



HEALTH, SAFETY, & WELFARE POLICY

Mill Pool Group Ltd is committed to continuously maintain working conditions which promote Health & Safety at the highest level, not only for employees, but for all operatives and personnel that work within our structure. All reasonably practicable measures will be taken to avoid risk to our employees and others who may be affected by our business.

Mill Pool Group continuously endeavours to ensure all staff within the company structure maintains an advanced level of competence regarding Health, Safety, and the Environment. These objectives are achieved through continuous investment in training courses, advanced construction equipment, and additional resources, which promote a safe working Environment. Mill Pool Group adopt a proactive approach to Health & Safety; we continuously monitor and review our policies and on site procedures to maintain our standards. Site supervisors regard the implementation of this policy, and all Health & Safety matters as a priority when assessing or planning work activities.

Mill Pool Group have a consciousness to ensure that the Health & Safety policy, and beliefs of the company are transferred to all sectors through effective communication and re-evaluation. All company operatives are actively engaged in Health & Safety matters within the business.

Are achievements within Health & Safety matters contributes to a large percentage of how we evaluate our business performance. This, therefore is also an essential factor in determining the suitability and involvement of sub-contractors, and other external agencies who may be involved within our business operations.

This policy is continuously reviewed to establish its relevance to our business needs. We additionally utilise an internal performance review system to ensure that our implementation of control measures achieve the objectives stated within this policy.

As Company Director, I take ultimate responsibility for Health & Safety,

A handwritten signature in dark ink, appearing to read "P.J. McGowan", with a horizontal line extending to the right.

P.J. McGowan
Director



**MILL POOL
GROUP**

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH CODE OF PRACTICE

The following must be identified and confirmed by a competent person before handling or using any hazardous substance.

- The experience/knowledge/qualifications of persons handling the substance.
- The hazardous properties of the substance.
- Information regarding the health effects including information contained in any relevant safety data sheet.
- The level, type and duration of exposure by personnel.
- The circumstances of the work, including the amount of the substance(s) involved.
- Type and nature of the activity, where there is the potential for a high level of exposure.
- Any relevant occupational exposure standard, maximum exposure limit, or similar occupational exposure limit.
- The effect of preventive and control measures, which have been or will be taken.
- The effect of the substance coming into contact with any other hazardous substance contained on site.
- In circumstances where the work will involve exposure to more than one substance hazardous to health, the risk presented by exposure to such substances in combination.

Mill Pool Group will not undertake any work using a substance hazardous to health unless a suitable and sufficient assessment of the risks has been carried out, and personnel are familiar and competent with its use and application.



ENVIRONMENTAL POLICY

Mill Pool Group has a purposeful approach to adopting sustainable practices which concern Environmental issues, in an attempt to minimise the Environmental impact of our business operations. Mill Pool Group not only ensures that the requirements of relevant legislation are met, but actively encourages all employees to be environmentally responsible.

Our Environmental approach to business is predominantly focused around reducing emissions, minimising waste materials, controlling noise, and using recycled materials where possible. We optimise our use of raw materials and maximise their efficiency by effectively controlling their use.

Our business commitments boast an extensive range of working environments, from private and commercial businesses, to local communities. We have therefore gained extensive experience in collaborating with diverse groups on a number of environmental issues.

We continuously review our Environmental performance to ensure we meet the aims and objectives outlined within this policy.



TRAINING POLICY

Mill Pool Group considers Staff Development and Training as a fundamental issue within the Human Resource strategy of the business. Mill Pool Group recognises the value and importance of providing opportunities to its entire staff with an aim to improving role-related knowledge. The aims and objectives of this policy are to ensure that all staff can reach their full potential, leading to a competent, and highly skilled workforce. By employing these individuals, and providing the necessary tools for self-development, the company aims to maintain a well established, competent, and motivated workforce to deliver quality projects within an efficient timescale.

Individual Training and Development needs will be assessed through the following routes:

- Requests from staff
- Requests from management following the identification of a training need through work related performance, or staff appraisal.
- The introduction of new Legislation.

Training and Development needs of all staff will be met by a variety of issues, which will depend on the nature and extent to which training is required. Development, will however, usually adopt the form of external training with relevant and qualified organisations.

Internal, and external Training will under normal circumstances be of no cost to the employee, proving the training is relevant and specific to their role, and can be justified to improving their work related knowledge.

It is the company's intention to highlight their pro-active approach to the Training and Development of all its staff within this policy. Staff however, must also take the initiative to not only identify their own training needs, but to actively involve themselves within the training provided by the company, and acknowledge its importance.



NEAR HIT REPORT FORM

PERSONAL DETAILS

First Name:	Surname:
Tel No:	Email:

INCIDENT DETAILS

Date:	Time (use 24hr clock):
Site Address:	

DESCRIPTION OF INCIDENT Give full details of what happened including the nature and extent of any damage, which may have occurred. If the incident involved a fall from height, state the distance.

Continue overleaf if necessary

ACTION TAKEN FOLLOWING INCIDENT

Continue overleaf if necessary

Signed:	Date:
Name (please print):	Tel No:

Data Protection Act 1998 – the information on this form is used for the purposes of investigation and securing the health, safety and welfare of people within the organisation. It will be held only by the Director of Mill Pool Group Ltd.

SITE INDUCTION TRAINING INDEX

1. Project Description/aims & objectives
2. Introduction to Site Management
3. Topography – site layout, boundaries, position of hazard boards, fire exits.
4. Risks – conditions & substances affecting health & welfare
5. Major causes of accidents
6. Health & Safety targets
7. Personal Protective Equipment
8. Accident reporting & First Aid
9. Fire & Emergency Procedures
10. Fire Extinguishers
11. Welfare – Canteen, Toilets, etc