



# Health and Safety Policy 2019



London homes,  
the Mount Anvil way





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The purpose of this document is to provide a framework for the successful implementation of our policy on health and safety management issues.

This document has been prepared and issued to all Mount Anvil Ltd employees. It will be discussed with contractors and issued at the pre-order meeting to ensure that the highest level of commitment is given to the prevention of accidents and ill-health on our sites and places of work.

The document refers to checkpoints relating to the work, plant, equipment and procedures of our Company. If any of the checkpoints cannot be answered satisfactorily, inform your supervisor or manager immediately.

Please retain this document and refer to it regularly. Make sure that you are aware of your duties and responsibilities. Health and safety is your responsibility.

When working on site, this document should be read in conjunction with the:

Safety Management System documented on Safeguard consisting of:-

- Health and Safety Forms, Procedures and Guidance

A copy of the relevant documents will be held on each site and will be available at the Company's offices.

CITB GE 700 Construction Site Safety information packs will be available on site and should be consulted.

[Health and Safety Policy 2019](#)

[mountanvil.com](#)





# 1. Health and Safety Management Statement

- 1.1 The following statement is produced by Mount Anvil Ltd in pursuance of the Company's obligations under Section 2(3) of the Health and Safety at Work Act 1974. The Company's commitment to this Health and Safety Policy Statement and the objectives outlined in this policy will ensure the Company has in place an effective, practical and achievable means to provide for the health, safety and welfare of employees and others affected by our undertaking and for improving the protection of the environment.
- 1.2 The Board of Directors of Mount Anvil Ltd accepts its collective responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and others affected by its business activities and the protection of the environment. The Board has appointed Simon Walker to assist it by reporting to the Board and implementing Board decisions on health, safety, welfare and environmental issues. To this end the Company will:
  - 1.2.1 Comply with all applicable legislation and, where appropriate, relevant codes of practice and industry standards.
  - 1.2.2 Ensure that it employs at all levels a competent and trained workforce through appropriate recruitment, selection, performance assessment, training and, when necessary, re-training.
  - 1.2.3 Systematically identify hazards at the workplace and implement controls to minimise the risk to employees.
  - 1.2.4 Provide an effective system of communication throughout the Company to minimise the risks to employees and encourage co-operation and participation to achieve high standards of health and safety. Issue updated information and consult via regular safety committee meetings. Ensure all employees and sub-contractors are aware that they have a duty to work safely and co-operate with procedures. Ensure that all are aware that failure to do so makes the employee or sub-contractor personally liable.
  - 1.2.5 Establish and maintain standards, procedures and work instructions that are sufficient to avoid injury to employees and others. Provide appropriate protective equipment, welfare facilities, plant and equipment and maintain them in a safe condition.
  - 1.2.6 Only utilise sub-contractors who demonstrate excellent levels of commitment and compliance with health, safety and environmental standards commensurate with those of the Company.
  - 1.2.7 Engage sub-contractors who share our vision to ensure that all operatives leave our sites each day without injury and to eradicate risk and hazards through shared observation and communication.
  - 1.2.8 Have in place audit and review systems to monitor the performance of the Company Health and Safety Management System and provide for on-going improvements.
  - 1.2.9 On at least an annual basis, review and (where necessary) amend the Company policy and bring such alterations to the attention of employees.
  - 1.2.10 Consult with employees at the workplace on issues of health and safety and relay requirements via safe methods of work procedures.
  - 1.2.11 Provide resources, both monetary and physical, in keeping with its obligations to meet the health and safety needs of employees and others affected by the work of the Company, for example, the general public.
  - 1.2.12 Demonstrate a relentless drive and commitment to health, safety & Wellbeing including mental health. Ensuring the Company's process-driven policies are supported with a positive and proactive health and safety culture which goes beyond mere legal compliance.
  - 1.2.13 Mount Anvil are committed to the prevention of ill health and the promotion of well-being through a program of health surveillance and awareness campaigns.

Killian Hurley  
Chief Executive

For and on behalf of the Board of Mount Anvil Ltd

2nd January 2019





## 2. Culture: believe

### 2.1 Safety Never Stops

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- 2.1.1 Mount Anvil's vision is a business where there is no likelihood of a serious accident.
- 2.1.2 Mount Anvil is about world class H&S, that safety never stops. It is inherent in everything that we do, every decision we make. It is built into our culture and DNA. This will lead to a fantastically successful business, a business where there is no likelihood of a serious accident.
- 2.1.3 Interpreting legislation and devising safe systems of work that can be adhered to is the process. Ensuring our workers fully understand and appreciate the agreed method is linked to CULTURE. Process and Culture go hand in hand, and one without the other will simply not work.
- 2.1.4 Mount Anvil's excellent Health & Safety Culture is top down management driven and bottom up employee driven and is intended to make Health & Safety personal, ensuring everyone demonstrates correct and appropriate behaviour.
- 2.1.5 At Mount Anvil we believe in a positive, proactive, relentless zero tolerance attitude in everything we do. A process driven, carrot and stick approach will not work unless we support the workforce in maintaining high standards. We recognise that by engaging with the workforce and treating them with respect our desired Health & Safety Culture will be realised.
- 2.1.6 Mount Anvil will ensure all workers will adopt a common-sense approach to Health & Safety
- 2.1.7 Mount Anvil seeks to avoid Health & Safety becoming a bureaucratic paper chase and instead use new and innovative methods to increase efficiency and productivity.
- 2.1.8 Mount Anvil identifies that effective planning is essential to ensure that risks are controlled in a proactive manner.
- 2.1.9 Mount Anvil recognises that to maintain a successful Health & Safety Culture it is necessary to implement changes that will aid continuous improvement.
- 2.1.10 Mount Anvil will ensure that workers undertake rigorous training to increase / retain competence and perform effectively under certain circumstances.
- 2.1.11 Mount Anvil must ensure managers on each site are actively managing and engaging with the workforce.
- 2.1.12 Mount Anvil will proactively demonstrate that excellent Health & Safety will always save time and money.
- 2.1.13 Mount Anvil will go beyond mere legal compliance to ensure an effective Health & Safety process.
- 2.1.14 Mount Anvil believes that it is socially unacceptable to allow a culture of neglect and complacency that will lead to an accident.





## 3. General Information

### 3.1 Responsibilities

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- 3.1.1 The Company will ensure that all employees are correctly trained in accordance with 3.2 (Scope of Training). All employees will ensure that they co-operate and make themselves available for training. Provide effective communication through engagement of the workforce and cascade information across all locations.

### 3.2 Scope of Training

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- 3.2.1 Every employee will receive the latest relevant training to ensure they have a thorough understanding of health and safety at work.
- 3.2.2 The minimum training to be provided to employees will be in accordance with the attached training matrix. Any other trade-specific training or training identified from accident trends will also be provided.
- 3.2.2 Mount Anvil's Futures Foundry will deliver industry recognised training courses, where Mount Anvil employees, contractors and the general public will obtain valuable qualifications and experience.

### 3.3 Training Records

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- 3.3.1 Copies of any training certificates are held in the employee's personnel file. A central register is maintained which will detail training attendance by subject and will show training and certificate expiry dates.
- 3.3.2 Mount Anvil Safety Department is responsible for ensuring that all training certificates are logged and distributed to each individual person, contractor or employee.

### 3.4 Training Provider

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- 3.4.1 Only competent trainers will provide training. However, competent site management will carry out induction and Tool Box Talks as and when required, supplemented with the manufacturers' product-specific Tool Box Talks, work at height, PPE gloves/glasses and power tools.
- 3.4.2 Futures Foundry has a dedicated and competent team of trainers who will deliver industry recognised training courses.

### 3.5 Provision of Information

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- 3.5.1 Any relevant information on health and safety will be discussed and made available to all employees; this will include the results of any health surveillance or risk assessments. Where an employee makes a request for health and safety information with regard to their work activity, then that information will be provided at the earliest possible time.



## 3. General Information (Continued)

### 3.6 Health and Safety Induction

- 3.6.1 All employees will receive a Corporate and Project health and safety induction. After the induction and until such time as they are deemed competent, employees will be closely monitored by a supervisor. Particular attention will be paid to workers where English is not their first language - converting inductions into different languages via their supervisor/translator.

The Project health and safety induction will cover the following subjects as a minimum:

- An explanation of the Company health and safety policy
- Location of first-aid facilities and identification of first aiders
- The accident reporting procedure
- Any specific risks to their health and safety arising out of their work activity and the precautions to be taken, including the findings of risk assessments
- Emergency / fire safety and evacuation procedures
- Environmental considerations
- Hazard Identification and Control - Safeguard
- Interpreter / language sheets for foreign workers
- Site rules translated into foreign language, where necessary
- The sub-contractor's foremen will be required to lead their 'operatives' through details of the safety procedure applying to their work location and any specific personal protective equipment requirements
- Near miss reporting processes

### 3.7 Drugs and Alcohol

- 3.7.1. Non-prescription drugs and alcohol will not be tolerated at any Mount Anvil work location. Anyone suspected of being under the influence of drugs or alcohol will be required to leave the workplace and will be subject to disciplinary action which may result in dismissal.
- 3.7.2. The Company recognises that drug and alcohol dependency is an illness requiring medical treatment. Employees who suffer from such addictions will therefore be given support and assistance, provided they are actively following the advice of their doctor and undertaking treatment. Any employee who advises the Company that they are suffering from drug or alcohol-related problems will be encouraged to seek medical advice and treatment and will be expected to accept the treatment available and to co-operate fully with professional advisers.
- 3.7.3. Where there is due cause or suspicion that a person may be under the influence of drugs or alcohol or there is a reason to believe that illegal drugs or controlled substances may be affecting any employee's or sub-contractor's safe and productive work performance, including jeopardising the safety of others, the Company will take action in order to detect or confirm the use or presence of such controlled substances. While the Company will endeavour to recognise the sensitivity of employee privacy and confidentiality, such action may include drug / alcohol testing, surveillance, property or personal searches.
- 3.7.4. Employees or sub-contractors who refuse to take a drug or alcohol test or refuse to comply with a request to search personal property on Company premises will be subject to disciplinary action up to and including dismissal for gross misconduct.
- 3.7.5. Operatives will not be permitted access to site if they record a Drug or Alcohol reading above zero. Refer to Drug & Alcohol policy and Sub-Contractor Standards for details.
- 3.7.6. All sites will undertake random testing for drugs and alcohol. All Safety Critical Workers will be tested at induction and thereafter in accordance with Mount Anvil's Safety Critical Worker Guidelines H&S-GD-30.10
- 3.7.7. In the event of an accident or incident, where practicable, we will test for drugs and alcohol all those engaged in the activity at the time





## 3. General Information (Continued)

### 3.8 Mobile Phones

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- 3.8.1 The use of mobile phones, other than with approved 'hands-free' fitted equipment is illegal and will not be permitted whilst driving a vehicle on Company business.
- 3.8.2 Mobile phones shall not be used when operating or directing machinery on a construction site.
- 3.8.3 The use of mobile phones on site is to be restricted to avoid persons becoming distracted or losing concentration, especially if 'walking and talking'. If calls are to be made or taken whilst on site, personnel should stop work and move to a safe area for the duration of the call.
- 3.8.4 When working on a high-rise project, mobile phones will be tethered.

### 3.9 Lone Workers' Policy

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- 3.9.1 The Company is aware that time is spent by its employees working or travelling on their own.
- 3.9.2 The line manager shall be made aware of dates and locations of meetings to be attended by a lone staff member.
- 3.9.3 At no time shall personnel visit a workplace on their own without first informing other members of staff and have on their person a mobile phone for emergency use.
- 3.9.4 Personnel shall at no time enter an area alone which, in their judgement, could prove hazardous.
- 3.9.5 Should either a breakdown or vehicle accident occur when travelling, contact with the Company shall be made as soon as possible, providing details of location and status.

### 3.10 Snow and Ice

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- 3.10.1 When snow and ice are present, managers will assess conditions and decide suitability for work on a daily basis.
- 3.10.2 Site managers will walk the site to assess suitability of access / egress routes before occupation. Hazard reduction methods are to be implemented such as gritting, boarding, shovelling, closing areas or routes before work commences.

### 3.11 Sales

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- 3.11.1 All sales employees and their guests will be accompanied by a Mount Anvil Site Manager when walking onto a Mount Anvil live construction site.

### 3.12 Fire

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- 3.12.1 All sites to comply with Regulatory Reform Order and Insurance Joint Code. Mount Anvil Ltd is committed to continuous improvement. To achieve this, the following goals and strategies have been set by the Board.





## 4. Strategies 2019

### 4.1 High Rise

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- 4.0.1 Screens and safety facades will be placed to protect the public via a combination of screens, fan and nets.
- 4.0.2 All operatives working on high rise where leading edges are present will receive site-specific inductions, including mobile phones, loose objects, hard hats, housekeeping, storage, etc.
- 4.0.3 Logistic manager will coordinate all deliveries and communication interfaces to enable right-time, right location arrival of products and materials.
- 4.0.4 Tools at all levels when working on or near an exposed edge will be tethered.

### 4.1 Occupational Health and Safety

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- 4.1.1 All contractors will ensure any safety-critical role operatives undertake a medical prior to arriving onsite to ensure they are fit for the role.
- 4.1.2 Operatives will have access to a site-based Occupational Health Coach & Mental Health First Aider.
- 4.1.3 All sub-contractors will ensure all their operatives complete Health Questionnaires and submit them with induction forms to the site team.
- 4.1.4 Deliver site occupational health monitoring for HAV, dermatitis, sight, hearing and respiratory conditions.
- 4.1.5 Mount Anvil Occupational Health Coach will make available well-being assessments for all, including cholesterol and blood pressure, and promulgate information on food, drink and general health information becoming available.
- 4.1.6 Provide information, guidance and advice to sub-contractors for Tool Box Talks in respect of manual handling, stress, COSHH, respiratory disorders, asthma, smoking, lung cancers (such as silicosis, mesothelioma) and how better to reduce exposure or harm to operatives. Bring to the attention of all workers the risks of skin cancer.
- 4.1.7 Provide stress counselling facilities through Occupational Health provisions
- 4.1.8 All operational locations/sites to have a defibrillator with trained staff.
- 4.1.9 All post-employment health screening questionnaires will be checked by a medically competent person

### 4.2 Safety – Accidents and Incidents

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- 4.2.1 Ensure Mount Anvil sites are adequately staffed to allow each to have a manager spending adequate time supervising activities on site to avoid preventable accidents due to a non-compliance. The work of sub-contractors is to be actively monitored to ensure they are actually working to the agreed method statements and complying with safety policies.
- 4.2.2 All sub-contractors must have a non-working foreman. When engaging more than 25 operatives, sub-contractors must supply project or contracts site manager.
- 4.2.3 All sub-contractors must induct their employees prior to sending them to a Mount Anvil site.
- 4.2.4 To maintain and improve the quality of site-specific inductions for all workers and visitors, ensure foreign workers where English is not their first language are suitably inducted and have an interpreter present. Sub-contractor foremen will be present on site and ensure employees understand hazards and methodology of work in the environment before commencing, reviewing when change occurs.
- 4.2.5 All sites to host monthly H&S sub-contractor meetings where their H&S representatives, along with a Company senior manager attend, so all matters occurring each month can be addressed and learning shared.
- 4.2.6 All hazard reports to be recorded via Safeguard and discussed at site worker engagement and health & safety sub-contractor meetings. Additionally, this information will be summarised into the senior management monthly meeting.
- 4.2.7 To analyse any recorded safety non-compliance utilising the Safeguard reports and implement improvements in procedures and training to achieve reduced non-compliances and year-on-year improvement.







## 4. Strategies 2019 (Continued)

- 4.2.8 Analyse non-reportable accidents to learn from them and prevent reoccurrence. Share findings with sub-contractors, senior managers and safety advisor to better improve communication, training and the workplace environment. Sub-contractors' foremen and competent safety advisor are expected to attend and review each incident overseen by a Mount Anvil manager. The findings are to be reflected in the adapted risk and method of work, reporting safer methods to the site-based team and senior management.
- 4.2.9 Analyse reportable accidents if they occur to reduce our accident incident rate and improve our KPI score
- 4.2.10 Educate the workforce to encourage the use of the correct personal protective equipment. This will involve fully understanding which products protect the head, lungs, hands and eyes for all site activities. Provide specific Tool Box Talks and one-to-one guidance by manufacturers involving specialist suppliers.
- 4.2.11 To encourage the reporting of unsafe acts and unsafe conditions to enable a proactive approach towards zero injury.
- 4.2.12 We will protect workers who 'blow the whistle' about wrongdoing. If any worker believes a danger to the health and safety of any individual exists, they should ring Mount Anvil's Health & Safety Director, Simon Walker, on 07983 497008 in complete confidence.

### 4.3 Environmental

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- 4.3.1 Mount Anvil Ltd recognises that good environmental management is not just about limiting our effects on the environment; we understand that we are responsible for enhancing and supporting a long-term ecological balance through sustainable development.
- 4.3.2 Reference will be made to the Sustainability Policy for full details and company objectives.

### 4.4 Enforcing Authority and Emergency Services

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- 4.4.1 To maintain full and effective communication with enforcing authorities for health, safety and environmental standards on site such that no enforcement notices are received from enforcing authorities.
- 4.4.2 Host emergency events on site, inviting enforcing authorities and emergency services and enabling all to learn from each other. These include emergency evacuation, tower crane rescue and other industry issues.

### 4.5 Training

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- 4.5.1 The Company will not accept the relevance of any training provided to any employee by a previous employer unless a valid training certificate can be produced, and the source of any training verified.
- 4.5.2 Achieve compliance with the requirements of the Health & Safety training matrix.
- 4.5.3 New staff to be trained to the appropriate level within 6 months of commencing employment. Maintain 100% employee and sub-contractor induction into all relevant Mount Anvil systems.
- 4.5.4 All operational employees to receive the latest Vocational Related Qualifications (VRQ) training in association with government-licensed bodies such.
- 4.5.5 Construction Skills Certification Scheme (CSCS), provide all site management, surveyors and design & build staff with adequate training, enabling them to pass the relevant criteria under the H&S Touch screen test. Positively discriminate in favour of sub-contractors who have registered their workforce under CSCS or other industry recognised training schemes.





## 4. Strategies 2019 (Continued)

### 4.6 Sub-Contractors

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- 4.6.1 Coach sub-contractors' safety personnel to drive change internally and improve site standards.
- 4.6.2 Ensure that at least 1 nominated representative of their workforces attend site worker engagement meetings.
- 4.6.3 Support site hazard campaigns encouraging workforce to identify what they consider hazardous.
- 4.6.4 Hazard trends to be investigated with site manager, use findings to educate and share learning practices through worker engagement meetings.
- 4.6.5 Senior management to meet monthly with sub-contractor leaders to educate, inform and influence the way they work, review and promote worker engagement and reporting.
- 4.6.6 Ensure sub-contractors put a policy in place and are aware they are duty bound to ensure their workforces are free from drugs and alcohol and undertake work-related stress assessment.
- 4.6.7 Lead and motivate sub-contractors to improve and educate all their site operatives in respect of PPE.
- 4.6.8 Work with sub-contractor leaders to ensure they are aware of issues related to behavioural safety and changing attitudes.
- 4.6.9 Ensure method statements are thoroughly checked and work is properly planned and sequenced and not deviated from, therefore eradicating improvisation on site.
- 4.6.10 Evaluate all plant and personnel exposures to vibration ensuring readings are below HSE guidelines.
- 4.6.11 Understand and confirm to all sub-contractors that excellent health and safety will always save time and money. Positively discriminate in favour of those who can demonstrate excellent levels of health and safety compliance.
- 4.6.12 All scaffolding companies to demonstrate competency through one or a combination of NASC (National Access and Scaffolding Confederation), CHAS or similar bodies working to SG and TG guidance. Advanced System Scaffolds such as 'B Safe' will be given priority over the standard approach to erection and dismantle.
- 4.6.13 All scaffold clips and clamps to be delivered in LOLER compliant containers with tested lifting eyes for onsite transportation by tower crane.
- 4.6.14 In addition to mandatory site scaffold inspections, an external company, the Independent Scaffold Inspection Services will perform separate scaffold inspections on all Mount Anvil sites every 7 days.
- 4.6.15 All scaffolds will be designed, unless agreed by a Mount Anvil Director or the Safety Leadership Team.
- 4.6.16 All demolition contractors are to be registered with National Federations Demolition Contractors.
- 4.6.17 Ensure site-specific risk assessments & method statements are available and discussed at the pre-order meeting and read by subcontractor operatives at their induction and reviewed at place of work before work commences.
- 4.6.18 Contractor risk assessments & method statements to be reviewed at regular intervals with operatives, and pictograms are to be displayed at specific locations where work is being undertaken.

### 4.7 140 Aldersgate Street, London, EC1A 4HY

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- 4.7.1 Mount Anvil will inspect the main Barbican office annually to ensure it is legally compliant with health and safety workplace regulations, including fire, first aid, workstation ergonomics, environment and storage, and that occupational health issues are satisfactory.
- 4.7.2 To have a defibrillator and trained staff present.





## 4. Strategies 2019 (Continued)

### 4.8 Design

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- 4.8.1 Mount Anvil will act as the Principle Designer.
- 4.8.2 Ensure CDM risk assessments are fully considered, positively vetted and documented before drawings are issued for construction. Adhere to CDM Regulations by ensuring all relevant appointments are made before significant detailed design begins. A risk hazard matrix for all foreseeable factors that need managing will be produced prior to work starting.
- 4.8.3 Ensure design consultants are positive and proactive in designing out risk
- 4.8.4 Identify potential Temporary Works BS5975 requirements in line with CMD Regulation 28 works requiring support and additional competent engineers.
- 4.8.5 Every contractor responsible for temporary works will employ a temporary works co-ordinator.
- 4.8.6 Encourage designers to reduce the risk of injury from panel products by specifying smaller sizes of board material.
- 4.8.7 Ensure blocks specified are less than 20kg.
- 4.8.8 Use off-site production where possible to help with reducing waste and accidents.

### 4.9 Management / Site Initiatives

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- 4.9.1 Identify transport routes in advance to predetermined storage areas for sub-contractors.
- 4.9.2 Eradicate manual handling wherever possible by planning and sequencing work and by providing adequate mechanical lifts where overweight products cannot be designed out.
- 4.9.3 Reduce hand-arm vibration by ensuring sub-contractors use non-hand-held vibration tools.
- 4.9.4 Coach site teams ensuring holistic management of sub-contractors and their undertakings. Hold regular monthly H&S sub-contractor meetings and when standards fall below expectations arrange for specific review of standards with MD and H&S coach.
- 4.9.5 Avoid trailing leads by hard wiring temporary electrics.
- 4.9.6 Follow work at height hierarchy. Use podium steps wherever feasible. Step ladders are only to be used where podium steps are not feasible, and an assessment has been undertaken.
- 4.9.7 Eliminate external scaffold ladders by designing in-stairway access.
- 4.9.8 Contractor method statements to be read and understood by the contractor operatives at induction to ensure full understanding of the hazards and the PPE that is required.
- 4.9.9 Ensure blocks are stored under cover to prevent weight gain from rainwater.
- 4.9.10 Housekeeping – workplaces to be kept clean and tidy at all times.
- 4.9.11 Manage the procurement and call off of materials to ensure only the minimum amount of materials are stored on site at any time.
- 4.9.12 Ensure all sub-contractors' supplied substances are COSHH assessed.





## 4. Strategies 2019 (Continued)

### 4.10 Foreign Skilled Workers

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- 4.10.1 Provide the resources and encourage our directly employed foreign workers to have English lessons if English is not their first language.
- 4.10.2 Hold regular skilled workers' safety meetings with all of our operatives to ensure all of their issues are understood.

### 4.11 Plant

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- 4.11.1 Work with the HSE and industry to develop and improve tower crane rescue techniques.
- 4.11.2 Assess all tower cranes due to be installed for rescue provisions before arrival on site for installation. Ensure all sites have trained rescue teams present on site with equipment.
- 4.11.3 Tower crane engineer inspection to include suitability for humans as well as for lifting.
- 4.11.4 All manually-operated plant to have vibration monitoring and provide each user with individual HAV monitor, enabling self regulation.
- 4.11.5 Tower cranes undergo a six-month thorough examination by the crane company. In addition to this, Mount Anvil will carry out an independent crane inspection at first installation and after every six months (staggered with hirer to ensure three monthly inspections).
- 4.11.6 Hold site operative worker engagement meetings 'listen and learn' with Mount Anvil skilled worker in attendance when in residence.
- 4.11.7 Ensure induction sheets, safety notices and Tool Box Talks are translated where necessary.
- 4.11.8 Adhere to Safe Crane Campaign initiatives and liaise with crane groups such as the Battersea Crane Disaster Action Group (BCDAG) and the Safe Crane Campaign to ensure crane issues are given the highest profile, including crane rescue.
- 4.11.9 All vehicles leaving site will have clean wheels before entering the public highway.
- 4.11.10 All delivery drivers to have site contact phone number and an agreed delivery point, date and time. On arrival must comply with safe operating procedure when accessing vehicle to offload items/products.

## 5. Health & Safety Training Policy

- 5.1 Mount Anvil Ltd has a policy of ensuring its staff and operatives are suitably trained to undertake the tasks they carry out.
- 5.2 The minimum standard for each job title is detailed in the Health and Safety Training Policy Matrix.
- 5.3 Should the minimum standards set be deemed not suitable, then the appropriate director/manager will address the training required for the individual job requirements.
- 5.4 Develop and maintain a twelve-month training plan to ensure the needs of the business are met and training requirements are resourced adequately.



## Health and Safety Training Policy

	Director	Contract Managers	Project/Site Manager	Crane Co-ordinator	Site Engineer	Service/Maintenance Managers	Foreman/Assistant Site Manager	Direct Operative	Surveyors	Estimator	Admin Staff	D&S Co-ordinators
Specific Company Induction	X	X	X	X	X	X	X	X	X	X	X	X
Safety for Senior Executives	X*	X										X
Company Safety Never Stops Yearly Update	X*	X	X	X	X	X	X	X	X	X	X	X
CITB 5 Day Safety Managers	X*	X	X	X	X	X	X	X	X	X	X	X
Managing Fire Safety on Construction Sites	X*	X	X	X	X	X	X	X	X	X	X	X
Fire Warden	X	X	X	X								
Temporary Works Co-ordinator		X*	X	X								
Asbestos Awareness	X*	X	X	X	X	X	X	X	X	X	X	X
Mobile Tower Erection (PASMA)						X	X	X	X			
Confined Space Entry	X*	X	X	X	X	X	X	X	X	X	X	X
Lifting Awareness	X	X	X	X	X	X*	X*	X	X	X	X	X
CSCS CARD	X	X	X	X	X	X	X	X	X	X	X	X
Health & Safety Awareness / Test (CSCS/CPCS)	X	X	X	X	X	X	X	X	X	X	X	X
3 Day First Aid	X*	X	X	X	X*	X	X*	X*	X*	X*	X*	X*
1 Day Emergency First Aid						X	X	X	X	X	X*	X
Manual Handling	X*	X	X	X	X	X	X	X	X	X	X*	X
VDU Training	X	X	X	X*	X	X	X	X	X	X	X	X
Mobile Plant Categories as required						X*	X					
Crane Appointed Person				X								
NVQ2										X		
NVQ3/4											X*	X

X – Mandatory Course  
X\* As Required – Not mandatory but desirable and may be necessary to ensure roles and responsibilities are fulfilled on site

