;
 - g) active participation in monthly H&S team meetings and input to H&S report to the board;
 - h) assist in identifying health and safety training needs in the organisation, establish priorities, recommend, coordinate and provide internal and/or external training events to enhance staff awareness of health and safety issues;
 - i) to provide advice and guidance to Directors and Management on:
 - i. implementation of H&S policy;
 - ii. safe systems and places of work; and
 - iii. the interpretation of legislation and technical standards.
 - j) The HSW Lead will organise appropriate safety induction training for new team members and thereafter appropriate training and periodic retraining for team members within their control and keeping records of that training;



- k) adequate supplies of all necessary protective clothing or equipment is available and issued as required by the HSW Team and that when issued to team members, a record is kept in the PPE Issue Register;
- l) support the consultant team regarding project related safety queries;
- m) wellbeing lead; promote wellbeing initiatives for all TG employees; and
- n) ensure wellbeing support is maintained across TG e.g. mental health first aid and wellbeing programme.



Section 3: Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR 2013)

HSA02

Introduction

- 3.1. It is a legal requirement to record all accidents and incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013). Certain types of incidents will also legally need to be reported to either the Health and Safety Executive (HSE) or Local Authority. The Health, Safety & Wellbeing Lead, will ensure that the Enforcing Authority is notified by reporting online as soon as possible. Reportable occurrences include:
- Any fatalities as a result of or in connection with company activities;
 - Specified injuries, work related accidents / illness, dangerous occurrences or over seven day injuries listed in [HSG02-01](#); and
 - Any person other than team members being taken from an incident connected with company activities for hospital treatment.
- 3.2. In addition to its legal obligations Tyler Grange recognises its wider duty to make appropriate preventative and protective measures as a result of an accident investigation. All injuries, no matter how small, must be reported to the HSW Lead.

Incident reporting

- All incidents including near misses, however minor, must be recorded using the incident form [Teams > All@TG > Health, Safety and Wellbeing > Incident Form tab]; The incident form must be used to record;
 - An employee (or Tyler Grange Partner) injured at work;
 - An employee (or Tyler Grange Partner) diagnosed as having a RIDDOR 2013 reportable disease as listed in [HSG02-01](#);
 - A third party (Member of the public or visitor) injured on site or on the premises;
 - Dangerous occurrences (having the potential to cause significant damage or injury); and
 - Near misses (an incident where damage or injury was narrowly escaped).
- 3.3. These records are then transferred to a centralised log for monitoring purposes ( [TG 100 197 Incident Log.xlsx](#)) The log informs H&S meetings. All incidents receive a follow up conversation to determine if an investigation is required.

Roles and responsibilities

- 3.4. Team members:
- Make any hazardous area/equipment safe;
 - Report serious incident / accidents immediately to their Team Leader;
 - Complete an incident form **as soon as possible**;
 - Assist with any investigations that may be carried out; and



- Notify their Team Leader of any resulting incapacity or time off as a result of the incident.
- 3.5. Any employee that witnesses an incident, finds a casualty or administers first aid must promptly inform the Team Leader of the employee involved in the incident of their involvement.
- 3.6. Following notification of an incident the HSW Lead is responsible for:
- Assessing if it is a RIDDOR 2013 incident;
 - Ensuring that an incident form is completed for all incidents;
 - Ensuring that a follow up conversation is conducted; and
 - Investigating the incident and indicating any remedial measures on the incident Follow-Up form as necessary.
- 3.7. Where a major incident has occurred the HSW Lead should follow the guidance given in [HSG02-02](#). In addition, if any of the following RIDDOR 2013 incidents occur, the HSW Lead should report the incident to the HSE:
- An employee is away from work or unable to do their full range of duties for more than seven days, as detailed in [HSG02-01](#);
 - An employee dies within a year of a RIDDOR 2013 injury that was directly responsible for the death; and
 - A doctor diagnoses an employee as having a disease listed in [HSG02-01](#).
- 3.8. There is a legal requirement that fatal, major and dangerous occurrences be reported at once; this can be done online on HSE's website, or it is also possible to report fatal and specified injuries by phone. Over seven-day injuries have to be reported to the relevant authority within fifteen days from the day of the accident.
- 3.9. On receipt of a completed incident form the HSW Lead will assess the information and will seek further information from the persons involved and if required, produce an Incident Follow-Up report and make recommendations to reduce further incident or injury to others. If deemed necessary, further Investigation will commence and findings reported on an Incident Investigation Report. Documentation relating to incidents will be retained for as long as the person is employed by the company and for five years beyond.

Monitoring

- 3.10. Any accidents / incidents which are recorded are compiled into a report which is discussed at monthly H&S and Board meetings. Any actions deemed to be warranted by accidents / incidents are added to an 'action log'. The progress of the action log is followed up at each Operations / Board meeting to ensure tasks are completed.
- 3.11. This process enables Tyler Grange to ensure accidents/incidents are reported, followed up, investigated and mitigated.

Legislation

- 3.12. This arrangement is affected by the following legislation:
- Health & Safety at Work Act 1974;



- Management of Health and Safety at Work Regulations 1999;
- Social Security (Claims and Payments) Regulations 1987;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013; and
- Guidance on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Further reading

[Incident Form](#)

[Top Copy TG_100_196 HSF02-05 Incident Follow Up Report May2023.docx](#)

[Incident Investigation Report](#)



Section 4: Alcohol, Legal and Illegal Substances Policy

HSA03

Introduction

- 4.1. This Policy outlines Tyler Grange’s approach to managing the misuse of illegal drugs, alcohol, and other substances within the workplace. It sets out the responsibilities of both the organisation and its employees in maintaining a safe, healthy, and productive working environment that supports the wellbeing of all Employees.
- 4.2. Tyler Grange is committed to delivering high-quality services to its clients while upholding its reputation and integrity. In accordance with the Health and Safety at Work Act 1974, the organisation has a legal duty to take all reasonably practicable steps to safeguard the health, safety, and welfare of its employees and others affected by its operations. This includes addressing known issues related to the misuse of drugs (illegal, prescription, or recreational), alcohol, and other substances.
- 4.3. Employees also have a duty of care to their colleagues and clients and are expected to comply with all relevant Tyler Grange policies. The organisation maintains a zero-tolerance stance on the use, possession, or supply of drugs or other substances while on duty and will not permit Employees to continue working if they are found, or reasonably suspected, to be under the influence of any such substances.
- 4.4. This Policy is underpinned by a commitment to promoting the general wellbeing of employees and ensuring the safety of all stakeholders. Tyler Grange offers confidential support and access to specialist services for any employee who discloses substance misuse and seeks assistance in managing their situation. All Employees are expected to be familiar with this Policy to avoid circumstances that may result in disciplinary action.
- 4.5. For the purposes of this Policy, substance misuse refers to the use or misuse of intoxicating substances, including alcohol, illegal drugs, prescription medications, and over-the-counter medicines.

Drug, Alcohol and Substance Misuse Policy

- 4.6. Tyler Grange maintains a clear and uncompromising stance on the misuse of drugs, alcohol, and other substances in the workplace. In accordance with the Misuse of Drugs Act 1971, which classifies drugs based on their potential for harm, the possession, use, or supply of illegal substances while at work is strictly prohibited.
- 4.7. Any employee or visitor found to be in possession of, using, or distributing illegal drugs on Tyler Grange premises or during work-related activities will be reported to the Police.
- 4.8. In addition, the organisation prohibits the use, possession, or supply of **Novel Psychoactive Substances**—commonly referred to as “legal highs”—while on duty. These substances, although not regulated under the Misuse of Drugs Act 1971 or the Medicines Act 1968, can have potent and long-lasting effects, often exceed 12 hours, and pose significant risks to health and safety.



4.9. This Policy applies equally to all internal procedures relating to:

- Absence management;
- Performance concerns;
- Conduct issues; and
- Criminal convictions arising outside the workplace.

4.10. Any breach of this Policy may result in disciplinary action, up to and including dismissal, in accordance with Tyler Grange's relevant procedures.

Aims and Objectives

4.11. This Policy is designed to promote the wellbeing of all employees and to ensure a consistent, fair, and proactive approach to managing drug, alcohol, and substance misuse within the workplace.

4.12. Its key objectives are to:

- **Establish clear expectations** regarding the use of intoxicating substances and outline the consequences of misuse, ensuring all employees understand their responsibilities and the potential impact on their employment;
- **Safeguard health and safety** by preventing accidents, impaired performance, and risks associated with substance misuse, thereby protecting Employees, clients, and the wider public;
- **Raise awareness** of the health risks and workplace implications of substance misuse, and encourage individuals affected to seek timely support; and
- **Provide a structured framework** for identifying, managing, and supporting cases of substance misuse in a compassionate and consistent manner.

4.13. Tyler Grange is committed to fostering a culture of openness, support, and accountability, where employees feel empowered to seek help and where wellbeing is prioritised across all areas of the organisation.

Roles and Responsibilities

4.14. All employees and Tyler Grange Partners are expected to comply with Tyler Grange policies and uphold the principles embedded within the organisation's values. The following responsibilities apply.

All Employees

4.15. Employees are required to:

- Present themselves for work in a fit condition, free from the influence of drugs, alcohol, or other substances, whether working on TG premises or at external locations;
- Be mindful that alcohol may remain in the body for an extended period after consumption, including the following day, and ensure this does not impair their ability to work safely;
- Refrain from being under the influence of drugs, alcohol, or other substances while undertaking work activities on site, or in the office particularly where decision-making, driving, or attendance is required;
- Seek professional advice regarding any medication that may affect work performance or



- behaviour, especially in relation to safety, and notify their team leader accordingly;
- Take proactive steps to seek support if experiencing or suspecting issues related to substance misuse, including requesting an Occupational Health referral or accessing external support services;
- Inform their team leader if they suspect a colleague (including volunteers, students, or contractors) is under the influence of drugs, alcohol, or other substances while engaged in TG activities;
- Disclose to their line manager any charges or convictions related to drug or alcohol offences, including drink-driving, to enable appropriate consideration of their role and responsibilities. Failure to disclose may result in disciplinary action; and
- Refrain from bringing illegal substances onto TG premises under any circumstances.

Team Leaders

4.16. Team Leaders are responsible for:

- Promoting awareness of this Policy and the support available to Employees, including during induction and ongoing communications;
- Establishing mechanisms for third parties to report concerns regarding individuals suspected of being under the influence while at work;
- Addressing suspected cases of substance misuse through discussion with the employee and, where appropriate, referring the matter to Human Resources;
- Referring employees who disclose substance misuse issues to Human Resources for further support;
- Supporting employees in their recovery and rehabilitation efforts;
- Collaborating with external Occupational Health providers to:
 - Identify and implement reasonable workplace adjustments;
 - Facilitate rehabilitation and treatment;
 - Approve time off for related appointments; and
 - Provide guidance and resources on substance misuse.
- Monitoring changes in work performance, attendance, and behaviour that may indicate substance misuse (see Appendix 1);
- Investigating concerns brought to their attention, with support from Human Resources where necessary;
- Reporting any drug or alcohol-related convictions to Human Resources;
- Initiating further Occupational Health referrals if deterioration in performance or behaviour occurs, and progressing to disciplinary procedures if no improvement is observed; and
- Liaising with Human Resources to determine appropriate action for individuals not directly employed by Tyler Grange (e.g. volunteers, secondees).

Human Resources

4.17. Human Resources is responsible for:

- Providing training, guidance, and support to managers regarding the implementation of this Policy;
- Advising team leaders in cases where Employees are suspected of being under the influence of drugs, alcohol, or other substances;



- Ensuring the confidentiality and security of employee records related to substance misuse; and
- Supporting team leaders during formal meetings and proceedings arising from this Policy or related policies.

Tyler Grange Partners, Contractors and Third Parties

4.18. Tyler Grange Partners, contractors and others working on TG premises must:

- Comply fully with this Policy by ensuring that neither they nor their Employees are under the influence of alcohol, illegal drugs, or non-prescribed substances while on site.

Drug Use in The Workplace

4.19. For the purposes of this Policy, drug use encompasses the consumption of illegal substances, Novel Psychoactive Substances, and the deliberate misuse of prescribed or non-prescribed medications, including solvents and other intoxicating agents.

4.20. The use of drugs can significantly impair cognitive function, judgement, and concentration, and may lead to a deterioration in general health and wellbeing. Such impairment poses a risk to individual performance and the safety of others in the workplace.

4.21. Tyler Grange recognises that the misuse of Novel Psychoactive Substances, as well as legally prescribed and over-the-counter medications, can have prolonged and detrimental effects on an individual's ability to perform their duties safely and effectively.

4.22. Accordingly, the following is strictly prohibited:

- Possession, consumption, or distribution of drugs classified under the Misuse of Drugs Act 1971 (Classes A, B, or C) while in the workplace or during working hours; and
- Being under the influence of any such substances while engaged in work-related activities.

4.23. Any conviction for drug-related offences; whether committed in the workplace or outside of it; has the potential to undermine public confidence in Tyler Grange and its services. As such, the continued employment of any individual convicted of a drug offence may be subject to review and investigation.

4.24. Where a drug-related issue is identified, Tyler Grange will treat the matter with the utmost confidentiality, in accordance with legal obligations and organisational policy.

Alcohol Consumption in The Workplace

4.25. Employees whose roles involve driving, either as part of their duties or when transporting clients, must not consume alcohol prior to commencing work or during working hours, unless approved by a Senior member of Tyler Grange or as agreed for events for e.g. The residual presence of alcohol in the body can persist long after consumption, including into the following day, and may impair judgement, coordination, and reaction times.

4.26. Tyler Grange expects all Employees to take personal responsibility for ensuring they are not under the influence of alcohol while performing work-related duties. This includes being mindful of alcohol intake during non-working hours where it may affect fitness for work the next day.



4.27. Any breach of this expectation may result in disciplinary action, particularly where safety-critical responsibilities are involved.

Support For Employees Who Have Drug, Alcohol or Substance Misuse Problems

4.28. Tyler Grange recognises that dependency on drugs, alcohol, or other substances is a health condition that may require specialist intervention and support. The organisation is committed to early identification and constructive assistance, recognising that timely support increases the likelihood of successful recovery.

4.29. Employees who voluntarily disclose substance misuse concerns will be treated with sensitivity and confidentiality, within the boundaries of legal and organisational requirements. Tyler Grange will make every reasonable effort to support affected individuals in accessing treatment and returning to full health and professional effectiveness.

4.30. Where an employee's current role is deemed to hinder their recovery, alternative duties or redeployment may be considered, subject to operational feasibility.

4.31. Support is available through both internal and external channels, including:

- **Occupational Health** – Employees or HR may initiate referrals for assessment, advice, and ongoing support;
- **General Practitioner (GP)** – GPs can refer individuals to local specialist substance misuse services or counselling;
- **Specialist Treatment Agencies** – Registered organisations offering structured assessment and treatment programmes;
- **Private Sector Providers** – Accredited counselling and rehabilitation services;
- **Self-Help Groups** – Peer-led support networks offering group or individual assistance;
- **Employee Assistance Programme (EAP)** – Confidential support services available to all Employees;
- **Telephone Helplines** – Immediate advice and crisis support; and
- **Alcohol and Substance Misuse Support Agencies** – External organisations providing targeted assistance.

4.32. Tyler Grange encourages any employee experiencing difficulties to seek help at the earliest opportunity and reaffirms its commitment to supporting recovery in a respectful and confidential manner.

Drug Testing

4.33. Tyler Grange does not routinely conduct drug or alcohol testing for employees as part of its standard workplace practices. However, certain infrastructure projects, particularly those involving external clients or safety-critical environments, may require testing as a contractual or regulatory condition.

4.34. In such cases, employees are expected to fully cooperate with any client-mandated drug and/or alcohol testing procedures. Refusal to participate may result in exclusion from the project and could lead to further internal review in line with Tyler Grange's policies.



Relevant Legislation

4.35. The following legislation underpins this Policy and outlines the legal responsibilities of employers and the rights of employees in relation to drug, alcohol, and substance misuse in the workplace:

- **Health and Safety at Work Act 1974** – Requires employers to ensure, as far as is reasonably practicable, the health, safety, and welfare of employees and others affected by their work;
- **Misuse of Drugs Act 1971** – Governs the classification and control of illegal substances and makes it an offence to knowingly allow drug use or possession on work premises;
- **Medicines Act 1968** – Regulates the use and supply of medicinal products, including prescription and over-the-counter drugs;
- **Management of Health and Safety at Work Regulations 1999** – Requires employers to assess and manage risks to health and safety, including those arising from substance misuse;
- **Employment Rights Act 1996** – Protects employees from unfair dismissal and outlines procedures for handling misconduct, including substance-related issues;
- **Data Protection Act 2018 (UK GDPR)** – Classifies drug and alcohol test results as sensitive personal data and requires employers to obtain informed consent and handle such data securely and lawfully;
- **Human Rights Act 1998 (Article 8)** – Protects the right to privacy, which includes protection from unjustified or intrusive drug and alcohol testing;
- **Equality Act 2010** – Prohibits discrimination against individuals with protected characteristics, including those with substance dependency where it may be considered a disability;
- **Road Traffic Act 1988** – Sets legal limits for alcohol and drug use while driving, relevant to employees whose roles involve operating vehicles; and
- **Transport and Works Act 1992** – Applies to safety-critical transport roles and prohibits working while impaired by drugs or alcohol.

Links To Other Documents

4.36. This Policy should be read and used in conjunction with other relevant documents:

- Disciplinary Policy and procedures; and
- Short and Long term sickness Absence Policy.

Further reading and Self-Help Support:

[HELP: Getting help for a drug problem](#)

[Substance Misuse Self Help | Get.gg - Getselfhelp.co.uk](#)

[Drug and alcohol addiction - useful contacts](#)

[Find alcohol addiction support services - NHS](#)

[Find drug and alcohol support near you | FRANK](#)

[Drug and Alcohol Support | WithYou](#)



Section 5: Confined Spaces and Restricted Spaces

HSA03

Introduction

- 5.1 Serious accidents have occurred whilst work is being carried out in confined spaces. The chief risks are those associated with toxic and/or flammable gases, fumes, vapours and lack of oxygen. Neglect or ignorance of the necessary precautions can easily lead to tragic results. A significant number of such accidents are fatal.
- 5.2 The Confined Space Regulations 1997 place specific duties on employers to avoid the need for entry into confined spaces wherever reasonably practicable. The risks involved in the different types of confined space entry have been assessed, and the systems of work described in this document seek to minimise the risks to health and safety.
- 5.3 The Confined Spaces Regulations 1997 definition of a confined space is: “confined space” means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.
- 5.4 The Health and Safety Executive defines this further and defines a confined space as: “A place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).”
- 5.5 As a company Tyler Grange does not allow team members to enter confined spaces. Where work is identified that requires confined spaces entry, a specialist competent confined space entry specialist will be engaged to undertake such works.
- 5.6 A restricted space is one where there is a need to manage access into an area, where access and or egress is difficult or there is restricted working space which presents a hazard, or other risks or reasons that require controlled access. Examples include, small loft spaces, church spires, roof spaces over fragile ceilings or narrow walkways basements or undercrofts with low ceilings and difficult escape routes; areas where in the event of an injury or illness an individual would have difficulty exiting them. Workers must be physically capable of undertaking the work. Generally, a restricted access space is one where there is a need to manage access for health and safety reasons, and to have good communications between the space and others who can provide assistance in an emergency.
- 5.7 Potential hazards can vary depending on the nature of the restricted space and can include:
 - Slips and trips;
 - Unstable and fragile flooring;
 - Overcome with heat or cold;
 - Stuffy atmosphere leading to respiration difficulties or feeling faint;
 - Head injuries from low beams;



- Electricity and other utilities;
- Disturbing asbestos;
- Dust leading to respiratory difficulties; and
- Poor lighting.

5.8 Tyler Grange recognises that work in restricted spaces needs special consideration. The special hazards and risks associated with this work have always been the subject of specific arrangements. Wherever possible restricted space working is to be avoided, however there will be occasions where it is required, and the following procedures will be followed.

Risk assessment

5.9 Lone working is not permitted for any work which requires entry into a restricted space.

5.10 Work within restricted spaces requires a competent person(s) to prepare an additional written, dated risk assessment method statement (**RAMS**), that will:

- Identify existing or potential hazards to which the worker is likely to be exposed while in the restricted space;
- Specify who will undertake the work / perform the inspection;
- Specify the safety and personal protective equipment required to perform the work; and
- Identify emergency evacuation and communication requirements.

Follow the guidance in the Natural England Technical information Note TIN160, [NE - A guide to restricted spaces.pdf](#)

Legislation

5.11 This arrangement is affected by the following legislation:

- Health and safety at work act;
- Management of health and safety at work regulations;
- Confined spaces regulations;
- The control of substances hazardous to health regulations;
- The personal protective equipment at work regulations;
- The provision and use of work equipment regulations;
- Electricity at work regulations;
- Workplace (health, safety and welfare) regulations; and
- Construction design and management regulations.

Further reading

[HSE: Confined spaces](#)



Section 6: Arrangements for the Control of Substances Hazardous to Health (COSHH)

HSA05

Introduction

- 6.1 Tyler Grange uses or comes in to contact with two substances (Virkon & undiluted Safe4), which unless properly handled have the potential to harm health. The company recognises the need to minimise the exposure to potentially harmful substances and ensure that statutory exposure limits are not exceeded. Tyler Grange has identified substances which are hazardous and will endeavour to replace them with less hazardous substances. We accept that this may not be practicable in all cases, but we shall try to reduce their usage. We have checked the supplier's information for protective equipment which needs to be worn by team members whilst using them. Risk assessments have been conducted and are available to all team members as are the Material Safety Data Sheets (MSDS) for all substances. These assessments will be reviewed every five years or when there is a change to the MSDS, or the process, the amounts used or whenever there is reason to think it is no longer valid. In our risk assessment process, we have made a judgement on how likely it is that a hazardous substance will affect an employee's health. We have considered the following.

Purchase or Introduction of Hazardous Substances

- 6.2 Team Leaders & Project Managers should avoid the purchase of hazardous substances where reasonably practicable and consider introducing a less hazardous substance or form of the substance. Team Leaders & Project Managers must have sound justification where this is not possible and should record this on the [COSHH assessment](#) form.

COSHH assessment

- 6.3 In addition to hazardous substances that are purchased, [COSHH assessment](#) will be required for other hazardous substances that are produced on site.
- 6.4 The Team Leader should keep an up-to-date inventory of all hazardous substances encountered in the work environment not just substances that are purchased. The company recognises the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) which addresses the classification of chemicals by types of hazards and proposes harmonised hazard communication elements, including labels and safety data sheets. It aims at ensuring that information on physical hazards and toxicity from chemicals is available in order to enhance the protection of human health and the environment during the handling, transport and use of these chemicals. The GHS also provides a basis for harmonisation of rules and regulations on chemicals at national, regional and worldwide level. Within the European Union, the mandatory dates for the implementation are set as follows: The effective date for 'Pure' Chemical Substances was 01/12/2010. For mixtures of chemical substances, the effective date was 01/06/2015. This means that the familiar labels seen on MSDS's, and labels will be phased out and replaced with the new GHS pictogram labels. Risk and safety phrases will also be replaced with new GHS signal words, hazard statement, precautionary statement



for prevention, response, storage and disposal. The company shall ensure that the most recently issued copies of the material safety data sheets are available for reference and use by team members.

- 6.5 Where a [COSHH assessment](#) is required, the Team Leader should take in to consideration the exposure not only to team members but whoever may come in to contact with them during the following procedures:
- Storage, delivery and transport;
 - Changing cylinders;
 - General use;
 - Maintenance and engineering;
 - Emergencies;
 - Transporting; and
 - Disposal.
- 6.6 While carrying out the [COSHH assessment](#) the safety hierarchy of prevention and control should be used:
- Remove the hazard;
 - Avoid the hazard;
 - Introduce a workplace precaution;
 - Keep the hazard and the people apart;
 - Have a barrier between the hazard and the person;
 - Keep exposure to a minimum;
 - Safe systems of work; and
 - PPE.
- 6.7 The [COSHH assessment](#) will identify the controls and precautions to be adopted and highlight any factors that need to be addressed. These controls must then be implemented.

Records and review

- 6.8 The completed [COSHH assessment](#) should be available along with the COSHH data safety sheet and site substance inventory. All team members that are exposed to the substance should have access to the file.
- 6.9 Checks on the effectiveness of any control measures and review every 5 years or earlier if the work method or environment has changed. The workplace exposure limits change or there is reason to believe that the assessment is no longer valid.

Information and training

- 6.10 Team Leaders & Project Managers must ensure that any team members involved in work with hazardous substances read and understand the [COSHH assessment](#) for these substances. Where reviews of assessments have led to any amendments then the Team Leaders & Project Managers must ensure that all involved with working with the substances are aware of the changes. A signed record sheet of team members that have read the [COSHH assessment](#) should be kept with the assessments in the site safety file. COSHH assessment should be kept



with the assessments in the site safety file.

- 6.11 Team Leaders & Project Managers must also arrange for team members to be appropriately trained including safe systems of work, the potential hazards associated with the material, the consequences of failing to follow a safe system, and the use, care and maintenance of any personal protective equipment provided.
- 6.12 Team Leaders & Project Managers should make team members aware that they must:
- Use control measures provided;
 - Report defects / inadequacies in personal protective equipment or control measures;
 - Report any changes in process or substances use / conditions that may increase risk; and
 - Co-operate with workplace monitoring and health surveillance where necessary.

Specific risk groups and occupational health monitoring

- 6.13 Where appropriate, information relating to substances that present risk to people with specific medical conditions will be included in the [COSHH assessment](#) and communicated to team members. Team members with medical conditions outlined in the assessment should notify their Team Leader and be communicated to the other team members.
- 6.14 A small group of hazardous substances pose specific risks to new or expectant mothers or to the unborn child. In this case a specific risk assessment must be carried out for each new or expectant mother, which will take into account such substances.

Maintenance of control measures

- 6.15 Team Leaders & Project Managers must ensure there is a programme of regular preventative maintenance for all equipment provided to control exposure to substance. Maintenance records must be kept in accordance with legislative requirements.

Roles and responsibilities

- 6.16 Team Leaders & Project Managers must ensure:
- All substances have been entered on the [COSHH Inventory.docx](#)
 - An assessment of all hazardous substances is completed;
 - Assessments are reviewed regularly or when a new substance is introduced;
 - A safety data sheet is kept with the [COSHH assessment](#);
 - There is provision of information, instruction and training for users of substances;
 - Where reasonably practicable less hazardous substances are sourced;
 - Adequate control measures are provided to ensure that exposure is within working standards;
 - All equipment for the control of hazardous substances are adequately maintained and tested;
 - All personal protective equipment is provided and maintained in accordance with risk assessment and specialist advice;
 - Adequate supervision ensures the use of correct procedures;
 - Adequate signage is displayed where appropriate;



- Specialist advice is obtained when necessary;
- Labels on chemical containers are not removed or defaced; and
- Chemicals are not decanted into unmarked containers.

6.17 Team members must:

- Co-operate with the control measures;
- Read container labels;
- Close container when not in use;
- Practice safe working;
- Use PPE provided;
- Report any faulty equipment;
- Attend information, instruction and training sessions relevant to hazardous substances as requested;
- Make themselves familiar with assessments and safety data relevant to any substances they use;
- Attend health surveillance if requested;
- Female team members must report if they are pregnant as soon as possible to ensure any continued exposure, albeit low, will not be hazardous to their health or that of their unborn child;
- Ensure that labels on chemical containers are not removed or defaced; and
- Ensure that chemicals are not decanted into unmarked containers.

Legislation

6.18 This arrangement is affected by the following legislation:

- Health and Safety at Work Act;
- Management of Health, Safety and Welfare at Work Regulations;
- The Control of Substances Hazardous to Health Regulations (CoSHH);
- CoSHH Approved Code of Practice and Guidance L5;
- EH40 Occupational Exposure Limits; and
- Personal Protective Equipment at Work Regulations.

Further reading

[HSF05-02 150623 COSHH Inventory.docx](#)

[HSF05-02 CoSHH Assessment Form](#)

[HSF05-04 CoSHH Assessment for Zoonoses](#)

[HSF05-05 CoSHH Assessment for Weils disease](#)

[HSF05-06 CoSHH Assessment for Tetanus](#)

[HSF05-07 CoSHH Assessment for Dust](#)

[HSF05-08 COSHH Assessment Virkon S Tablets](#)

[HSF05-11 COSHH Assessment Form_Bird Flu - Safe4 Disinfectant.docx](#)

[Natural England: Health & Safety guidance for voluntary bat roost visitors: churches, older buildings, spires and bell towers](#)



[Natural England: Health & safety guidance for voluntary bat roost visitors: dangerous and hazardous substances](#)

[HSE: Managing asbestos in buildings, a brief guide](#)

[HSE: Asbestos PPE Guidance](#)



Section 7: Personal Safety and Lone Working

HSA06

Introduction

- 7.1 It is recognised that all tasks carry varying degrees of residual risk and that these risks may be exacerbated if working alone. Although certain regulations have specific prohibitions for lone working there is no absolute restriction on lone working and working alone falls under the provision of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.
- 7.2 **When lone working is not permitted:**
- Outside of daylight hours;
 - If the task involves working at height;
 - If pregnant
 - If the site contains or is near a deep body of water*;
 - If for any reason that team members / team leaders / clients have advised against doing so; and
 - If an incident has occurred on site which could have been prevented by not working alone.
- 7.3 **Lone working should not take place when near / on / in a river, lake, pond or other body of water where surveys are likely to:**
- involve checking features at the water's edge (e.g. searching for signs of protected species);
 - require interaction with the water (e.g. deploying / retrieving bottle traps, torching or collecting eDNA samples); and
 - have any chance of a person tripping / falling which leads to them entering the water.
- 7.4 **Lone working can normally take place when:**
- the body of water is sufficiently small (very shallow stream or culvert); and
 - the survey route is a sufficient distance away from the body of water that would prevent accidental entry following a trip or fall.
- 7.5 **If working near water is required:**
- use your judgement, should a specialist contractor be engaged to undertake or supervise the survey;
 - ask yourself how you would get out if you fell in / got into difficulty;
 - have a rescue plan in place and make sure this is discussed on site before survey commences; and
 - make sure to have throw ropes / buoyancy aids as and when needed (make sure these are serviced and checked before use).
- 7.6 There are several leaflets in the folder which contains this document, that offer advice



regarding personal safety and lone working.

7.7 The Company recognises it has a duty to assess the risks faced by its team members and to:

- Avoid lone working if practicable;
- Determine whether the work can be done safely by an unaccompanied person;
- Provide means for monitoring the whereabouts of lone workers; and
- Provide appropriate response in case of accident or medical emergency.

7.8 A lone worker is any employee working alone for a continuous or intermittent period without close or direct supervision. Lone workers can be found in a wide range of situations:

- Only one person works on the premises;
- People work separately from others; and
- People outside of normal hours.

Roles and responsibilities

7.9 Team Leaders & Project Managers are responsible for:

- Assessing the need for lone working;
- All personal safety and security incidents are reported on the Tyler Grange incident report form; and
- Develop and implement safe working systems to avoid or control risks of violence while lone working.

7.10 Provide appropriate alternative arrangements or back-up when it is unsafe for personnel to work alone.

7.11 Team members:

- Be aware to the arrangements for managing personal safety including lone working and violence (see [HSG06 Lone Working Protocol](#));
- Be familiar with site security arrangements;
- Report personal safety and security incidents; and
- Bring any personal safety or security issues or concerns to the attention of the operations manager.

7.12 Every employee engaged in working alone must:

- Work safely and observe all procedures;
- Co-operate with Team Leaders & Project Managers and report any unsafe situations;
- Use safety equipment provided for their protection properly; and
- Inform their Team Leader of any health problems that may put them at increased risk.

Risk assessment

7.13 Risk assessments are completed prior to visiting a new site and updated after the first visit to reflect upon the suitability of current precautionary measures.



7.14 When conducting a risk assessment, the following questions should be considered in relation to lone working:

- Does the workplace or task present a special risk to the lone worker and can the risks of the job be adequately controlled by one person?;
- Is there safe access and egress?;
- Is there a risk of asbestos?;
- Is there a risk of violence?;
- Can all equipment be handled by one person?;
- Is the person medically fit and suitable to work alone?;
- What is the level and adequacy of on / off site supervision?;
- What happens if a person becomes ill, has an accident, or there is an emergency on-site?;
- Does the site have adequate mobile phone signal coverage?; and
- Is a buddy required?

Controls

7.15 Where lone working cannot be avoided then suitable controls shall be implemented in accordance with the level of risk identified by risk assessment as follows.

7.16 Staff working alone on site or in an office must complete the lone working form, which details:

- Where you are/or going including location What3Words;
- Arrival date & time;
- Finish date & time; and
- If the app or a buddy is going to be used.

7.17 In addition, staff going out on site visits should ensure the following:

- You activate the lone working app and set your 2-hour check-ins
- You have your mobile phone & it is charged;
- Park in a well-lit area as close to the site as possible (if possible);
- Observe the area as far as is possible to ensure your safety before you exit your vehicle and at all times during the survey and withdraw from the area if you feel uneasy / unsafe / wary e.g., if there are unauthorised persons present, if there is unexpected activity etc.;
- You have read and checked the project risk assessments;
- You have all the personal protective equipment you require;
- You have all other necessary equipment for the task; and
- You have your risk assessment to hand (access on Teams).

Calling in During Office Hours (if no access to the Lone Working app or low-mobile phone signal/coverage)

- You must either call the main TG phone number or your pre-arranged buddy when arriving to site, then every two hours and once more when you leave. (Ecologists (inc. Field Surveyors), Landscape & Arb are able to use the Lone Working app to do this);
- If the site has no or low mobile phone signal coverage, prior to your arrival, you must pull over in a safe location to confirm you are soon to be arriving on site, your expected duration and time that you will confirm you are safe and have left site to begin your return



- journey; and
- You must confirm your safe arrival at your final location.

7.18 Lone working will not be permitted at night or in a high-risk area such as near water or working at height. If you are expecting to be on site in the early morning, before the office is open, you should inform office staff on the previous day or arrange an out of hours buddy and follow the above steps for staying in contact.

7.19 **Out of hours controls** (surveys conducted just before sunrise / after sunset e.g. bird surveys in Autumn / Winter):

Observe all of the above controls and:

- Use your lone working app at all times and be familiar with the panic button function;
- Remain vigilant at all times, especially during darkness, do not wear earphones, listen to music etc. to be able to hear clearly;
- Observe the area as far as is possible to ensure your safety before you exit your vehicle and at all times during the survey and withdraw from the area if you feel uneasy / unsafe / wary e.g., if there are unauthorised persons present, if there is unexpected activity etc;
- Be familiar with the site, have you/other team member completed a daylight scope of the site and identified any hazards on the ISA and RA;
- Ensure you have a fully working head torch and you use it in all low light situations to ensure you can see any potential slip or trip hazards;
- Fatigue increases with less natural daylight and early starts / late finishes so ensure surveys are planned to allow for essential Safe Working Time to be taken; and
- Driving – use your lone working app whilst driving and set to driving mode. If over an hour's drive, consider booking accommodation closer to the survey site.

7.20 *Ensure you have an out of hours* buddy (in addition to using the LW app), next of kin/friend etc. and follow the following procedure:

- text when setting off & give planned arrival time;
- text to confirm arrival;
- text time planned/duration to be on site, confirm with person when will next get in contact e.g. in 2 hours;
- text when leaving and expected journey length; and
- text to confirm home safe (if you don't live with your arranged buddy).

Emergency Procedure

7.21 If using the Lone Working app the Security Firm, as contracted, will:

- will try to contact the missing person on their mobile telephone to ascertain whether they are safe;
- If there is no response from the mobile telephone, they will try to contact the missing person's Team Leader;
- If there is no response, they will try to contact the missing person's home (or other given number); and
- If they cannot establish contact and the whereabouts of the missing person, they will



contact the emergency services.

[Staysafe App Escalation Process.docx](#)

7.22 If not using the Lone Working app, the nominated buddy will:

- Try to contact the missing person on their mobile telephone to ascertain whether they are safe;
- If there is no response from the mobile telephone, the nominated person will try to contact the missing person's home (or other given number); and
- If the nominated person cannot establish the whereabouts of the missing person, they will contact the emergency services.

Legislations

7.23 This arrangement is affected by the following legislation:

- Health and Safety at Work Act;
- Management of Health and Safety at Work Regulations;
- Reference; and
- Health & Safety guidance for voluntary bat roost visitors: lone working (TIN154).

Further reading

[HSG06 Lone Working Protocol.docx](#)

[TG Lone Working Guidance.pdf](#)

[TG Lone Working Controls In Place.docx](#)

[RAMS_004a Lone Working RAMS Generic 271025.docx](#)

[Dealing-with-Aggression4.pdf](#)

[Working-Alone2.pdf](#)

[National-Stalking-Helpline-Employers-Booklet-v0-11.pdf](#)



Section 8: Personal Protective Equipment

HSA07

Introduction

8.1 Personal protective equipment (PPE) includes all equipment or clothing designed to be worn to protect against the risk to health and safety. PPE should be used in work situations where the risks cannot be eliminated or adequately controlled by other means. Because the effectiveness of PPE can be compromised it should always be considered as the last resort. In circumstances where PPE is the only effective means of controlling the risks to injury or ill health, it must be freely available for use at work. PPE includes:

- Gloves;
- Adverse weather gear;
- High visibility clothing;
- Safety footwear;
- Safety helmets;
- Eye protection;
- Lifejackets;
- Waders;
- Respirators / dust masks;
- Disposable overalls; and
- Safety harness.

Suitability of safety equipment

8.2 It is important that the right type of safety equipment is provided that gives adequate protection against the variety of risks likely to be encountered in the workplace. All work equipment used by this company, whether owned, hired or leased, will be safe for use, suitable for the task, and maintained in accordance with the Manufacturer's instructions. To ensure that all items of work equipment used by our staff on our premises and on Contractors sites are of the required standard and are in safe working condition, they must be supplied directly by the company or hired in as required.

8.3 All safety equipment purchased for use will be manufactured in accordance with the appropriate British / European Standard and will bear the appropriate CE marking. All personal protective equipment used by the company will be replaced as necessary or as recommended by the manufacturer. Where a respirator depends on a seal between the user's face and the equipment then the user must be clean shaven to allow a fit test to be performed.

8.4 The equipment should:

- Prevent or control the risk without introducing additional risk;
- Be adjustable to fit the wearer correctly;
- Be compatible with other equipment in use; and
- Provide ease of movement, communications and visibility for the duration of the task.



Roles and responsibilities

8.5 Team Leaders & Project Managers shall ensure that:

- Risk assessments are prepared, and PPE is used as a last resort after other methods have been considered;
- Ensure PPE is suitable for hazard and person;
- Team members are trained in the use and maintenance of PPE before being issued;
- When issuing PPE obtain a signature and record;
- Organise a routine exchange system;
- PPE is provided and worn where required;
- PPE is maintained in good condition and is fit for the individual use;
- Team members know when PPE must be worn and the reason for wearing it;
- Adequate storage facilities are available; and
- Staff are not charged for PPE whether it is returnable or not.

8.6 Team members shall ensure that:

- Safety equipment is inspected before use, carrying out any maintenance as required;
- They use safety equipment in accordance with the procedures and manufacturer's instructions;
- PPE is worn when required by procedures;
- PPE is readily available for use;
- PPE is stored in a suitable manner to reduce risk of damage;
- Any loss or defect is reported and ensure an immediate replacement is obtained; and
- Any item of PPE is never modified.

Training, information and instruction

8.7 Team Leaders & Project Managers will ensure that sufficient training, information and instruction is provided for team members to enable them to:

- Make effective use of the equipment;
- Understand any limitations of the equipment;
- Recognise any defects or deterioration of the equipment;
- Appreciate the risks to their health and safety for which PPE is designed to avoid or limit; and
- Look after and correctly store the equipment.

Legislation

8.8 This arrangement is affected by the following legislation:

- Health and Safety at Work Act;
- Management of Health, Safety and Welfare at Work Regulations;
- Personal Protective Equipment Regulations;
- Provision and Use of Work Equipment Regulations;
- Control of Noise at Work Regulations;
- Control of Substances Hazardous to Health Regulations; and



- Personal Protective Equipment at Work Regulations: Guidance on Regulations L25.

Further reading

[PPE 2025-2026 .xlsx](#)

[PPE Clothing Issue Register.xlsx](#)

[Face-fit Masks](#)



Section 9: Risk Assessments

HSA08

Introduction

- 9.1 Tyler Grange will ensure, so far as is reasonably practicable, a workplace which is safe and without risk to the health of its team members. The company will ensure that there are competent people who have been trained to complete risk assessments, and that those people carry out suitable and sufficient assessments of the tasks and procedures within the organisation and that they are recorded and brought to the attention of the team members.
- 9.2 Team Leaders & Project Managers shall ensure that risk assessments are completed for all work activities. The assessment should identify potential hazards and the control mechanisms to minimise risk in accordance with HSA08. Where it is not possible to eliminate or reduce risk to an acceptable level by other means, appropriate safety equipment, training and information shall be provided.
- 9.3 Employers are required by law to:
- Identify the hazards involved with their workplace or work activities;
 - Assess the likelihood of any harm arising; and
 - Decide on adequate precautions to reduce risk and protect team members and third parties who may be affected.
- 9.4 This process known as risk assessment is central to all planning for health and safety. Employers with 5 or more team members must record the significant findings of a risk assessment and communicate them to all relevant staff. Where team members of different employers work in the same workplace, their employers must co-operate to produce an overall risk assessment.
- 9.5 Hazard identification and risk assessment will not only take into account the activities being carried out by its own team members but will also take into account the activities being carried out by any persons entering the workplace.

Risk assessment

- 9.6 Risk assessments involve a systematic examination of the workplace or work activity designed to:
- Identify the hazard that exists;
 - Determine who may be affected i.e. team members, contractors and the public etc;
 - Evaluate the risk based on the likelihood and consequences of an event occurring; and
 - Determine appropriate control measures and precautions to protect people so far as reasonably practicable i.e. not expected to eliminate risk but have to manage risk to acceptable levels.
- 9.7 Before attending the site, the Project Manager is required to complete a Risk Assessment and



record the findings. This must be shared with the project team prior to any visits to site and placed in the project file on Teams named 'Risk Assessments' for future reference by others/new team members who may visit the site. It requires approval from the Project Director or another competent Project Manager.

- 9.8 **Following the first visit to site**, the Risk Assessment should be reviewed, amended and updated to ensure that all risks are identified. If changes are made, the new document must be re-shared with the project team, the update identified, and all asked to add the new reading date (not deleting the original signature or date of reading).
- 9.9 If any further updates, amendments or new information relating to the site or activities occur throughout the life of the project, this must be recorded and reshared to the team, as detailed above.
- 9.10 **All visits to a site**, will require to complete an activity-based risk assessment.

Control measures

- 9.11 Measures taken to control health and safety risks are subject to a hierarchy of measures as listed below. This means that items at the top of the list must be selected in preference to those lower down:
1. Avoid / eliminate risks altogether;
 2. Evaluate the risks which cannot be avoided;
 3. Combat the risks at source; and
 4. Provide a safe working environment for the individual, especially as regards:
 - The design of workplaces;
 - The choice of work equipment; and
 - The choice of work methods.
 5. Incorporate new technology where possible\replace the dangerous with non-dangerous or the less dangerous;
 6. Safety policies and procedures;
 7. Use personal protective equipment – but only as a last resort; and
 8. Give appropriate instructions to team members.

Communication

- 9.12 In addition to issuing team members with management manuals, awareness and understanding should be raised by discussing risk assessments at team brief or, via toolbox talks.

Recording risk assessments

- 9.13 Risk assessments will be carried out using risk ratings pre application of the identified control measures for each hazard based on consequence and likelihood. The significant findings of the risk assessment will be recorded using a risk assessment form template.



Roles and responsibilities

9.14 Team Leaders & Project Managers are responsible for ensuring that:

- Risk assessments are completed and recorded;
- Control measures identified through risk assessment are implemented, maintained and monitored;
- Training is provided to allow staff carrying out risk assessments to identify hazards and understand control measures;
- Staff are made aware of and understand the content of risk assessments relevant to their work activities e.g. team brief, toolbox talks etc;
- Staff are provided with training specific to their work activities;
- Assessments are reviewed at regular intervals or when there are significant changes in equipment or procedures; and
- Be aware that any under 18-year-olds on work experience are regarded as vulnerable and specific risk assessments must be made available to their parent / guardian.

9.15 The company will not appoint any person to work on its behalf unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working with them.

9.16 Team members & Tyler Grange Partners are responsible for:

- Following the control measures determined by risk assessment;
- Notifying their Team Leader and HSW Lead of:
- Situations that may cause serious and imminent danger;
- Shortcomings in the control measures; and
- Attend appropriate health and safety training as required by their Team Leaders, Project Managers & HSW Lead.

9.17 Risk assessors are responsible for ensuring that:

- Staff involved in the activity or process are involved in the risk assessment;
- Risk assessments are completed in a systematic manner using a risk assessment form and guidance note HSG23; and
- Advice is sought from a competent person for risk assessments which fall beyond their level of experience and knowledge.

Review

9.18 Risk assessments must be reviewed **as a minimum** on an annual basis or whenever there:

- Is reason to suspect that it is no longer valid;
- Have been significant changes (project manager, team, environment, purpose etc); and
- Following any accident or incident.



Risk Assessment Monitoring

9.19 The HSW Lead will undertake random spot checks of all live projects selecting a minimum of eight per month to ensure correct risk assessment procedures are being followed. For further information read TG_200_028 below.

Legislation

9.20 This arrangement is affected by the following legislation:

- Health and Safety at Work Act;
- Management of Health and Safety at Work Regulations;
- Workplace Health, Safety and Welfare Regulations;
- COSHH;
- Display Screen Equipment;
- Provision and Use of Work Equipment; and
- Noise at Work and other Regulations as applicable.

Further reading

[TG_100_73i Risk Assessment Guidance HSG08 110724.docx](#)

[TG General Risk Assessments](#)

[Operational Risk Assessments Templates](#)

[Team Days & Events RA info etc](#)

[RAMS Top Copies & Template](#)

[TG_100_219 RA & RAMS Process.docx](#)

[TG_200_028 RA Spot Check Monitoring Process.pptx](#)



Section 10: Use of Mobile Phones

HSA09

Introduction

- 10.1 Tyler Grange has adopted the following arrangement for the use of mobile phones for work related use. This approach is in line with current legislation and government guidance regarding the safe use of mobile phones. This arrangement will be revised if new legislation or accredited guidance on the safe use of mobile phones is issued. Team Leaders & Project Managers will ensure that sufficient training, information and instruction is provided for team members to enable them to:

General use of mobile phones

- 10.2 Mobile phones should only be used where landlines are not available, and conversations should be kept brief.
- 10.3 When a mobile phone is being used for general use (not permitted whilst driving), it is recommended that:
- Minimise the duration of mobile phone use;
 - The phone is held a little distance away from the ear / head;
 - Don't wedge the mobile phone between the shoulder and the ear;
 - An earpiece attachment be used instead of holding the phone against the head;
 - Avoid using when signal strength is low;
 - Send texts instead of making a call; and
 - Team members should turn mobile phones off when carried outside of a vehicle at petrol stations or hospitals.

Use of mobile phones when driving

- 10.4 We as a company understand that it is a specific offence to use a hand-held phone, sat nav, tablet or similar device, when driving in line with GOV.UK. The penalty is £200 plus 6 Penalty Points or up to £1,000 on conviction in court (This is increased to £2,500 for drivers of vans, goods vehicles, buses or coaches). You'll also lose your licence if you passed your driving test in the last 2 years. Drivers still risk prosecution for failure to have proper control if they use hands-free phones when driving. This includes making or receiving calls, pictures, text-messaging or accessing the Internet. Drivers must pull over to a safe location. Drivers will be responsible for the payment of any fines and must notify the company of any penalty points received.
- 10.5 It is illegal to hold and use a hand-held mobile phone or similar device when driving.
- 10.6 It is safer not to use a mobile phone whilst driving but to use a message service instead and take regular breaks to check messages if necessary (not whilst driving).
- 10.7 Whilst driving vehicles for work purposes, team members must not use:



- Handheld mobile phones for any purpose;
- Any other handheld electronic device for accessing or sending data;
- Hands free mobile phones to make a call or send text messages; and
- This includes situations where the vehicle is stationary in traffic for short periods, e.g. at traffic lights or in slow traffic.

Exceptions

- 10.8 The only exceptions to these arrangements are for making phone calls to the emergency services (999 or 112) in a genuine emergency, where it would be unsafe to park the vehicle before making the call.

Legislation

- 10.9 This arrangement is affected by the following legislation:

[Health and Safety at Work Act](#)

[The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](#)

[Road Traffic Act](#)

[Using a phone, sat nav or other device when driving - GOV.UK \(www.gov.uk\)](#)



Section 11: Display Screen Equipment Assessment

HSA10

Introduction

- 11.1 The company relies on the use of display screen equipment (DSE). Whilst it is not essentially a hazardous occupation this can lead to injury and give rise to health problems such as muscular skeletal problems, visual fatigue and mental stress. The aim of this policy is to protect our team members by reducing the risks associated with display screen work, such as the development of upper limb disorders, temporary eyestrain, headaches, fatigue and stress. The application of good company's procedures and sensible precautions on the part of both the Team Leaders & Project Managers and team members will minimise the risk involved.

DSE workstation assessments

- 11.2 A DSE workstation risk assessment shall be completed for all DSE users. Assessments will consider a number of factors including workstation, work environment, work patterns and special needs of team members etc.
- 11.3 The assessment should be completed in the following situations:
- A new employee joining the company;
 - If the workstation is changed significantly;
 - Introducing new software or work activities likely to affect computer usage;
 - The employee notifying the company of pregnancy;
 - Annual review; and
 - An employee exhibiting problems as a possible result of or exacerbated by working with DSE.
- 11.4 Where the assessment identifies change or additional measures to correct deficiencies, they must be recorded on a DSE user assessment form remedial action shall be put in place to correct the deficiencies identified. Team members should ensure that these are implemented, and the Directors must provide assistance through the provision of necessary equipment.

Roles and responsibilities

- 11.5 The HSW Lead, HSW Coordinator and Tyler Grange must:
- Identify DSE users;
 - Arrange DSE assessments for users;
 - Provision of additional measures identified through the DSE assessment;
 - Ensure that any new workstations meet the requirements laid down in the Regulations and general standards of good practice;
 - Allow users to periodically and informally interrupt their working pattern;
 - Provide display screen equipment "users" on request with appropriate eye and eyesight tests;
 - Provide every user with appropriate special corrective appliances (spectacles) when a



qualified Optician **states clearly that such provision is necessary solely for the work activity;**

- Provide adequate training on the health and safety aspects of the workstation where required; and
- Provide adequate information on health and safety matters and on the assessment process and other steps that they have taken in complying with these Regulations.

11.6 DSE user must:

- Maintain care and cleanliness of equipment;
- Report any problems or concerns promptly;
- Ensuring that measures recommended by the DSE assessor are implemented;
- Notify the company of health issues connected with the use of DSE; and
- Take regular breaks from the task by varying work.

Legislation

11.7 This arrangement is affected by the following legislation:

- Health and Safety at Work Act;
- Management of Health and Safety at Work Regulations; and
- Health and Safety (Display Screen Equipment) Regulations as amended by the Health and Safety (miscellaneous amendments) Regulations.

Further reading

[DSE A Brief Guide indg36.pdf](#)

[DSE Set Up Diagrams.docx](#)

[ciehworkingfromhomeinfographic1664880835794.pdf](#)



Section 12: Electrical Testing

HSA11

What does this involve?

- 12.1. For portable / transportable electrical equipment in low risk environments this will often involve a competent member of staff carrying out a simple periodic visual inspection of the equipment concerned. The member of staff should have basic electrical knowledge and common sense, and basic training may be all that is required. As of 2017, Tyler Grange will undertake annual PAT testing. As of October 2025, PAT Testing for Main Offices will be conducted by an external company. The smaller offices will continue to be tested in-house by a competent and qualified member of staff.

What should they be looking for?

- 12.2. Initially you need to identify what equipment you have and how it is used. You should check the equipment, cable and plug for signs of:
- Damage to cable coverings;
 - Damage to the plug;
 - Non-standard joints;
 - Equipment being used in conditions where it is not suitable (e.g. wet);
 - The outer covering of the cable not being gripped where it enters the equipment (or plug);
 - Overheating such as burning or staining; and
 - Damage to the outer cover of the equipment.
- 12.3. You should also check whether the correct type of fuse is being used, but where moulded plugs are not used; you can remove the cover and check:
- The outer part of the cable is held tightly by the cord grip;
 - Wires are attached to the correct terminals;
 - No bare wire is visible other than at the terminals;
 - Screws are tight; and
 - There are no signs of internal damage, or entry of dust or liquid.

Testing

- 12.4. Visual inspections may suffice for many types of equipment, but it is recommended that earthed equipment should have an occasional combined inspection and test (carries a “double square” symbol). Combined inspection and testing ought to be done following repair or modification and when there is reason to believe that equipment is faulty, damaged or contaminated in a way that cannot be confirmed by visual inspection alone.
- 12.5. Testing of simple low risk equipment doesn’t have to be carried out by an electrician, although a higher level of competency will be needed than for inspection alone. They will need to have the right equipment and know how to use it properly. The designated tester for Tyler Grange is Andrew Nimmo, an employee and qualified tester. The tests are carried out on certified



equipment.

Frequency of checks

- 12.6. This will depend upon the type of equipment in question. The following table can be used as a guide for initial intervals (this should be kept under review):

Equipment and environment	User checks	Inspection and test
Battery operated (<20 volts)	No	No
Extra low voltage; e.g. phones, low volts lamps	No	No
IT equipment, VDU's, laptops and desktops	No	1 - 2 years
Photocopiers, faxes, etc. (rarely moved)	No	2 - 4 years
Double insulated fans table lights, projectors, etc.	No	2 - 4 years
Double insulated but handheld	Yes	0.5 - 1 years
Earthed equipment; kettles, floor cleaners	Yes	1 - 3 years
Cables and plugs connected to the above	Yes	1 - 2 years
Extension leads	Yes	1 - 2 years
Fixed supplies (NICEIC tests within premises)	No	4 -5 years

Records

- 12.7. You are not required to keep records of maintenance of portable / transportable electrical equipment. It is, however, good practice because it will help you to keep track of what has been tested or inspected, and when they are next due. It can also give you a clearer picture when deciding if the suggested intervals above need to be altered depending on past experience. An example Portable Appliances Register is contained in the document library. Tyler Grange have up to date records of all tests: [11 - HSA11 Electrical Testing](#).

Installations

- 12.8. The Institution of Engineering and Technology (IET) has set out their recommendations for the intervals of testing electrical installations. They suggest that the maximum period between inspections and tests for general commercial premises is five years but also give more specific guidance for industrial premises; buildings open to the public and other special installations.



Section 13: Fire Precautions

HSA10

Introduction

- 13.1. Fire kills. It can quickly escalate out of control and requires vigilance to ensure the risks are minimised as much as possible.
- 13.2. Fire costs money – the costs of a serious fire can be significant and afterwards many businesses do not reopen. This arrangement advises on good practice to prevent fire wherever possible and to minimise the outbreak and spread of fire and to ensure the safety of personnel in the event of fire. Application of the following good practice will assist the company in complying with health and safety legislation and also ensure that the risks associated with fire in the workplace are identified and managed to an acceptable level.
- 13.3. The personal safety of staff and those who may be affected by our work activities is paramount at all times. To prevent fire-related injuries the recommended option is to evacuate the work place and summon assistance from the emergency services. Team members will not be expected to endanger their safety to protect property.
- 13.4. More information is available here:

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>

Fire risk assessment

- 13.5. A fire risk assessment is required for all non-domestic properties. A fire risk assessment will examine the workplace and working practices carried out that will help to decide the nature and extent of the risks and identify the precautions which will need to be provided. The assessment will consider the safety of all team members and visitors to the office especially disabled people with special needs who may be visiting the premises.
- 13.6. The fire risk assessment will be carried out by a competent person, and the significant hazards and conclusions will be recorded. To ensure that the control measures in place are still effective the fire risk assessment must be reviewed and revised whenever there is any significant change, which could lead to new hazards.

Fire evacuation procedures

- 13.7. Fire evacuation procedures are to be developed and be clearly displayed. All means of escape must be kept free of obstructions or any materials which may constitute a hazard to the route.

Roles and responsibilities

- 13.8. The Director must ensure:
 - Suitable and sufficient fire risk assessments are completed and recorded by a competent



- person (HSW Lead); and
- A competent person (Office Lead / Manager / Director with HSW Lead support) will undertake the day-to-day implementation of these procedures. In addition, all employees undergo Fire Marshal training, and a competent person/s are to be appointed as Fire Safety Marshals under the direction of the Office Lead/Manager/Director.

13.9. The Office Lead / Manager / Director, supported by the HSW Lead, is responsible for ensuring:

- a) fire precautions will be periodically checked;
- b) all escape routes and exit doors will be kept clear;
- c) items of any description will not be left or stored in stair enclosures or corridors;
- d) fire alarm call points, sounders and smoke detectors will be inspected and maintained annually;
- e) emergency lighting will be inspected and maintained every 12 months;
- f) fire action notices stating the action to be taken in the event of fire will be displayed throughout the site;
- g) all fire-fighting appliances will be inspected / tested annually by a competent person;
- h) appropriate training in fire safety and Fire Marshals will be given to all team members;
- i) fire evacuation practices will be undertaken at least once, preferably twice per year without prior notice;
- j) No smoking or vaping takes place in any premises; and
- k) ensure all above actions are recorded in the TG Fire Safety Log Book.

Note: Contractor's site fire risk management policy is the responsibility of the Main Contractor, engineers are to adhere to these policies.

13.10. Fire alarm systems will be checked according to the following regime:

- **Daily** – check each exit is clear and unobstructed;
- **Weekly** – check location of fire extinguishers. Check battery operated smoke detectors;
- **Monthly** – carry out an announced alarm test by operating a call point and check the sounders were heard clearly in all areas (duration 1 minute minimum);
- **Six-monthly - Annually** – carry out an unannounced practice fire drill to include evacuation, by operating a call point (record duration until building is empty and all known personnel are accounted for);
- **Annually** – carry out a full test of the system, including all of the above points, plus an engineering check of every detector and call point for direct operation in situ and a load test of the stand-by battery. Check activation of battery-operated smoke alarms with smoke (extinguished candle); and
- In all cases, other than a daily exit check, test results will be logged together with any deficiencies and actions taken.

13.11. Emergency lighting tests will be carried out as follows:

- **Regularly** – Indicators of central power supply will be visually inspected for functionality;

Note: This is a visual inspection of indicators to identify that the system is in condition and does not require a test of operation.

- **Monthly** – Switch each luminaire and each internally illuminated exit sign to emergency



mode so, it draws power from the battery. This simulates a failure of the supply of the normal lighting and continues for a period sufficient to ensure that each lamp is illuminated. At the end of this test period, the supply to the normal lighting will be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored; and

Note: The period of simulated failure should be of one-hour duration whilst minimising damage to the system components e.g. lamps. During this period, all luminaires and signs will be checked to ensure that they are present, clean and functioning correctly.

- **Annually** – each luminaire and internally illuminated sign shall be tested as per monthly test but for three hours; the supply of the normal lighting shall be restored and any indicator lamp or device checked to ensure that it is showing that normal supply has been restored. The charging arrangements will be checked for proper function.

13.12. In all cases, records of tests and comments with actions and follow up reports will be kept and sent to the Board of Directors.

13.13. Fire risk assessments will be conducted and recorded annually by a competent person under the direction of the Managing Director.

13.14. Team members must ensure:

- Compliance with fire precautions;
- That the workplace and evacuation routes are kept free of obstructions; and
- Adhere to no smoking or vaping on premises.

Legislation

13.15. This arrangement is affected by the following legislation:

- Health and Safety at Work Act;
- Management of Health, Safety and Welfare at Work Regulations; and
- Regulatory Reform (Fire Safety) Order.

Further Information

[TG_200_020 Office Safety Inspection Checklist.doc](#)

[Fire Safety Risk Assessment Form](#)

[Chief Fire Officers Association: Making your premises fire safe](#)

[Fire Safety By Premises](#)



Section 14: First Aid

HSA13

Introduction

14.1. Tyler Grange is committed to providing a safe place of work with suitable welfare arrangements. This includes ensuring that comprehensive and effective first aid arrangements are in place to reduce the effects of injury or illness suffered at work. Every employee completes an Emergency at Work first aid training, which takes place every three years, with a Tyler Grange Annual Refresher.

Risk assessment

14.2. First aid requirements should be determined by guidance in 'First Aid at Work L74', an HSE publication available in the HSA13 appendices folder.

First aiders

14.3. A first aider is an employee who has been trained to competently administer first aid at work and holds a current certificate and has been appointed by the company. First Aiders will:

- Preserve life until medical help arrives;
- Limit the effects of the injury or illness;
- Evacuate the casualty safely;
- Promote recovery;
- Get the casualty medical help if required;
- Help deal with illness, injuries and emergencies which may occur at the workplace;
- Ensure adequate, well-maintained equipment for the provision of first aid;
- Add details of any first aid provided during an incident to the incident report form;
- Provide first aid to non-team members visiting company premises where requested by the visitor to do so, or where the visitor is not in a position to request first aid due to their condition; and
- Not give tablets or medicines to treat illness.

14.4. All arrangements for first aid will be brought to the attention of all team members. In the event of an incident requiring first aid, procedures will be in place to ensure immediate notification and release of a first aider.

14.5. All workers that travel away from the office shall be issued with first aid kits.

14.6. A first aid kit will be available at each office.

Emergency services

14.7. Where assistance is called from the emergency services the Team Leader should follow the guidance provided in [HSG02-02](#).



First aid equipment

Minimum first aid equipment	Useful additions
<ul style="list-style-type: none">• An easily identifiable watertight box;• 20 adhesive dressings in assorted sizes;• 6 medium sterile dressings;• 2 large sterile dressings;• 2 extra-large sterile dressings;• 2 sterile eye pads;• 6 triangular bandages;• Disposable gloves;• Tick tweezers; and• Non-alcoholic wound cleaning wipes.	<ul style="list-style-type: none">• Scissors;• Sterile water;• Cotton wool;• Adhesive tape;• Plastic face shield or pocket face mask;• Whistle; and• Notepad and pencil.

14.8. First aid boxes must be clearly marked with a white cross on green background. The contents of boxes must be checked regularly and replenished after use or after a prescribed shelf life.

14.9. Soap, water and disposable drying materials should be provided. Where soap and water are not available, individually wrapped alcohol free moist wipes may be used. Where mains tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) must be provided in sealed, disposable containers.

14.10. In addition, supplies of disposable plastic gloves and other protective equipment considered appropriate should be provided and stored near the first aid materials.

Emergency services

14.11. Where assistance is called from the emergency services the Team Leader should follow the guidance provided in [HSG02-02](#).

Roles and responsibilities

14.12. HSW Lead must ensure:

- The risk assessment contains first aid details;
- Ensure First Aiders hold current first aid qualifications; and
- Provide adequate first aid equipment.

14.13. Team Leader must ensure:

- The risk assessment contains first aid details and in high-risk activities enter full first aid arrangements;
- Sufficient First Aiders are identified;
- Ensure First Aiders hold current first aid qualifications;
- Provide adequate first aid equipment; and
- An accident report is filled out for any incident occurring to team members during work activities.



14.14. First aiders will:

- Help deal with illness, injuries and emergencies which may occur at the workplace\ensure adequate, well-maintained equipment for the provision of first aid;
- Add details of any first aid provided during an incident to practices incident report form;
- Provide first aid to non-team members visiting the practice; and
- All first aid staff will only give treatments for which they have been trained. Staff who regularly treat cuts and come into contact with blood or other bodily fluids will ensure that they follow safe handling procedures to protect themselves against blood borne viruses such as Hepatitis B and HIV. Immunisation against Hepatitis B can be obtained from your Doctor after consultation with the HSW Lead or Director.

14.15. Team members must ensure:

- They are familiar with the first aid arrangements; and
- Report any work-related injury or ill health to the HSW Lead by recording it using the accident form ASAP.

Legislation

14.16. This arrangement is affected by the following legislation:

- Health and Safety at Work Act;
- Management of Health and Safety at Work Regulations;
- Management of Health, Safety and Welfare Regulations; and
- Health and Safety (First Aid) Regulations.

Further reading

[First Aid at Work Approved Code of Practice L74](#)

[TG_100_47_H&S Training Matrix.xlsx](#)



Section 15: Stress

HSA28

Introduction

- 15.1. The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.
- 15.2. Stress may arise from external factors or work or a combination of both. Every job has its own pressures and demands appropriate to the role. A moderate amount of pressure may motivate people. Indeed, a lack of pressure or stimulation can be just as stressful for some people as too much pressure can be for others. It is when an individual experiences too much stress or sustained pressure that people find it hard to cope.
- 15.3. The company is committed to protecting the health, safety and welfare of its team members and recognises that workplace stress is a health and safety issue. The company realises the importance of identifying and reducing workplace stresses that may be detrimental to the health of team members.
- 15.4. This policy will apply to everyone in the company and Team Leaders & Project Managers are responsible for the implementation and the company is responsible for providing the necessary resources.

Objectives

- Identify all workplace stresses e.g. workload, workplace violence and control the risks from stress;
- The company will endeavour to identify all team members suffering from workplace stress and control on all risk assessments and conduct an Occupational Stress Risk Assessment to eliminate stress or control the risks from stress. This risk assessments will be regularly reviewed;
- The company will provide training for all Team Leaders & Project Managers and supervisors in good management practices;
- The company will offer confidential counselling for team members affected by stress caused by their work; and
- The company will offer confidential support and signposting for team members with Tyler Grange Mental Health First Aiders.

Roles and responsibilities

- 15.5. Team Leaders & Project Managers:
 - Conduct and implement the control measures identified in stress related risks assessments;
 - Ensure good communication between team leaders and team members particularly



when there are organisational and procedural changes;

- Make it known that bullying and harassment is not tolerated; and
- Be vigilant and offer such additional support as may be possible to a member of staff who they know is experiencing stress outside work e.g. bereavement or separation.

15.6. Training and development planning:

- Ensure team members are given appropriate training to be able to discharge their duties;
- Plan for team members to be provided with meaningful developmental opportunities, within the resources available for such opportunities in their area; and
- Ensure they attend appropriate training.

15.7. Monitoring how people are working, using where appropriate existing procedures such as appraisal:

- Examine workloads to ensure that people are not unreasonably loaded;
- Examine working hours to ensure that team members are working efficiently and effectively, without feeling under pressure to work excessive hours;
- Monitor holidays to ensure that team members are able to take their full entitlement;
- Monitor overtime, where it is exceptionally being worked, to ensure this is not placing excessive demands on any individual member of staff;
- Report and manage all sickness absence; and
- Manage workloads in the circumstances of absence or vacancies to ensure that other team members are not adversely affected over a prolonged period.

15.8. Team Leader:

- Assist in monitoring the effectiveness of measures to address stress e.g. by collating and reporting on sickness absence statistics; and
- Advise Team Leaders & Project Managers and individuals on training requirements and how these might be met.

15.9. Team members:

- Raise issues of concern with their Team Leader or HSW Lead;
- Take advantage of training and developmental opportunities offered;
- Take appropriate breaks during the working day and take their leave entitlement;
- Ensure that bullying and harassment is not tolerated within their area of work; and
- Be vigilant and offer support to colleagues who are experiencing stress outside work.

Legislation

15.10. This arrangement is affected by the following legislation:

- Health and Safety at Work Act; and
- Management of Health and Safety at Work Regulations.

15.11. There is no specific legislation concerning stress. However, employers have a legal duty to protect workers from stress at work by doing a risk assessment and acting on it, the same



duty as other health and safety risks.

Further Reading & Information:

[TG Occupational Stress RA VF. Final 06012025.docx](#)

Wellbeing handouts: [28 - HSA28 Wellbeing](#)

Stress related information: [Stress](#)

[Mental Health First Aiders 12.2025.pdf](#)



Section 16: Manual Handling Activities

HSA15

Introduction

16.1. Manual handling is one of the most common causes of absence through injury in the workplace in the UK. Tyler Grange accepts that all team members will manually handle items as part of their job and shall assess the competence of the team members involved, give training in manual handling techniques to greatly reduce and indeed prevent damage through good practice – effective lifting, using the legs rather than the back. The company recognises the need to take appropriate steps to reduce the risk of injury to team members from manual handling operations.

Manual handling assessments

16.2. Manual handling operations should be avoided where practicable by redesigning the task. Where it is not possible to avoid undertaking any manual handling operations which involve a risk of injury, Team Leaders & Project Managers need to arrange for an assessment to be carried out.

Risk assessments

16.3. The company has produced risk assessments of common tasks and will continue to risk assess manual handling operations and reduce risks so far as is reasonably practicable. Suggestions to reduce risk and better manage manual handling are given on the RA Template.

16.4. Risk assessments identify significant risk and suitable control measures to be introduced to reduce the risk of injury to the lowest extent reasonably practicable. Assessment should consider the TILE/LITE approach as follows.

16.5. The Task:

- Avoiding the need for frequent bending, twisting and reaching;
- Minimising carrying distances lifting from no lower than knee height to no higher than shoulder height where possible; and
- Special considerations for handling while seated.

16.6. Individual capability:

- The ability to carry out manual handling varies between individuals. Therefore, any assessment should not concentrate solely on individual capability but predominantly on the load, task or workplace design.

16.7. The Load:

- Reducing the weight of the load\making loads less bulky and easier to grasp;
- Providing handles, grips or indents;



- Wearing gloves to protect against sharp edges or splinters; and
- Where loads are particularly heavy or awkward, introducing automated or mechanical aids or a requirement for handling by two or more persons.

16.8. The Working Environment:

- Adequate and clear space or working area;
- Lighting, heating, ventilation and weather conditions;
- Condition of flooring and other working surfaces;
- Carrying out tasks on a single level where possible; and
- Reducing the need to use steps, steep slopes and especially ladders.

16.9. Age and health conditions can affect physical capability. Particular care should be taken for women who are pregnant or during the three months following a return to work after childbirth. A risk assessment shall be carried out by the manager on notification.

Assessment review

16.10. The assessment must be kept up to date. It must be reviewed if there is reason to suspect that it is no longer valid or there has been a significant change in the manual handling operations to which it relates. The assessment must also be reviewed if a reportable injury occurs and modifications to procedures made if necessary.

Roles and responsibilities

16.11. The Team Leader must ensure that:

- Manual handling assessments are carried out where necessary and records kept;
- Adequate information, training and supervision is provided regarding manual handling activities;
- Incidents related to manual handling are investigated and remedial measures taken;
- Safe working procedures are followed for all manual handling operations;
- Safety arrangements for manual handling operations are regularly monitored, reviewed and amended where appropriate; and
- Special arrangements are made, where necessary for individuals with health or physical conditions, which could overly be affected by manual handling operations.

16.12. Team members must ensure that:

- They make full use of equipment provided and follow the safe working procedures prescribed for manual handling tasks; and
- Inform their Team Leader about any physical condition suffered, which might reasonably be considered to affect their ability to undertake manual handling operations safely.

Legislation

16.13. This arrangement is affected by the following legislation:

- Health and Safety at Work



- Management of Health and Safety at Work Regulations
- Manual Handling Operations Regulations
- Manual Handling-Guidance on Regulations -L23

Further reading

[HSE: Manual Handling at Work](#)

[HSF15 Manual Handling Risk Assessment](#)



Section 17: Safe Working at Height

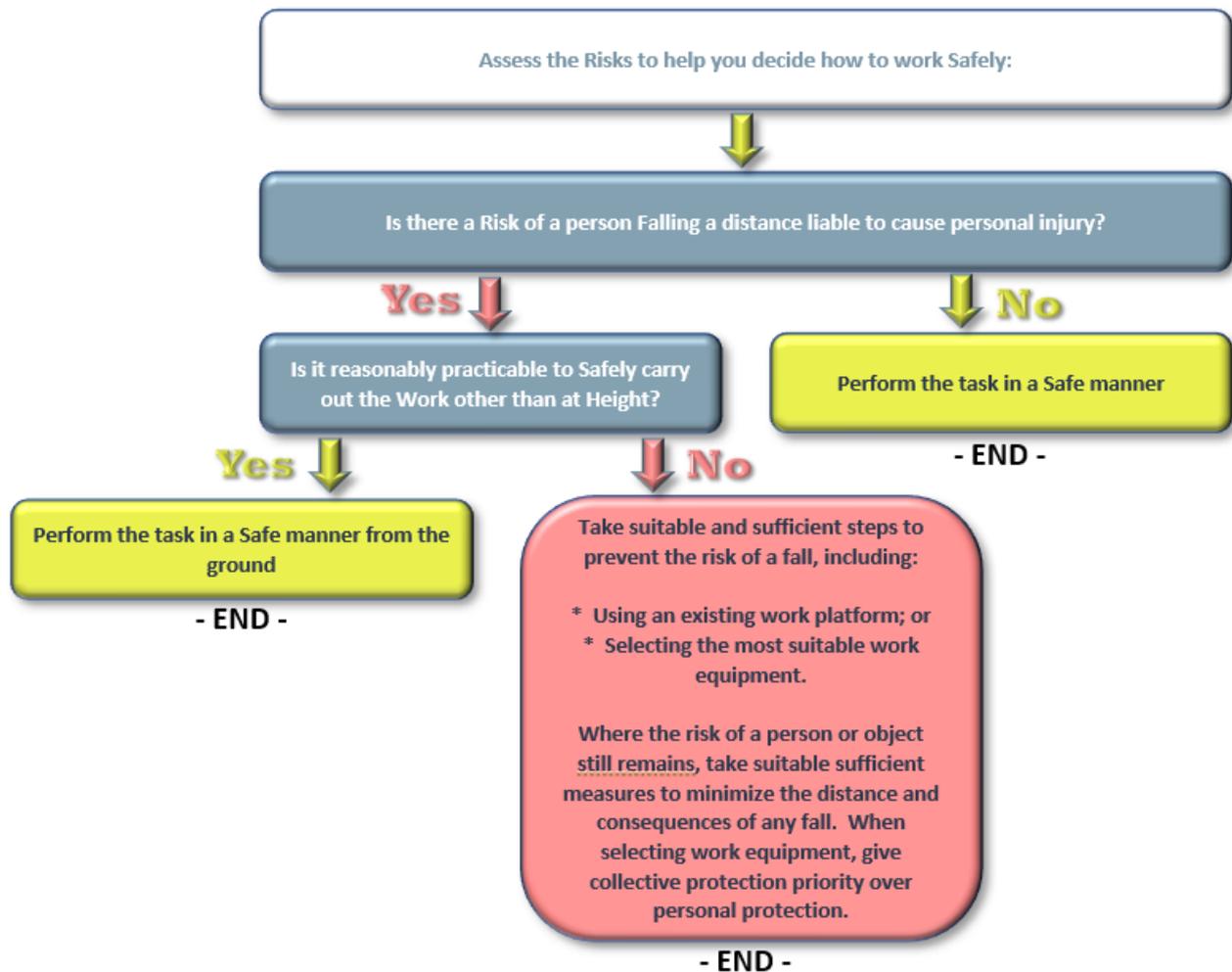
HSA16

Introduction

- 17.1. Falls from height are the most common cause of fatal injury and the second most common cause of major injury at work. While high falls greater than 2 metres account for the majority of fatalities and major injuries it is low falls (less than 2 metres) that account for the majority of falls from height.
- 17.2. The company recognises the need to reduce these risks, and this arrangement applies to all work at height where a person could be injured even if it is at or below ground level irrespective of fall height.
- 17.3. The Work at Height Regulations adopts a risk-based approach so that compliance is proportionate to the risk involved. The overriding principle is to prevent any person falling a distance liable to cause personal injury; above or below ground level.
- 17.4. The prescribed hierarchy for safe work at height is as follows and shall be adopted by Tyler Grange:
 - **Avoid** the risk by not working at height;
 - **Prevent** falls - where it is not reasonably practicable to avoid work at height, by assessing the risks and taking measures to allow the work to be done whilst preventing people or objects falling. This might include ensuring the work is carried out safely from an existing place of work or choosing the right work equipment to prevent falls; and
 - **Mitigate** the consequences of a fall - where the risk of people or objects falling still remains you should take steps to minimise the distance and consequences of such falls. This also involves the selection and use of work equipment and preventing those not involved with the work entering the hazardous area.



Work at height flowchart



17.5. At all stages we as a company will give collective protective measures (e.g. scaffold, mewps, guard rails, nets, etc.), precedence over personal (e.g. safety harnesses) protective measures.

17.6. The company will:

- a) assess the risk to determine a safe way to work;
- b) follow the above hierarchy;
- c) plan and organise the work taking account of emergency measures, possible weather and environmental conditions;
- d) make sure that those working at height are competent to do so, understand the risks and the risk assessment method statement;
- e) use appropriate work equipment;
- f) manage risks from working round or on fragile surfaces; and
- g) carry out inspections on equipment to be used and the work area itself.

17.7. Key steps to be adopted by Tyler Grange are:

- a) plan the work, provide a step-by-step activity plan in the risk assessment method statement;



- b) involve those who will be doing the work and check their understanding;
- c) choose the most appropriate equipment;
- d) supervise proportionately to the task and associated risk;
- e) plan for emergencies and rescue arrangements;
- f) consider the effects of weather; and
- g) consider access to the workplace.

17.8. Mobile Elevating Work Platforms (MEWPs) will not be used as a means of access to or from another structure or surface.

Portable ladders and step ladders

17.9. More workers fall from portable ladders than any other access equipment. Since the introduction of the work at height regulations, there have been rumours claiming that ladders are illegal or banned by HSE. These Regulations do not ban ladders but say they should be used only when all other safer alternatives for work at height have been ruled out. Portable ladders may be used if the task is low risk and for short duration.

17.10. Ladders will only be used, either for access and egress or as a place from which to work, where a risk assessment shows that the use of other equipment is not justified because of the low risk and the short duration of the job or unalterable features of the worksite. If ladders are to be used to work from, and not just for access or egress, the company will make sure that:

- A secure handhold and secure support are available at all times;
- The work can be reached without stretching; and
- The ladder can be secured to prevent slipping i.e. stepped by another team member.

Examples of work activities permitted from portable ladders:

- In one position for a maximum of 30 minutes;
- Light work, ladders are not suitable for strenuous or heavy work, only carry materials (up to 10kg);
- Handhold is available on the ladder or stepladder;
- Where you can maintain 3 points of contact (hands and feet); and
- On a ladder where you must carry something you must have one hand free to grip the ladder.

Set up and use of a ladder

- On firm ground or spread load on board;
- On level ground;
- On clean solid surfaces so ladder feet can grip;
- At least 6 metres away from overhead power lines;
- Protect from moving vehicles and other people; and
- Only one person at a time should climb or descend.

Securing a ladder

17.11. A portable ladder must be prevented from slipping during use by team members.



- Whenever possible tie the ladder to prevent sideways movement, where this is not possible use a safe unsecured ladder at correct angle of 75 degrees or the 1 in 4 rule (1 unit out for every 4 units up). If available use ladder stability device;
- If this is not possible then securely wedge the ladder (e.g. against a wall); and
- If none of the above is possible a second person must foot the ladder - footing is the last resort.

Risk Assessment Method Statement

17.12. A risk assessment method statement should be completed prior to work commencing as this is considered a high-risk activity, taking into account:

- Weather conditions that may endanger health & safety;
- Supervision, training and competency of all staff working at height;
- The risk of falling through fragile roof surfaces;
- The risk of objects falling from the work platform; and
- Emergency actions, in particular the need to rescue anyone involved in a fall from height.

Ladder inspections

- A register of all ladders shall be maintained;
- All ladders shall receive an annual inspection, carried out by internal competent person in accordance with the manufacturer's instructions to be recorded and filed in the Working at Height folder, this will be completed by the Kit Lead at each office from January 2026. The HSW Lead will monitor completion of training and inspection completions;
- A visual inspection of ladders shall be carried out before each use, using the Pre-Use Ladder Checklist, and keep completed Checklists in the Project Teams Folder with the risk assessments; and
- Records of all such inspections and checks will be kept for five years.

Pre-Use Checks

17.13. Pre-use checks do not have to be recorded on the ladder inspection sheet but should be part of the users training. Before using a ladder, complete the Pre-Use Checklist:

- Look for visible defects such as bent or broken rungs;
- Do not use damaged or defective ladders; and
- Pre-use checks are critical as damaged ladders often continue to be used. In particular, missing ladder feet will increase the risk of a ladder slipping.

Roles and responsibilities

17.14. Team Leaders & Project Managers must ensure:

- Supply full information, instruction and training into the use and inspection of ladders; and
- Replace any faulty ladders.



17.15. Team members must ensure:

- Ladders are only used when it has been identified through a full risk assessment that it is appropriate to do so;
- Any faulty ladders are reported and taken out of use immediately;
- Inspections of ladders are carried out and findings recorded; and
- All safe systems of work are followed.

Legislation

17.16. This arrangement is affected by the following legislation:

- Health and Safety at Work Act;
- Management of Health and Safety at Work Regulations;
- Construction (Design and Management) Regulations;
- Workplace (Health, Safety, & Welfare) Regulations;
- Provision and Use of Work Equipment Regulations;
- Working at Height Regulations; and
- Lifting equipment and lifting operations Regulations .

Further reading

[HSE: How to use Ladders and Stepladders Safely](#)

[Natural England: How to inspect telescopic ladders](#)

[LA455-Safe-Use-of-Ladders-and-Stepladders-A-brief-guide.pdf](#)

[TG_200_025 Ladder Inspection Procedure.docx](#)

[TG_100_231 Ladder Inspection Checklist Template.docx](#)

[TG_200_024 Pre-Use Checks for Ladders \(form\).docx](#)

[RAMS_007 Working at Height_ladders.docx](#)

[RAMS_009 Working at Height_MEWPS&Scaffold.docx](#)



Section 18: Management of Occupational Road Risk

HSA17

Introduction

- 18.1 Information provided by the Health & Safety Executive (HSE) indicates that up to 30% of road traffic accidents involve somebody who is at work. This may account for over 20 fatalities and 250 serious injuries every week, many incidents resulting from inattention and distraction as well as failure to observe the Highway Code.
- 18.2 Health and safety legislation equally applies to on-the-road work activities as well as all other work activities. The company therefore has a responsibility for the safety of team members while driving for work and to ensure that others are not put at risk by our work-related driving activities.

Fatigue

- 18.3 Fatigue is a major cause of road crashes in the UK. Fatigued drivers have slower reaction times and suffer from reduced attention, awareness, and ability to control their vehicles. Studies show that:
- 4% of fatal crashes and 2% of all collisions in Britain are caused by tiredness;
 - Peak times for fatigue-related crashes are within the hours of 02.00-06.00 and 14.00-16.00 when drivers are naturally sleepier;
 - Drivers at 6am are 20 times more likely to fall asleep at the wheel than at 10am; and
 - One in eight drivers (13%) admit falling asleep at the wheel, and nearly two fifths (37%) have been concerned about falling asleep while driving.
- 18.4 However, it is likely that the true figures are far higher because fatigue is hard to spot; unlike alcohol and drugs, police can't test for tiredness. Motorways and dual carriageways are the most common roads for sleep-related crashes due to the monotonous road environment and lack of interruptions or driver stimulation. Crashes caused by drivers falling asleep typically involve vehicles running off the road or into the back of another vehicle. They tend to be high-speed crashes, because drivers do not brake before crashing, so the risk of death or serious injury is high. Even if tired drivers don't fall asleep, they still pose a danger. Research suggests driving tired can be as dangerous as drink-driving and is a significant factor in many rear end crashes.

Influences

- 18.5 Many factors can contribute to driver tiredness and increase the risk of being involved in a fatigue related crash. These include:
- **Lack of sleep or disturbed sleep:** This could be due to disruptions in life such as a new baby, busy schedules or stress, or could be due to sleep disorders such as narcolepsy,



insomnia or sleep apnoea;

- **Time of day:** The most common times for drivers with normal sleep patterns to fall asleep at the wheel are early morning (2am-6am) and early afternoon (2pm-4pm). These times are when the body clock reaches a natural dip, causing drowsiness and reduced concentration;
- **Stress:** Tiredness and difficulty concentrating are typical symptoms of stress;
- **Irregular sleep patterns:** This can be a problem caused by irregular work shifts and switching from day to night shifts without having sufficient time off in between for your body clock to adjust. Research has found shift workers are particularly high risk for sleep-related crashes;
- **Driving for long periods:** Driving ability deteriorates after two hours of continuous driving, as you become less able to concentrate, and slower to react to hazards. The longer you drive, the more rest you need to recover driving performance. Breaks are therefore recommended every two hours;
- **Vehicle engineering:** Modern vehicles are usually quiet and comfortable for the driver, meaning a more relaxed drive. This can lull drivers, particularly in vehicles fitted with comfort-enhancing features such as cruise control; and
- **Medication:** Some prescription and over-the-counter drugs can cause drowsiness and impaired alertness. Medications may carry warnings that are not clear they impair driving, for example small print that only advises not to operate heavy machinery.

Signs of fatigue

18.6 Fatigue does not occur without warning, and most people recognise symptoms but underestimate the dangers of continuing to drive. Warning signs include:

- Increased difficulty concentrating;
- Yawning; heavy eyelids;
- Eyes starting to 'roll'; and
- Neck muscles relaxing, making the head droop.

18.7 A 'microsleep' occurs when someone nods off for between two and 30 seconds without realising or remembering it, often known as head-nodding. This occurs when people are tired but trying to stay awake, most common in monotonous situations, like motorway driving at night.

18.8 After a microsleep a driver may feel like they've just briefly nodded their head, but they have actually been asleep. During this time, they will have been completely unaware of the road and unable to control their vehicle. In six seconds, a vehicle being driven at 70mph travels about 200 metres, which is enough time to veer across three lanes of traffic or into the central reservation.

18.9 Male drivers are more likely to experience sleep-related crashes than females. Drivers under 30 are at higher risk than older drivers and are most likely to crash due to tiredness in the early morning after little or no sleep. Not getting enough sleep.

Mitigating fatigue

18.10 The best way to avoid driving tired is to get plenty of rest beforehand, particularly if setting



off early in the morning:

- **At least seven to nine hours is recommended;**
- Driving on less than five hours sleep results in a one in ten chance of not staying awake on a lengthy journey. **Do not Drive Tired;**
- Plan journeys to include rest breaks of at least 20 minutes at least every two hours;
- If driving late in the day, especially after a busy day, having a nap before setting off can help alertness; and
- **If tiredness kicks in it is important to STOP and rest as soon as possible.**

Note: Trying alternate measures such as winding down the window, listening to music and talking to a passenger do not help.

18.11 **Take a break, the only cure for tiredness is sleep:**

- Having a nap for 20 minutes or more is more effective in reducing driver sleepiness than an active break such as getting out of the vehicle and walking around; and
- Follow procedure for staying overnight in hotels. Ensure that any Air B&B's that are booked have a locking bedroom and bathroom door.

Preparation before driving

18.12 Before commencing daily driving, the driver must check that their vehicle is roadworthy and suitable for the work intended.

18.13 The following checks should be included:

- Check engine oil and coolant levels. (Note: topping up any of these items more frequently than once per week suggests a fault and it should be reported to the relevant manager);
- Check auxiliary fluid levels (applies to specialist vehicles);
- Check that tyres are correctly inflated and carry no apparent defects or damage and that the tread depth is within the specified legal limit;
- It is illegal to use a tyre that:
- Does not have a depth of at least 1.6mm in the grooves of the tread pattern throughout a continuous band measuring at least three-quarters of the breadth of the tread and around the entire outer circumference (and a visible tread pattern on the remaining quarter);
- Does not have a groove depth of at least 1.6mm in the tread pattern where the original pattern did not extend beyond three quarters of the breath of the tread;
- Is not suitably inflated for the use to which the vehicle or trailer is put;
- Has a cut in excess of 25mm or 10 per cent of the section width of the tyre, whichever is the greater, deep enough to reach the ply or cord;
- Has a lump, bulge or tear caused by separation or partial fracture of its structure;
- Has any portion of the ply or cord exposed;
- Ensure that all windows, but particularly the windscreen and rear windows are clean and that the rear view mirrors are clean and correctly adjusted;
- Check the condition and operation of lights, windscreen wash / wipe, horn and warning devices;
- Check that there is sufficient fuel to complete your driving tasks for the day or any out of



- hour's work; and
- Immediately after moving off, check that your brakes are effective.

18.14 The promotion and application of good driving practices and procedures have been reinforced with the Risk Assessment Method Statement; 'Occupational Road Risk' which details the TG Driving Charter. Sensible precautions on the part of Team Leaders and Project Managers will minimise the risks involved and ensure that all team members that use the road do so as safely as possible.

18.15 This arrangement applies equally to all staff who drive a company owned or hired vehicle or their own vehicle on company business including those who drive or ride occasionally or for short distances for work activities. Any failure to follow the guidance included in this arrangement will result in disciplinary action and may lead to dismissal.

Roles and responsibilities

18.16 Team Leaders & Project Managers are responsible for ensuring that:

- Planning and logistics – Site works are to be allocated to team members based on distance from home;
- Site specific journey planning and fatigue mitigation measures are included within the Initial site assessment;
- Risks from work related driving activities are managed and that the safety of staff or others who may be affected by our operations are not endangered;
- The Occupation Road Risk RAMS document is included within the project folder and is read and understood by team members;
- Driving is not encouraged unnecessarily and that alternatives to driving are considered e.g. use of video or telephone conferences or public transport;
- Drivers have been suitably trained, if relevant are experienced and hold valid driving licences for the type of vehicle to be driven and are provided with additional training where appropriate;
- Work schedules are realistic and do not encourage staff to break speed limits or take undue risks;
- All near misses, losses and accidents are investigated; and
- Drivers working hours are monitored and controlled by the resourcing team / project managers.

Driver

18.17 Drivers are responsible for:

- Ensuring that they hold a current driving licence, valid for the type of vehicle to be driven;
- Notifying the company of any driving offences, disqualifications or convictions irrespective of cause;
- Ensuring they have had sufficient sleep, are fit to drive and reporting any medical condition or infirmity that may affect the ability to drive or hold a valid driving licence;
- Following their journey management plan and this policy;
- Notifying the company of near misses, incidents and accidents;
- Ensuring their vehicle is roadworthy and undertaking pre-use inspections;



- Notifying the company of change of vehicle and providing appropriate vehicle documentation;
- Ensuring that vehicles provided by the driver for use on company business are suitable for the intended purpose and are suitably maintained and insured;
- Obeying posted speed limits and not driving faster than road conditions safely allow;
- Paying fixed penalty notices; and
- Not driving whilst under the influence of alcohol or drugs or any prescribed, or over the counter medication which causes drowsiness.

Eyesight standards

- 18.18 It is a criminal offence for any person to drive a motor vehicle if they cannot read a standard number plate in good daylight from 20.5m (67 feet), using glasses if necessary. If the person needs glasses or contact lenses to do this, then they must wear them whilst driving.
- 18.19 It is also their responsibility to inform their Team Leader if they are experiencing eyesight difficulties.
- 18.20 It is recommended that a professional eye test is undertaken a minimum of every two years.
- 18.21 Any failure to follow the guidance included in this arrangement will result in disciplinary action and may lead to dismissal.

Document checks

- 18.22 Periodic checks of driver documentation shall be completed by the People and Culture Lead (HR) at intervals not exceeding 12 months. The documents to be reviewed include:
- Driving licence;
 - Vehicle insurance with cover for business use; and
 - MOT certificate for vehicles over three years old.
- 18.23 All documentation provided will be original and copies will not be accepted. A record that the document check has been carried out and copies of documents reviewed shall be kept with the individuals' personnel record.

Legislation

- 18.24 This arrangement is affected by the following legislation:

- Health and Safety at Work Act;
- Provision and Use of Work Equipment Regulations;
- Management of Health and Safety at Work Regulations;
- The Working Time Regulations; and
- The Highway Code.

Further reading

[Driving at Work: Managing work-related road safety INDG382, HSE Books](#)
[Staying safe while driving guide](#)



[RAMS_003a Occupational Road Risk \(Driving\) V3 Generic 140824.docx](#)

[TG_100_252 Driving Charter_VF_KG_15.06.23.docx](#)

[Occupational Road Risk - General Info.docx](#)



Section 19: Working Equipment

HSA18

Introduction

- 19.1 The primary objective of the Provision and Use of Work Equipment Regulations (PUWER) is to ensure the provision of safe work equipment and its safe use. Work equipment should not give rise to risks to health and safety, irrespective of age or place of origin. Work equipment is broadly defined as any machinery, appliance, or tool used by an employee at work. The definition is very broad and includes items such as ladders, photocopiers, computers, knives, screwdrivers etc.
- 19.2 Tyler Grange is firmly committed to ensuring that work equipment is suitable for the intended use, is maintained in a safe condition and operated in a safe manner by trained and competent staff. All staff and contractors are required to follow the requirements of these arrangements.

Procurement

- 19.3 The Provision and Use of Work Equipment Regulations (PUWER) applies to all machinery and equipment which is provided for use at work. It is a duty of employers obtaining new work equipment to ensure that it is safe, suitable for the intended use and has been designed and constructed in accordance with relevant essential requirements of European Community "Product Supply" legislation. These requirements are, in general, imposed upon the supplier of the equipment and do not routinely require the user going through them in detail.
- 19.4 Equipment accompanied by an EC Declaration of Conformity listing the relevant European safety standards that are applicable and has CE marking can be treated as complying. Although all equipment brought into use must be marked with the CE Mark we are aware that this may not necessarily mean that the item is compliant with UK law; we will therefore closely inspect all equipment prior to use and identify any areas that may require the addition of guards, safety devices, signage etc. Work equipment means any machinery, appliance, apparatus or tool.

Second hand work equipment

- 19.5 Second hand equipment has to be suitable and safe for its intended use. In most cases it will not have EC marking, however it is the duty of the supplier to ensure that it is safe and has instructions for safe use.

Risk assessment

- 19.6 Tyler Grange must ensure that all activities using work equipment are risk assessed. The risk assessment will identify what control measures are necessary to prevent danger.



Maintenance

- 19.7 All work equipment shall be maintained in safe working order. Guards and safety devices must be maintained in efficient working order and must not, in themselves, cause any increased risk to health and safety.

Information, instruction and training

- 19.8 All team members must be informed, trained, instructed and supervised in relation to machinery guarding and safe operating and maintenance procedures. Persons who use, or supervise the use of work equipment must receive adequate safety training, which includes:

- Correct methods of use;
- An explanation of any risks involved;
- Details of any precautions required;
- Routine inspections;
- How to report defects; and
- Action to be taken in case of emergency.

- 19.9 When out surveying sites personnel must be aware of the importance of machinery safety and not to bypass systems to complete the survey.

Legislation

- 19.10 This arrangement is affected by the following legislation:

- Health and Safety at Work Act;
- Management of Health, Safety and Welfare at Work Regulations;
- Provision and Use of Work Equipment Regulations; and
- Workplace (Health, Safety and Welfare) Regulations.

Further reading

[TG_100_47_H&S Training and Equipment Matrix.xlsx](#)

 [TG Equipment List.xlsx](#)



Section 20: Working Hours and Fatigue Risk Management System (FRMS)

HSA19

Introduction

Working Hours

- 20.1 Work can be good for people's health and wellbeing but long hours at work significantly increases the risk of an accident. Fatigue is often the root cause of severe and major accidents, and it affects people differently but generally it results in being less able to process information, slower reaction times, lapses of attention and a loss of interest in work (See Sect 18).
- 20.2 Tyler Grange has a legal duty to ensure the health and safety of its team members and anyone who could be affected by work activities and the following arrangement provides guidance for the control and management of working hours.

Working time regulations

- 20.3 The Working Time Regulations apply almost without exception to all team members. In general workers aged 18 and over are entitled to:
- Four weeks holiday a year;
 - Work no more than six days out of every seven, or 12 of every 14;
 - Take a 20-minute break if they work more than six hours; and
 - Work a maximum 48-hour average week.
- 20.4 Team members cannot be forced to work for more than 48 hours a week on average. The average weekly working time is normally calculated over 17 weeks. By agreement this can be extended up to 52 weeks. Team members can agree to work longer than the 48-hour limit. This agreement must be in writing and signed by the employee. This is generally referred to as an opt-out; even with a signed opt out individuals should still only work an average maximum of 76 hours per week (7 days).
- 20.5 It is essential that there is an adequate period between the end of one working day and the start of the following working day. The Working Time Regulations state that this should be a minimum of 11 hours. However, dispensation is granted for "workers engaged in activities involving periods of work split up over the day." In any case, this rest period should be sufficiently long and continuous to ensure that fatigue or other irregular working patterns do not cause members of the team to injure themselves and should allow adequate time for sleep, meals, travel to and from home, and be in accordance with the Fatigue Risk Management System outlined below.

Fatigue Risk Management System (FRMS)

- 20.6 The Tyler Grange Fatigue Risk Management System (FRMS) has been developed in



recognition of the fact that the environmental consultancy industry is at particular risk from fatigue related incidents due to the requirement for unorthodox working patterns. The system has been modelled on those that have been successfully employed in the commercial aviation industry and draws on guidance from the International Civil Aviation Authority (ICAO), the International Air Transport Association (IATA), and the International Federation of Airline Pilots' Associations (IFALPA), as well as research carried out by NASA, the US Naval Health Research Centre and the US Foundation for Traffic Safety.

20.7 The system is underpinned by the understanding that fatigue risk management is the joint responsibility of the Tyler Grange management and its employees. Employees are encouraged and expected to highlight fatigue concerns. In return, Tyler Grange commits to acting on and addressing such concerns.

20.8 The effectiveness of the system will be overseen by the Fatigue Support Team (FST). This group will include at least three Team members, representing a cross section of disciplines. The FST will report to the Technical Director.

20.9 The FRMS comprises 6 elements:

1. RED LINES

20.10 The following "Red Lines" apply:

- i. Combined dusk and dawn surveys must not be conducted on consecutive nights*;
- ii. The number of night surveys in one week must not exceed 3*;
- iii. A maximum total of 12 hours should be worked in any 24 hour period (0800-0800);* and
- iv. A minimum 8 hour sleep opportunity should be available in any 24 hour period (midday-midday). In exceptional cases, such as dusk / dawn surveys during the summer months, the 8 hours may be split between no more than two rest periods (e.g. 4/4 or 5/3).

*(*unless authorised by a director)*

2. TRAINING

20.11 For a FRMS to be effective, all personnel who contribute to FRMS safety performance must receive appropriate training. All Employees should receive the following training:

- An overview of the FRMS structure and how it works, including the concepts of shared responsibility and an effective reporting culture;
- Their responsibilities and those of the company;
- Causes and consequences of fatigue;
- FRM processes in which they play a vital role, particularly the use of fatigue assessment and reporting systems;
- The importance of accurate data, and their part in maintaining effective records;
- How to identify fatigue in themselves and others;
- Specific fatigue risk factors with regard to driving;
- Personal strategies they may employ to improve sleep at home and to minimise their own fatigue risk, and that of others while at work;
- Basic information on sleep disorders and their treatment, and where to seek help if needed; and



- This training will be provided on initial introduction of the FRMS, thereafter to all new employees on induction. Tailored refresher training will be provided to all employees on an annual basis. Training will take the form of presentations and workshops. In addition, on-line informational and educational material will be provided and promoted on an ongoing basis.

3. PLANNING

20.12 Weekly resourcing meetings must pay particular attention to the minimising of fatigue in the planning process. Resourcing leads should encourage individuals to take account of “red lines” and exercise their best judgement to ensure that reasonable rest opportunities are built into work schedules. Where this proves difficult, individuals should consider asking for input from other team members or the FST. Where it is not possible, they should request extra resources such as the use of TG Partners (sub-contractors).

20.13 Safety critical tasks (e.g. tree climbing) or operationally critical tasks (e.g. report deadlines) should not be scheduled on the morning following any unsociable hours work. This allows for work to be re-scheduled at short notice should a rest opportunity be required, in the event that an employee finds themselves to be suffering from excessive or unexpected fatigue.

20.14 Individuals should review their projected work schedules in a timely fashion, ensuring their calendar entries are up to date, and voice any fatigue-related concerns to the resourcing team with sufficient notice to make alternative arrangements.

20.15 Individuals should think ahead when planning their own work schedule to enable sufficient rest opportunities. In accordance with the “Red Lines”, they should adapt start and finish times of office or home-based work in order to accommodate the fatigue risk requirements of work during unsociable hours.

20.16 Planners and individuals must be aware of the effect of late notice changes of plan on the ability to achieve adequate rest. Concerns should be addressed, and action taken where necessary.

4. REPORTING

20.17 In order to minimise the risk of fatigue-related incidents, it is vital that individuals are able to assess their own level of alertness, and their potential vulnerability to fatigue-related risk, as well as potential risk to others. They must feel confident to report immediate and/or longer-term concerns, without fear of censure.

20.18 Employees will:

- Self-assess their alertness before, during and after tasks during unsociable hours, and immediately prior to driving for work purposes (this should not be considered in isolation to be a “go / no go” assessment, but a situational awareness tool to aid the individual in their decision-making and potential subsequent reporting of fatigue);
- Accurately log all work hours via Salesforce to enable effective monitoring of weekly working hours and patterns;
- Highlight potential fatigue risks at the planning stage to allow time for re-planning and the potential provision of additional resources; and



- Openly and honestly report all fatigue concerns (short or long term). Employees should in the first instance seek assistance from colleagues, mentors or the FST. Serious concerns or fatigue-related incidents should be reported via an online incident form.

20.19 The company will:

- Take all fatigue related concerns seriously and make every effort to address them;
- Commit to acting on immediate concerns (e.g. by providing hotel accommodation where appropriate); and
- Support the development of practical tools to facilitate the reporting and monitoring process.

5. MONITORING

20.20 The Fatigue Support Team is responsible to the board of directors for proactively monitoring working hours and work patterns to ensure that safe standards are maintained.

20.21 The group will monitor the following:

- Weekly resourcing meetings (periodically), to ensure that adequate rest periods are built into employees' work patterns. The FST will highlight any work patterns of concern, and where necessary, assist resourcing teams to develop alternative plans;
- Salesforce weekly hours totals (fortnightly). The FST will provide support and guidance for individuals identified as "at risk" of excessive work (e.g. more than 48 hours per week, and/or more than 12 hours per day), or insufficient rest; and
- Any fatigue-related incident reports (monthly), to identify trends and suggest amendments to procedures as appropriate.

6. REVIEW

20.22 The effectiveness of the FRMS will be reviewed at least bi-annually by the FST, in consultation with the Team and directors.

Legislation

20.23 This arrangement is affected by the following legislation:

[Health and Safety at Work Act](#)

[The Management of Health and Safety at Work Regulations 1999](#)

[\(legislation.gov.uk\)Working Time Regulations](#)



Section 21: Working Near Water

HSA20

Introduction

- 21.1 Due to the nature of Tyler Grange work, some surveys may be carried out on, over or near water. The company recognises the additional hazards, that this creates. Precautions must be observed to minimise the risks to team members on such sites.

Training

- 21.2 All team members are to undertake the following online water safety awareness training, thereafter to all new employees on induction:

<https://westmerciasar.org.uk/homeanddry/free-water-safety-online-course/>.

Risk Assessment Method Statement

- 21.3 A risk assessment method statement should be carried out before work begins to identify the control measures and establish a step-by-step safe system of work. In most cases the hazards will be obvious whilst in others the risk may only occur if working during bad weather etc. The depth, flowrate, and the force of flowing water must also be considered.
- 21.4 All surveys taking place near to water shall not be carried out by a lone worker*.

***Lone working should not take place when near / on / in a river, lake, pond or other body of water where surveys are likely to:**

- involve checking features at the water's edge (e.g. searching for signs of protected species);
- require interaction with the water (e.g. deploying / retrieving bottle traps, torching or collecting eDNA samples); and
- have any chance of a person tripping / falling which leads to them entering the water.

Lone working can normally take place when:

- the body of water is sufficiently small (very shallow stream or culvert); and
- the survey route is a sufficient distance away from the body of water that would prevent accidental entry following a trip or fall.

If working near water is required:

- use your judgement, should a specialist contractor be engaged to undertake or supervise the survey;
- ask yourself how you would get out if you fell in / got into difficulty;
- have a rescue plan in place and make sure this is discussed on site before survey commences; and



- make sure to have throw ropes / buoyancy aids as and when needed (make sure these are serviced and checked before use).

Suitability of safety equipment

21.5 It is important that the right type of safety equipment is provided that gives adequate protection against the variety of risks likely to be encountered in the workplace.

21.6 The equipment should:

- Prevent or control the risk without introducing additional risk;
- Be adjustable to fit the wearer correctly;
- Be compatible with other equipment in use; and
- Provide ease of movement, communications and visibility for the duration of the task.

Roles and responsibilities

21.7 Team Leaders & Project Managers shall ensure that:

- Risk assessments and RAMS are completed and recorded where necessary;
- Team members are instructed on the risk and dangers of working at deep water sites;
- Safety and rescue equipment are inspected regularly, maintained and serviced at the manufacturers recommended intervals;
- All inspections and servicing of safety and rescue equipment is recorded;
- All persons required to use life jackets and/or safety harnesses shall be trained in their use, pre use checks and storage arrangements and that all responsible steps are taken to ensure that safety equipment is used; and
- Refresher training is provided as required.

21.8 Team members shall ensure that:

- Observe safety precautions identified through risk assessment and RAMS;
- Safety equipment is inspected before use, carrying out any maintenance as required;
- They use safety equipment in accordance with the procedures and manufacturer's instructions; and
- Immediately report defects and concerns to their Team Leader.

Legislation

21.9 This arrangement is affected by the following legislation:

[Health and Safety at Work Act](#)

[The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](#)

[Personal Protective Equipment at Work Regulations](#)

[Personal Protective Equipment at Work Regulations: Guidance on Regulations L25](#)

[RAMS_006 Working Near Water.docx](#)



Section 22: Aerial Tree Work

HSA21

Introduction

- 22.1 Aerial tree work is high risk operation which results in many injuries each year. On occasion, certain consultants within the company that are competent, holding current relevant training, may be allowed to undertake tree climbing surveys. This section of the policy looks at what is required before this work can be undertaken. The tree climbing policy is to be read in conjunction with the safe working at height policy, HAS 16.

Training

- 22.2 Proper training must be held by those involved in aerial tree work, and this must be renewed to ensure best practices are instilled and not forgotten. The following City and Guilds NPTC, Lantra qualifications are required by all climbers: [Tree Climbing & Aerial Rescue Training](#).
- 22.3 Climbers must prove their competence i.e. skills, qualifications, training and experience before being permitted to undertake aerial works and must undertake refresher training in line with industry best practise. All climbing equipment must be inspected as a minimum on a six-monthly basis by a competent independent, trained and insured LOLER inspector who specialises in arboricultural tree rigging equipment.

Safe System of Work

- 22.4 The documented procedure for aerial tree work must be followed before any aerial work is undertaken:
- A risk assessment has shown that the work can be done safely while using that system;
 - The use of other, safer work equipment (e.g. mobile elevating work platforms) is not possible or justifiable;
 - Climbing methodology in accordance with HSE regulations, guidance and the Arboricultural Association guidance;
 - A climb specific emergency and aerial rescue plan is detailed in the RAMS document; and
 - A Pre-Climb Inspection Checklist – tree related hazards, equipment pre-use inspection.

Further reading

[The Working at Height Regs Brief Guide indg401.pdf](#)

[The Work at Height Regulations 2005 \(legislation.gov.uk\)](#)

[Best Guidance Documents](#)

Tree –Climbing Operations – AFAG401, HSE 04/18

Aerial Tree rescue – AFAG402, HSE 04/13



Tree-climbing operations Leaflet AFAG401 HSE Books 2013

A guide to good climbing practice Arboricultural Association 2009 www.trees.org.uk

Mobile elevating work platforms (MEWPs) for tree work Leaflet AFAG403 HSE Books 2013
[Mobile Elevating Work Platforms \(MEWPs\) \(hse.gov.uk\)](http://www.hse.gov.uk)

The HSE treework web pages <http://www.hse.gov.uk/treework/index.htm>

Safety signs and signals. The Health and Safety (Safety Signs and Signals) Regulations 1996. Guidance on Regulations L64 (Second edition) HSE Books 2009
www.hse.gov.uk/pubns/books/l64.htm

Safe use of ladders and stepladders: An employers' guide Leaflet INDG402 HSE Books 2005
[Safe use of ladders and stepladders: types of ladder and using them safely - HSE](http://www.hse.gov.uk)

First aid at work: Your questions answered Leaflet INDG214(rev1) HSE Books 2009
www.hse.gov.uk/pubns/indg214.htm

Using work equipment safely Leaflet INDG229(rev2) HSE Books 2012
www.hse.gov.uk/pubns/indg229.htm

A toolbox talk on leaning ladder and stepladder safety Leaflet INDG403 HSE Books 2005
[indg403 - A toolbox talk on leaning ladder and stepladder safety \(mark1training.co.uk\)](http://www.mark1training.co.uk)

Thorough examination of lifting equipment: A simple guide for employers Leaflet INDG422 HSE Books 2008 www.hse.gov.uk/pubns/indg422.pdf



Section 23: Review and Audit Procedures

HSA22

Introduction

- 23.1 Safety inspections are an invaluable way of identifying potential workplace hazards before they cause harm. An inspection can vary from safety monitoring of the workplace in general to specific areas or activities.
- 23.2 The company will undertake such inspections as necessary to ensure the health and safety of all team members. During these inspections, team members will be consulted, and any concerns or suggestions that may improve safety in the workplace will be taken into consideration.
- 23.3 A full audit of offices and workplaces will be undertaken at least annually and will be carried out by TG's Health, Safety & Wellbeing Lead or a competent person designated by the Managing Director.
- 23.4 Site inspections will be conducted regularly by the Health, Safety & Wellbeing Lead. Records of all inspections and audits will be kept.
- 23.5 The findings of all audit reports will be reported to the Board of Directors.
- 23.6 The health and safety team meets on a monthly basis and reports to the board. Feedback from the board is discussed during Operations meetings, whereby issues of Health and Safety are discussed.
- 23.7 An audit is carried out annually to ensure the manual's effectiveness and to ensure that procedures are in line with current government legislation.

Objectives

- Demonstrate commitment to improve health and safety standards; and
- Ensure safety issues are responded to in a timely manner.

Roles and responsibilities

- 23.8 Health, Safety & Wellbeing Lead, Directors & Office Managers/H&S Champs:
- Ensure that regular safety audits are undertaken;
 - Reasonably practicable measures are taken to rectify identified shortcomings; and
 - Ensure records of audits, inspections, monitoring and review are maintained.
- 23.9 Team Leaders and All Employees:
- Cooperate with the HSW Lead and Directors in the audit process and in the implementation or recommendations arising from the audit.



Legislation

23.10 This arrangement is affected by the following legislation:

[Health and Safety at Work Act](#)

[The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](#)

[Health and Safety \(First Aid\) Regulations 1981](#)

[First Aid at Work Approved Code of Practice L74](#)

[TG_200_021 HSW Site Audit Form](#)

[TG_200_020 Office Safety Inspection Checklist.doc](#)



Section 24: Construction and Design Management (CDM)

HSA23

Introduction

- 24.1 Tyler Grange is committed to creating safe and healthy working environments and to the implementation of good Health & Safety practice in the design, implementation and delivery of all projects.
- 24.2 Tyler Grange will ensure that compliance with the requirements of The Construction (Design and Management) Regulations (CDM2015) and associated Approved Code of Practice (L153) as a minimum and where possible, exceed those requirements in its duties as Designer.
- 24.3 Tyler Grange will ensure that all Team members involved with the design and implementation of projects are trained in the CDM Regulations and, where necessary, specific training will also be provided relevant to a specific duty to ensure that Team members have the experience and understanding necessary to ensure that their duties are carried out in a competent manner.
- 24.4 Tyler Grange will ensure that all Subcontractors and specialist consultants either directly employed or referred by a third party have been assessed to ensure that they have sufficient training, resources and experience to demonstrate competency under the CDM Regulations prior to appointment.
- 24.5 When engaged as a Designer under the CDM Regulations, Tyler Grange will provide design information to the project team to help fulfil their duties.
- 24.6 When preparing or modifying designs, Tyler Grange will follow the general principles of risk prevention, these are:
- (a) Avoid risks where possible;
 - (b) evaluate those risks that cannot be avoided, and
 - (c) put in place proportionate measures that control them at source.
- 24.7 CDM Regulations 2015 places responsibility on all Designers to avoid where possible and minimise where not possible, the risks to Health and Safety in all stages of the construction process, from concept to implementation, including maintenance, use and demolition and highlight those significant risks which other people could not be reasonably expected to know. These risks are highlighted through a Risk Assessment process and recorded on a Hazard Identification form that is issued to the project team.
- 24.8 Tyler Grange's template for the Hazard Identification (Design Risk Register / Design Risk Assessment) provides an audit trail to indicate how hazards have been designed out, reduced or eliminated altogether. This document displays compliance with the CDM Regulations by recording the risk assessment process and decisions made. The document is updated at every



work stage so that any additional hazards can be recorded, this is re-issued to the project team with revisions clearly stated. Remaining residual hazards are retained in the document and become material considerations when contractor(s) are planning their work on site. The document differentiates between hazards during construction, maintenance, use and demolition. This allows hazards related to post completion to be retained in the Health and Safety File and copied to the Operation and Maintenance Manual where required. Notes on hazards may also be shown on drawings and specifications, where the contractor(s) are more likely to see them.

24.9 Tyler Grange technical staff are required to complete the Health and Safety and Environment test under the CSCS certification scheme.

24.10 Tyler Grange is committed to improving Health and Safety wherever possible. The Tyler Grange Health and Safety Policy is reviewed annually and updated when legislation changes.

24.11 Near misses, incidents and accidents that are notified to us are actioned with a follow up meeting with the individual conducted by the HSW Lead or Technical Lead. They are reviewed at the monthly H&S team meeting and monthly board meeting. The aim of incident follow up meetings / reviews / investigations is to identify preventative and corrective action that is required to stop a similar event from recurring. Changes are made to our documents and staff are informed of the changes. To date we have received no notifications from the Health Safety Executive.

Objectives

- Demonstrate commitment to improve health and safety standards; and
- Ensure safety issues are responded to in a timely manner.

Roles and responsibilities

24.12 Team Leader:

- Ensure that regular safety audits are undertaken;
- Reasonably practicable measures are taken to rectify identified shortcomings; and
- Ensure records of audits, inspections, monitoring and review are maintained.

24.13 Team members:

- Cooperate with Team Leaders in the audit process and in the implementation or recommendations arising from the audit.

Legislation

24.14 This arrangement is affected by the following legislation:

[The Construction \(Design and Management\) Regulations 2015](#)



Section 25: Health Surveillance

HSA23

Introduction

- 25.1 Tyler Grange is committed to creating safe and healthy working environments and to the implementation of good Health & Safety practice in the design, implementation and delivery of all projects.
- 25.2 The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work, COSHH, the Health and Safety (Display Screen Equipment), the Noise at Work and other relevant regulations. The purpose of health surveillance is to detect any effects to health as early as possible and thereby minimise or prevent its continuation. Where an employee needs to take time off or is declared medically unfit for a work-related illness or condition then the Team Leaders will investigate the root cause of the illness or condition as it would any other accident or incident.
- 25.3 Health Surveillance forms will be completed by all new employees and annually updated for all team members, to ensure their health, safety and wellbeing whilst undertaking work activities. These are completed on Salesforce and monitored by HSW Lead. Additional support will be given as required and as necessary, a Personal Risk Assessment, which will be annually reviewed, in line with regulations.
- 25.4 Suitable and specific control measures will be identified, through discussion with the employee in a Personal Risk Assessments where Health Surveillance form completion & information declared confirms any of the following:
- there is an identifiable disease, disability, disorder or condition that requires additional support
 - there is reasonable potential that a disease or condition may be contracted under the prevailing work conditions;
 - suitable techniques exist to detect potential diseases or condition; and
 - surveillance will provide further protection for the employee involved.
- 25.5 The recording of all personal information will be held in compliance to General Data Protection Regulation. The full health surveillance process and results will be collaboratively managed by H&S Lead and HR Co-Ordinator.
- 25.6 Relevant team members will undergo periodic examination by a qualified medical practitioner e.g. six monthly or annually, to enable the early detection of evidence of an occupational disease and for subsequent treatment to be undertaken.
- 25.7 Regular review of the implementation of the procedures will be undertaken and thereby:
- check the effectiveness of the control measures;
 - provide information on the accuracy of the personal risk assessment; and
 - provide measures identifying and protecting individuals at risk.
- 25.8 Where appropriate the company will provide health surveillance in order to ensure the health



and safety of all its team members. This will include those who work with visual display screens and the company will provide display screen equipment “users” on request with appropriate eye and eyesight tests at the discretion of the Managing Director and will provide every user with appropriate special corrective appliances (spectacles) when a qualified Optician states clearly that such provision is necessary **solely for the work activity**.

- 25.9 Where workers are routinely exposed to levels of noise above 85 dB(A) then workers must wear ear protection.
- 25.10 Where required as a result of a risk assessment under COSHH regulations, health surveillance may include specimens being taken and sent for analysis, such as blood or urine samples. Other health surveillance may include lung function tests for occupational asthma and physical (visual) inspections for chromatic ulcers or contact dermatitis.

Policy for dealing with Weil's disease (Leptospirosis)

- 25.11 The company understands that water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. The Leptospira bacterium is carried by rats (and other infected animals) that excrete the organism Leptospira icterohaemorrhagiae in their urine. If the urine enters areas of freshwater, lakes, streams, rivers (or sewage works / pipework) that are commonly made home by rats, the bacteria survives in the water and is able to infect animals and humans who enter / work with it.
- 25.12 Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Team members are encouraged to always wash their hands before eating, drinking or smoking. Team members are required to cover cuts and broken skin with waterproof plasters and when they are working with parts of their body immersed in water, they must wear waterproof protective clothing.

Information to be aware of:

- 25.13 Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics - so team members are advised to contact their GP straight away. Team members are advised to carry a leptospirosis medical contact card to alert others to the possible nature of their illness. Weil's disease is serious, fatal in up to 20% of cases. Symptoms may include vomiting and muscle pains. Jaundice may be present but often does not occur in the early stages. Haemorrhages may occur in the conjunctiva or elsewhere. Meningitis is common in this disease, pneumonia and kidney failure may follow. It is much more readily treatable (with antibiotics) if diagnosed in the early stages.

Those persons directly at risk are those who:

- a) have contact with water contaminated by rat urine. This is mainly static water or slow-flowing rivers;
- b) have contact with material which may be contaminated by rat urine in storage areas; and
- c) work around sewers. This type of work was once a major source of Weil's disease. However, rat control and provision of protective clothing and instruction has greatly reduced the numbers affected.



Control of exposure

25.14 Team members are not to handle rats, dead or alive, without adequate protection for the hands.

25.15 Team members are to:

- a) wear personal protective equipment when other controls are not reasonably practicable including gloves and waterproof suits;
- b) all team members will practice good hygiene and make good use of washing facilities and provision for covering cuts and abrasions; and
- c) where practicable drain wet ground to get rid of the source of possible infection.

Health surveillance

25.16 Early reporting and treatment of any infection is paramount. Team members should contact their GP as soon as possible. All team members will have had adequate information and training.

Policy for the protection against sun exposure

25.17 To protect against UV radiation all team members are to wear work wear and/or PPE as issued by the company or suitable street-wear to protect exposed areas of skin. Hard hats provide adequate protection from UV light. Exposed areas of skin may be protected by the application of a full-strength broad-spectrum sunscreen (preferably SPF 30+). Sunglasses or safety specs providing UV protection are also recommended in bright conditions.

Policy for the prevention of heat stress

25.18 When working in hot and/or humid conditions the following precautions will be taken to prevent heat stress: Drink plenty of water per day in small amounts and at regular intervals. If undertaking strenuous work in hot conditions, it is recommended that water be consumed in small amounts every half hour. Eat regular meals. These also contain fluids and can help keep your body's electrolytes, such as sugars and salts, balanced.

25.19 Cover exposed skin with clothing, especially the neck and head. Take regular breaks in cool shaded areas. If an employee feels unwell, they are to notify their supervisor who is to direct the employee to retire to a cool, shady area and take in fluids until their condition improves. If their condition gets worse the supervisor will arrange transfer them to the nearest medical facility and inform Team Leaders immediately.

Policy for the prevention against exposure to hypothermia

25.20 In cold and/or wet conditions team members are to ensure that they wear sufficient street-wear in addition to any issued work wear and/or PPE to ensure that they are kept sufficiently warm and dry. Team members are to ensure that they are aware of their condition and that of others working nearby. If an employee suspects that anyone is at risk from exposure / hypothermia they are to inform their supervisor immediately, who is to instruct them to make use of the welfare facilities provided, to get warm again.



Policy to help protect against being struck by lightning

25.21 Team members are not to work in thunder or lightning storms. Supervisors are to use their discretion as to the dangers posed by the bad weather. Team members may seek shelter in a company vehicle if applicable or in the building, or the welfare facilities provided.

Policy to prevent against animal infections and flora and fauna

25.22 Viral infections can be contracted directly from animals being handled. Both rats and bats are known to carry a range of bacterial and viral diseases, some of them fatal. Team members are forbidden to handle such animals unless they hold the appropriate license or are under the supervision of a license holder.

Prevention

25.23 Existing cuts, scratches and sores should be covered to avoid infection from bat blood, saliva and excretions.

Policy to reduce the risk from Lyme disease

25.24 Where there is a danger of Lyme disease being contracted through tick bites, team members are required to wear issued work wear and or PPE. In addition, the following precautions should be followed:

- a) wear long trousers tucked into socks;
- b) wearing light coloured clothing can help spot the ticks;
- c) use insect repellent on clothes;
- d) brush off clothes before entering buildings;
- e) check for ticks when undressing as they can stay in clothing for hours before attaching to the skin;

25.25 Remove ticks by tugging at the mouth parts with tweezers or tick remover. Do not try to remove them by pulling on the round body sac. Tick removal tools are provided within personal first aid kits.

Policy for new and expectant mothers

25.26 The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work and the Workplace Health, Safety and Welfare Regulations.

25.27 The Board of Directors take the health and safety of all its team members very seriously. This includes all women of childbearing age. Once we have been informed in writing that the employee is expecting a child, the company will do all that is reasonably practicable to ensure the safety of both the mother and the child. A new or expectant mother is a woman who is pregnant, has given birth within the last six months or is breastfeeding.

25.28 The company will carry out general risk assessments on all its team members bearing in mind female team members of childbearing age, and including new and expectant mothers, and assess the risks that may arise from any process, working conditions or physical, biological or chemical agents.



25.29 If a significant health and safety risk is identified for a new or expectant mother, which goes beyond the normal level of risk found outside the workplace, we will take the following actions:

- a) temporarily adjust her working conditions and/or working hours; or if that is not possible;
- b) offer her suitable alternative work (at the same rate of pay) if available, or if that is not possible; and
- c) suspend her from work on paid leave for as long as necessary to protect her health and safety, and that of her child.

25.30 Where appropriate, suitable alternative work will be offered (on the same terms and conditions) before any suspension from work is considered. The company will periodically check and, if necessary, update the general risk assessments if we suspect that they are no longer valid, or there has been significant change to anything they relate to.

25.31 As part of that process, we will regularly monitor and review the assessments in the workplace, taking into account possible risks that may occur at different stages of pregnancy from any of our processes. The dexterity, agility, co-ordination, speed of movement and reach will also be monitored as they may be impaired because of an increase in size as the pregnancy progresses.

25.32 There may be further risks to consider if the employee is still breastfeeding on their return to work. The company will consider any other risks that could cause harm to the mother or child's health and safety, for as long as she wishes to continue to breastfeed. We may also seek professional advice from an occupational health specialist.

25.33 The company will provide somewhere for pregnant and breastfeeding team members to rest. Where necessary, this will include somewhere for them to sit down and privacy should they wish to express milk. In such circumstances the company will provide a healthy and safe environment for team members to express and store milk.

Further information:

[RA003_TG New & Expectant Mothers.docx](#)

[RA004_TG New Parents.docx](#)



Section 26: Asbestos

HSA25

Introduction

- 26.1 Tyler Grange is committed to creating safe and healthy working environments and to the implementation of good Health & Safety practice, ensuring that none of its employees are put into a position where potential dangers from asbestos or asbestos containing materials (ACM's) could jeopardise their future wellbeing. Breathing in air containing asbestos fibres can lead to asbestos related diseases. These are mainly cancers of the chest and lungs.
- 26.2 The objective of this policy is to comply with the current requirements of the Control of Asbestos Regulations. The primary area of risk for our team members is the potential for exposure whilst undertaking surveys and site visits at client's premises.
- 26.3 Clients are duty bound in law to make known the presence of asbestos within their property and inform the company in writing before work is due to commence. Failure to inform the company may result in the work being suspended until the site area is made safe and/or the asbestos removed.
- 26.4 At proposal stage and before visiting site team members are required to contact clients to confirm, if there is a history / presence of asbestos and whether an asbestos or ground contamination survey has been undertaken. Copies of reports are to be obtained and reviewed as part of the initial site survey.
- 26.5 Asbestos awareness training will be given to all field staff in how to recognise asbestos or asbestos containing materials and where they are most likely to be found. Refresher training is undertaken on an annual basis. Records of such training will be kept in the personnel file of individual team members. In certain circumstances, work may be allowed to continue where it is deemed safe to proceed and there is no danger of asbestos fibres being released into the atmosphere. Detailed site-specific risk assessments, method statements, personal and respiratory protective equipment will be used in these instances. All team members will receive respirator face fit testing for FFP3 masks, instruction and training in the use of PPE including safe disposal of potentially contaminated clothing / equipment.
- 26.6 Under no circumstances are team members to disturb or remove asbestos containing materials.
- 26.7 Where desktop assessment confirms that any of the following criterion has been met:
- The presence of asbestos has been confirmed;
 - There is the potential for asbestos at the site due to past / present use i.e. docks, shipbuilding, railway yards and sidings, demolition sites, plant and boiler rooms, outbuildings, industrial commercial and residential buildings built before the year 2000 etc;
 - The building is derelict, in poor condition or damaged; and
 - The presence of asbestos is suspected.
- 26.8 PPE (Personal Protective Equipment) and RPE (Respiratory Protective Equipment) will be worn



in accordance with the site-specific method statement and risk assessment. Typically, this will include:

- FFP3 face fit tested half masks (RPE) – to avoid inhaling asbestos fibres (users must be clean shaven);
- Disposable overalls which are impervious to asbestos dust (hood to be worn) – to avoid the risk of carrying asbestos fibres away from the worksite on clothing;
- Footwear – appropriate for the work being undertaken (footwear should be non-laced as laced footwear is difficult to clean – alternatively wear disposable boot covers);
- All team members will practice good hygiene;
- Potentially contaminated PPE will be removed and double bagged for suitable licensed disposal in accordance with the method statement; and
- Washing facilities and provisions must be available.

26.9 If during a site visit damaged, disturbed or debris materials are found and are suspected of being asbestos or containing asbestos materials:

- Team members must stop work immediately and inform their supervisor;
- The supervisor will evacuate the area and prevent access by others;
- The supervisor will contact the Project Manager who will be responsible for contacting a Tyler Grange Director and ensuring that the Client is informed;
- All access to the area will be prevented until the client has undertaken a survey carried out by a competent asbestos consultant and the material has been identified; and
- If the material does contain asbestos.

26.10 Accidental disturbance of asbestos containing materials where employees are suspected of being exposed to levels above the Workplace Exposure Limit is classed as a dangerous occurrence and must be reported to the Health and Safety Executive to comply with the Reporting of Incidents and Dangerous Occurrences Regulations (RIDDOR 2013). An investigation to determine the level of exposure will be carried out by competent persons and a report issued. Records will be kept for a period of 40 years.

26.11 Following assessment or / removal of ACM's by a licensed contractor and air testing to confirm the area / atmosphere is free from asbestos the requirement for the use of PPE / RPE for dust protection can be removed.

Further Reading

[HSE: Control of Asbestos Regulations](#)

[HSE: Asbestos](#)

[HSE: Asbestos Essentials](#)

[HSE: Managing asbestos in buildings, a brief guide](#)

[TG_100_213 TG Asbestos Guidance.docx](#)

