



## Midwest Construction UK Ltd

### Policies Manual

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Procedures Manual for Health & Safety, Quality & Environmental can be found on our website

[www.midwestconstruction.com](http://www.midwestconstruction.com)

04 January 2024

## Health and Safety Policy Statement

Midwest Construction (UK) Limited declares its primary business driver to be safeguarding and promoting the health and safety of its employees, contractors' employees and of all those, including members of the public, who may be affected by our work.

The Company will discharge its statutory obligations and duties placing health and safety issues on an equal priority with other company objectives, or as the arbiter, in matters of debate.

The minimum acceptable health and safety standards to us are those required by relevant legislation and authoritative guidance. These requirements will be met, and enhanced where long-term company interests can be improved. We will make Midwest Construction the "contractor of choice" and position it at the forefront of best practice and influence others accordingly.

The Board of Directors of Midwest Construction fully endorses this Policy. They will ensure that a documented Health and Safety Management System (SMS) is maintained, containing the arrangements and organisational details of how these requirements will be achieved. The Board will ensure that the SMS is periodically reviewed to ensure it remains legally compliant, achievable, relevant and credible.

To summarise: Midwest Construction is to ensure the Health, Safety and Welfare of all staff while at work and to protect visitors and the general public from injury due to the company's activities insofar as that is reasonably practical. Safety will always be the first consideration in all matters pertaining to the company's activities. The Company will comply with all statutory Requirements, Regulations and Approved Code of Practice dealing with Health and Safety where these are applicable to our activities. We will ensure that during the course of employee training, in relation to, a specific process, working practices or tasks to be performed by an employee, that safety would form an integral part of such training and in subsequent operation. Employees should observe all safety rules and conduct themselves in a manner to ensure their own safety and that of others. The joint co-operation of all employees in the observance of this policy will ensure safe working conditions and consequently would be of an advantage to all.

The SMS is based upon established and published good practice and describes how the Company:

- Implements its policy on Health and Safety (and consequent environmental issues)
- Identifies, assesses and controls risk
- Plans safety into the operations
- Checks operations and implements any necessary corrective actions
- Provides adequate resources
- Sets goals and targets
- Involves the workforce
- Implements and operates systems and procedures
- Investigates adverse incidents and draws up preventative actions
- Ensures the Management System is complied with

Continual improvement will be achieved by effective implementation of the above. Everyone working for Midwest Construction is expected to support and promote this policy and comply with its requirements and duties.

Signed:   
Company Director

Date: 04/01/2024

*Please also refer to our Health and Safety Management System which is available at [www.midwestconstruction.com/company](http://www.midwestconstruction.com/company)*

## Environmental Policy Statement

Midwest Construction UK Ltd T/A Midwest is a professional and environmentally conscious organization, which acknowledges the impact that our operations may potentially have on the environment. The clear objective of Midwest Construction UK Ltd T/A Midwest is to minimize any impact on the environment by:

- Preventing pollution, reducing waste and ensuring, wherever practicable, that measures are implemented to protect and preserve natural habitats, flora and fauna
- Considering the effects that our operations may have on the local community
- Taking action to eliminate or reduce, as far as practicable, any potentially adverse environmental impacts
- Seeking to work in partnership with the community by behaving in a considerate and socially responsible manner
- Ensuring effective and expedient incident control, investigation and reporting.

Midwest Construction UK Limited will fully comply with the duties placed upon it within the requirements of legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Guidance as issued by the Environment Agency and other organizations. As part of the company's commitment to maintaining the highest levels of environmental management, it is the intention that the company will work towards environmental management systems compliant with ISO14001 and SpeCC.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any environment related matter.

Midwest Construction UK Ltd T/A Midwest will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventive and control measures are implemented. All employees will be provided with the necessary resources, equipment, information, instruction and training to fulfill the requirements of this policy.



Signed: ..... Date: 04/01/2024

**Midwest Construction UK Ltd T/A Midwest Director**

*Please also refer to our Environmental Management System which is available at [www.midwestconstruction.com/company](http://www.midwestconstruction.com/company)*

## Quality Statement

This manual describes the organisation, responsibility & procedures, which are followed in order to achieve the Company's Objectives. The Company Objective is to continue to be at the top of a specialized market in construction industry – retain and improve their enviable long standing reputation, observe regulatory requirements, continuously review, measure and assess company performance and maintain customer focus to ensure Contractors / Clients satisfaction.

The Directors, Contracts Managers, Engineers, Supervisors and Employees have a responsibility to comply, review, improve and measure the Quality Management System on an ongoing basis.

The company is pursuing and affecting a Quality Management System which meets the full requirements of SpeCC.

The measurable in these objectives are outlined in the relevant procedures.

It is the Company's policy to make sure all employees are aware of the Company Quality, Health, Safety & Environment Policies by regular induction and training. The company will also make their policies available to supplier, clients, employees by displaying them on their website:

[www.midwestformwork.com](http://www.midwestformwork.com)

The Quality Assurance Manager is required to maintain the control and issue of this document and report to the Directors on the implementation of its requirements, recommendations and effectiveness.

The Management of Midwest Formwork Ltd will give full commitment to the Quality Management System.

Signed:



Date: 04/01/2024

*Please also refer to our Quality Management System which is available at [www.midwestformwork.com/company](http://www.midwestformwork.com/company)*

## Labour Services Policy

### Introduction

HM Revenue and Customs (HMRC) continues to find non-compliance, illegal working practices and fraud in labour supply chains across business sectors.

When labour is supplied by a third party, we at Midwest Formwork need to safeguard our business from financial and reputational risk whilst maintaining the flexible workforce we need.

We will undertake checks to help tackle non-compliance, fraud and illegal working practices. We therefore need to carry out appropriate checks on our suppliers and services.

### We want to undertake checks for the following reasons:

- To ensure our suppliers of labour are legitimate and have no history of non-compliance
- A check on agency workers and that they are paid their contractual rate and it complies with the National Living Wage (NLW)/National Minimum Wage (NMW) and that we are doing all we can to eradicate modern slavery and illegal working in supply chains
- We will check that your Company is commercially sustainable so it can meet statutory tax obligations.
- We would like to check the history of the labour supply business - if an associated business previously failed were taxes paid and/or what changes were made to stop this happening again
- We have a legal obligation to check that an individual is allowed to work in the UK before they're employed as well as ensuring they aren't breaching any visa restrictions. We need confirmation from our suppliers that all workers are legally allowed to work in the UK



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Shane Corcoran  
Compliance Director  
04/01/2024

## General Data Protection Statement

On 25<sup>th</sup> May 2018 the new General Data Protection Regulation (GDPR) took effect. As a business which holds data relating to your company, we are legally obliged to inform you of what data we hold for you and how we will / will not use it.

### The personal information we collect about you can include:

- Data relating to your identity (name, title)
- Contact details (address, telephone numbers, email addresses)
- Bank account details
- Company registration details (company reg nr, VAT)
- For sub-contractors (next of kin, date of birth, passport, CSCS cards as supplied by you)

This list is not exhaustive

### Lawful basis for processing:

We process personal information on our contacts to fulfil our contractual obligations to them, the processing of this personal information is necessary to provide you with goods or services.

### We use this information to:

We use data relating to your business to facilitate trading with you and your company and for general correspondence with your staff.

### Who we share your data with:

To provide you with quotes, products and services we may need to share your contact information throughout the Midwest companies.

Contact details can be passed to outside companies to help provide our goods or services i.e. suppliers, sub-contractors, haulage companies

Your personal/company details will never be shared with third parties unless express permission has been given by yourselves, and only in relation to direct business requirements and if required by law or other court order.

We store information about your company on password protected software which is backed up and stored on our own server for security and loss prevention purposes; and where applicable our paper filing systems is in secure storage areas.

Payment information and company records are stored within our online banking and accounts facility, requiring a 2-step sign in process and multiple password requirements. This is to ensure the highest level of security possible.

## Your Rights under the General Data Protection Act

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

## Retention Policy:

Contact information is kept for the duration of the contract and for 6 years after the account is closed, we will have yearly reviews to remove all personal data from our systems after this time.

For more information on your rights under the General Data Protection Act (GDPR) visit <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

## Complaints

You have the right to make a complaint to the relevant supervisory authority which is the Information commissioner's office (ICO) if you think your personal information has been handled incorrectly.

## Contact us

In accordance with the new rules, if you are happy with us to continue storing your information then there is nothing you are required to do.

If you wish to be removed, or have your details updated then please get in touch, please contact us at [accounts@midwestformwork.com](mailto:accounts@midwestformwork.com) or telephone 02089981177



Shane Corcoran  
Director  
Midwest  
19 Aintree Road  
Perivale  
Middx UB6 7LA

04/01/2024

## Fraud and Bribery Policy Statement

### Commitment

Midwest Formwork UK Ltd T/A is committed to safeguarding high legal, ethical and moral standards. It is equally committed to preventing, deterring and detecting fraud, bribery and all other corrupt business practices. Midwest Formwork UK Ltd T/A Midwest adopts a zero tolerance approach towards any such behaviour. Losses due to fraud, bribery and other corrupt business practices can be more than just financial in nature; they can potentially damage the Company's reputation as well. The ultimate objective is to create an awareness on Fraud and Bribery Prevention in all areas of the business.

### Implementation

Midwest Formwork UK Ltd T/A believes that the implementation of effective fraud and bribery prevention measures is an integral part of modern, efficient management, and is a key driver in achieving success in its business objectives. The company conducts its activities with the aim of achieving its policy objectives by:

- Creating awareness with all staff on the company's corporate values by displaying our Company Statements and Philosophies in all areas of the business;
- Having in place the necessary organisation, arrangements and resources to prevent and investigate any activities of fraud or bribery;
- Having in place clear guidance on code of conduct with our business partners;
- Having in place various means for staff and business partners to report any concerns that they may have regarding activities of fraud and bribery, if need be anonymously;

### Escalation

All employees, business partners, their individual employees and other third parties can be assured that any reporting of reasonably held suspicions of fraud or bribery will be dealt with in absolute confidentiality, and will at no time be held against them. Internal reporting may be done by informing the Site Manager, Personnel Welfare Coordinator, or the Head Office Compliance Director. Business partners, their individual employees and other third parties may report by informing the Head Office Compliance Director.

### Escalation Contacts

#### Head Office Compliance Director:

Midwest Formwork UK Ltd T/A Midwest  
Compliance Director  
19 Aintree Road, Greenford, Middlesex,  
UB6 7LA  
Tel: 02089981177

### Review

This policy will be reviewed and updated periodically, particularly when changes in our procedures occur, or when there are changes in relevant legislation.



Signed:

**Shane Corcoran**  
**Director Of Midwest Formwork UK Ltd T/A Midwest**

**04/01/2024**



## Alcohol & Drug Policy

### Alcohol & Drug Policy

The aim of this policy is to ensure acceptable standards of safety, health and welfare in the workplace. The law imposes obligations on the Company to ensure a safe place of work. In addition to the obligations on the Company the law requires all employees, while at work, to take reasonable care of their own health and safety and for that of any other person who may be affected by their acts or omissions while at work. Furthermore, it is the duty of every employee to co-operate with the Company in this regard.

The possession, use or supply of drugs or alcohol by any employee is strictly prohibited unless the drugs are prescribed by a duly qualified, registered medical practitioner. Possession or consumption of non prescribed drugs or alcohol constitutes serious misconduct which will result in disciplinary action up to and including dismissal.

#### ***Possession or consumption of scheduled drugs and/or alcohol***

Where the company suspects that one has consumed drugs and/or alcohol, the Company reserves the right to request that you attend the Company's medical practitioner for an examination, the results of which will be sent directly to the Company and copied to you. You may in these circumstances be asked to leave the Company premises for health and safety reasons pending receipt of the results of the examination.

Where the Company suspects that you are in possession of/or consuming drugs and/or alcohol, an investigation will take place following the principles outlined in the Disciplinary Procedure.

#### ***Coordination of Policy***

The successful implementation and establishment of this policy is the responsibility of all employees of Midwest Formwork. Responsibility lies with supervisors, managers, safety officer, safety reps and employees.

The above should be:

- Familiar with the policy and its procedures.
- Providing information on the policy and encouraging employees who may have an alcohol and other drug related problem to seek assistance voluntarily.
- Assisting the employee and monitoring job performance where he/she remains and or returns to work.
- Having up to date information on alcohol and drug advice and treatment agencies.
- Enduring the policy is kept under review and if necessary that amendments are proposed.

#### ***The Legal Position***

Midwest Formwork has a general duty under the **Health and Safety Legislation** to ensure the health, safety and welfare of our employees. Similarly, our employees are also required to take reasonable care of themselves and others who could be affected by what they do.

Company Management will be committed to catching offenders of this policy the company may randomly require staff to undergo appropriate, reasonable and proportionate tests for intoxicants carried out under by or under the supervision of a registered medical practitioner.



Signed:

**Shane Corcoran**  
**Director Of Midwest Formwork Ltd**

**04/01/2024**

## Anti-Bullying Policy

### The organisation will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of the organisation/club to be given information about, and sign up to, this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that staff are given access to information, guidance and/or training on bullying.

### Each member of staff or official will:

- respect everyone's need for, and rights to, a work safety environment, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.

### Bullying

- all forms of bullying will be addressed
- everybody in the organisation has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying can include:
  - physical pushing, kicking, hitting, pinching etc.
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule,
  - humiliation or the continual ignoring of individuals
  - posting of derogatory or abusive comments, videos or images on social network sites
  - racial taunts, graffiti, gestures, sectarianism
  - sexual comments, suggestions or behaviour
  - unwanted physical contact

### Support to the staff

- staff should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking need to be identified and addressed at the outset to enable staff to approach adults for help
- staff should have access to Helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

### Support to the fellow workers

- fellow workers should be advised on the organisation bullying policy and practice
- any incident of bullying will be discussed with the next of kin
- information and advice on coping with bullying will be made available
- support should be offered to the workers including information on other agencies or support lines.

### Useful contacts

Anti-Bullying Alliance [www.antibullyingalliance.org](http://www.antibullyingalliance.org)

Midwest Safeguarding Officer 02089981177.

Mental Health First Aider Geanina Minea 0786755055



Signed:

**Shane Corcoran**  
**Director Of Midwest Formwork Ltd**

**04/01/2024**

## Diversity and Equal Opportunities Policy

# Diversity and Equal Opportunities

## Evidence and Statistics

**Midwest Formwork UK Ltd T/A Midwest** is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best. To that end the purpose of this policy is to provide equality and fairness for all employees, workers and applicants, whether full-time or part-time, and not to discriminate on grounds of gender (including sex, marriage, gender re-assignment), race (including ethnic origin, colour, nationality and national origin), disability, sexual orientation, religion or belief, or age. Midwest Formwork opposes all forms of unlawful and unfair discrimination.

### Statistic of employment by race

UK	15%
Romanian	60.99%
Irish	10%
Russian	5%
Indian	10%
Polish	

### Statistics of employment by ground and gender

Women	2%
Men	98%

### Statistics of employment by disability sexual orientation religion, believe or age

Roman Catholic	40%
Protestant	5%
Hindu	5%
Muslim	10%
Orthodox	40%



Signed:

**Shane Corcoran**  
**Director Of Midwest Formwork Ltd**

**04/01/2024**

## Modern Slavery Policy and Statement

### About this Policy

Midwest Formwork and its subsidiary companies are all committed to conducting their businesses in a socially responsible way. Midwest Formwork businesses seek to carry out their operations in accordance with appropriate ethical standards and be honest and fair in their relationships with customers and suppliers. As part of this, Midwest Formwork is dedicated to ensuring that effective systems and controls are in place to safeguard against modern slavery and human trafficking occurring within our businesses or any of our supply chain.

### Midwest Formwork Policies and Provisions

The approach of members of Midwest Formwork Group to the promotion of human rights and ethical issues is contained within Midwest Formwork Policies which include but not limited to:

- Anti-Bribery and Corruption Policy
- Equal Opportunities Policy
- Recruitment Policy
- Whistleblowing Policy
- Grievance including Anti-Bullying and Harassment Policy
- Environmental Policy

The Midwest Formwork policies apply to all individuals employed or engaged by Midwest Formwork and our Subcontractors. Employees can use the whistleblowing policy to report suspected concerns within the Midwest Formwork and clients.

Since the enactment of the Act members of the Midwest Formwork have taken steps to seek to ensure that any new agreements with suppliers include an express obligation for suppliers to comply with the Act, to implement due diligence procedures within its own supply chains and notify Midwest Formwork in the event of any actual or potential incidence of modern slavery. In the event of a breach of these provisions, members of the Midwest Formwork will seek to resolve any issues with its suppliers and it may also seek to terminate the relationship with the supplier where a resolution is not achieved. This provision is regularly reviewed and relevant amendments made.

### Midwest Formwork Due Diligence

Members of the Midwest Formwork have identified our supply chains as the main area of risk and exposure to modern slavery.

During 2019, a two-stage risk assessment will commence to identify possible risks of modern slavery within supply chains. The initial risk assessment will focus on significant suppliers (those identified by reference to total expenditure). The initial stage of the risk assessment will enable Midwest Formwork to attribute a risk rating .

Where a subcontractor is considered “medium” or “high” risk, further investigation will be conducted to enable greater understanding of the possible risks associated with the supply chain and further actions put in place where appropriate. In addition to carrying out due diligence exercise on existing suppliers, Midwest Formwork is identifying measure that we will benefit from including development of supplier due diligence arrangements which form part of the procurement processes.

## Midwest Formwork Areas of Risk

Overall exposure to modern slavery for members of the Midwest Formwork is considered to be lower than other sectors given that the property services sector in which our business operate, the types of services we procure and the fact that our business operations and those of the majority of our suppliers are primarily based in the UK.

Midwest Formwork is not complacent and understand that the procurement of recruitment and facilities services and the use of subcontractors are practices which may bring about increased risks of modern slavery

Accordingly, Midwest Formwork is taking steps to mitigate such risks, including:

- Requiring suppliers to implement due diligence procedures for its own suppliers and subcontractors
- Having in place stringent checks on our recruitment agencies and ensuring our own internal recruitment processes meet the minimum legal requirement

As part of this, Midwest Formwork complies with all relevant legislation including the Immigration, Asylum and Nationality Act 2006 and ensures that all appropriate checks are carried out to maintain compliance.

In the event that further risks are identified, Midwest Formwork will consider such risks and take appropriate steps to address any emerging risks.

## Midwest Formwork Training

Midwest Formwork understand the importance of training employees to enable them to be able to identify risks of modern slavery. Midwest Formwork is putting in place a training programme to ensure that senior management, procurement leads and Midwest Formwork employees receive sufficient information and/or complete appropriate training to understand the requirements under the Act and how to identify and report issues of modern slavery. Each group identified has a different role to play in combatting modern slavery and therefore the information and/or training shall be tailored accordingly.



Shane Corcoran

04/01/2024

Director of Midwest Formwork Ltd

## PPE Policy

Personal Protective Equipment ('PPE') is equipment which protects the user against health or safety risks at work.

However, it must only be used as a last resort when no other means of control are available.

It includes eye and face protection, hearing protection, head protection, respiratory protection, safety boots and gloves and any protection required where employees have to work in adverse weather conditions.

### Company Responsibilities

Managers are required to identify, assess and control the risks to which their employees or other persons are exposed to in the workplace. Where engineering controls and safe systems of work cannot be employed to remove, reduce or isolate risks to an acceptable level, PPE should be considered as a last resort as it only protects the person wearing it and theoretical levels of protection are difficult to achieve in practice.

To meet this requirement in order to adhere to the CCS Code of Practice, managers/ supervisors must carry out risk assessments to identify the PPE requirements of their staff, arrange for the appropriate PPE to be provided.

When selecting PPE products ensure they meet the CE standard in accordance with the Personal Protective Equipment Regulations 1992 (as amended 2002).

The Personal Protective Equipment at Work Regulations (Northern Ireland) 1993 and choose equipment that suits the user.

Midwest Formwork will provide adequate information, instructions and training to enable personnel to use the PPE correctly. This will include an explanation of the risks, why PPE is needed, how it should be used and any limitations in its use. The monitor its correct use.

All PPE issued by Midwest Formwork will be checked before issue. Maintenance and issue records will be kept.

PPE will be provided free of charge to those who need it and suitable storage and cleaning facilities will also be provided.

Spare PPE is available on site and will be issued by site manager.

This PPE must be signed for and returned after use if required, please see induction form.

### Individual Responsibilities

Individuals must co-operate with Midwest Formwork by using the PPE provided in the correct and specified fashion, employees must not interfere with or compromise PPE provided for their safety or the safety of others.

Individuals should make their manager aware if their PPE needs replacement or changing.

It is the responsibility of the person to whom PPE is allocated, to ensure it is correctly stored and looked after.

Sub-contractors must use their own PPE, but an assessment will be made of this PPE to ensure suitability.

## Construction Sites

Midwest Formwork has specified to its staff and sub-contractors that it requires the following five points of PPE on all construction projects.

- 1.Safety footwear,
- 2.Hard hat,
- 3.Chin straps
- 4.Safety Glasses.
- 5.Hi-vis vest or coat
- 6.Gloves

Items 1 to 6 are to be worn as a mandatory requirement on all Midwest Formwork construction sites, with gloves and glasses worn during all site activities (subject to a risk assessment).

## How do I order PPE?

Please ask your Site Supervisor /Site Manager for the PPE required as per risk assessment .

## What should I have?

- Safety Footwear – to be worn at all times
- Safety Helmet – must have an integrated chin straps.
- Safety Glasses.
- Gloves - general purpose gloves for site visits and task specific gloves for activities such as cutting and manual handling are required as per risk assessment.
- Hi-Vis vest or jacket – to be worn at all times (company branded where possible)
- Clothing - to include wet weather clothing

Additional PPE may be required depending on construction activity and associated risk.

Failure to comply with this policy will be regarded as a serious breach of health and safety procedures and breach may result in exclusion from the sites, disciplinary action and ultimately could lead to dismissal.

## Monitoring and Review:

The operation of this policy will be kept under periodic review and will revise and update whenever deemed appropriate and necessary to do so.



## **PPE GUIDANCE**

### **EYE PROTECTION**

Protecting the eyes may require safety glasses, goggles, face screen, face shield or visors to safeguard against chemical or metal splash, dust, projectiles, gas and vapour.

### **HEAD AND NECK PROTECTION**

Industrial safety helmets, bump caps and hairnets may be appropriate to protect against impacts from falling or flying objects, risk of head bumping, getting hair tangled in machinery, chemical drips or splash, climate or temperature.

### **EAR PROTECTION**

The Control of Noise at Work Regulations 2005 / The Control of Noise at Work Regulations (NI) 2006 ensures that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears). Where possible noise levels must be reduced at source to the lowest practical level by using silencers, mufflers or noise enclosures. When it is not possible to reduce noise levels further and exposure remains above 85 decibels (daily or weekly average exposure) hearing protection and/or a hearing protection zone must be used.

At 80 decibels the manager must assess the risk to workers' health and provide them with information. The exposure limit is 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed.

When considering the type of Hearing Protectors to use consider the type of noise, its frequency, the duration of exposure, and compatibility with other types of PPE being worn. Ear plugs or earmuffs may be appropriate.

### **HANDS AND ARMS PROTECTION**

The use of safety gloves, gauntlets and sleeving can protect against abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, radiation, vibration, biological agents and prolonged immersion in water.

Special consideration should be given to using gloves when operating machines where the gloves might get caught.

Barrier creams are unreliable and are no substitute for proper PPE.

Wearing gloves for long periods can make the skin hot and sweaty, leading to skin problems. Using separate cotton inner gloves can help prevent this.

### **FEET AND LEGS PROTECTION**

Safety boots and shoes with protective toecaps and mid-sole penetration-resistant, mid-sole wellington boots and other site specific footwear, e.g. foundry boots and chainsaw boots may be appropriate to protect against wet, hot and cold conditions, electrostatic build-up, slipping, cuts and punctures, falling objects, heavy loads, metal and chemical splash and vehicles.

Footwear can have a variety of sole patterns and materials to guard against slips in different conditions, including oil or chemical-resistant soles. It can also be anti-static, electrically conductive or thermally insulating so appropriate footwear should be selected for the risks identified.

## RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

Whenever materials are being used which are liable to produce dust, toxic gases or vapours or where the atmosphere may be oxygen deficient there is a hazard to the respiratory system.

Every effort must be made to control the hazard at source. Where this is not possible it will be necessary to provide and use RPE. An assessment of the risk as required by the Control of Substances Hazardous to Health Regulations (COSHH) needs to consider the following:

- 1) Ensure the air is not oxygen deficient.
- 2) Nature and level of the contaminant.

If the air is deficient of oxygen, equipment which provides air is required i.e. breathing apparatus. If sufficient air for breathing is present, but the air is contaminated air filtering equipment is required, i.e. a respirator. Where there is a shortage of oxygen or any danger of losing consciousness due to exposure to high levels of harmful fumes, only use breathing apparatus – never use a filtering cartridge. Breathing Apparatus must be used in a confined space or if there is a chance of an oxygen deficiency in the work area.

All operatives required to wear respiratory protection will be trained in their use and be medically fit.

## WHOLE BODY PROTECTION

Flame-retardant, anti-static, chain mail, chemically impermeable or high-visibility overalls, boiler suits, aprons or chemical suits should be used to guard against the risk of heat, chemical or metal splash, spray from pressure leaks or spray guns, contaminated dust, impact or penetration, excessive wear or entanglement of own clothing as appropriate.

## SAFETY HARNESSSES

They should only be used when it is totally impractical to provide working platforms

Safety harnesses comprise of shoulder and crutch straps, should be easily adjustable and fitted with a lanyard which will limit the fall distance to a maximum of 2 metres.

Safety harnesses used as part of a rescue device will be directly attached to the rescue lifting device.

Harness must be inspected prior to use and inspected every 6 months as per LOLER Regs

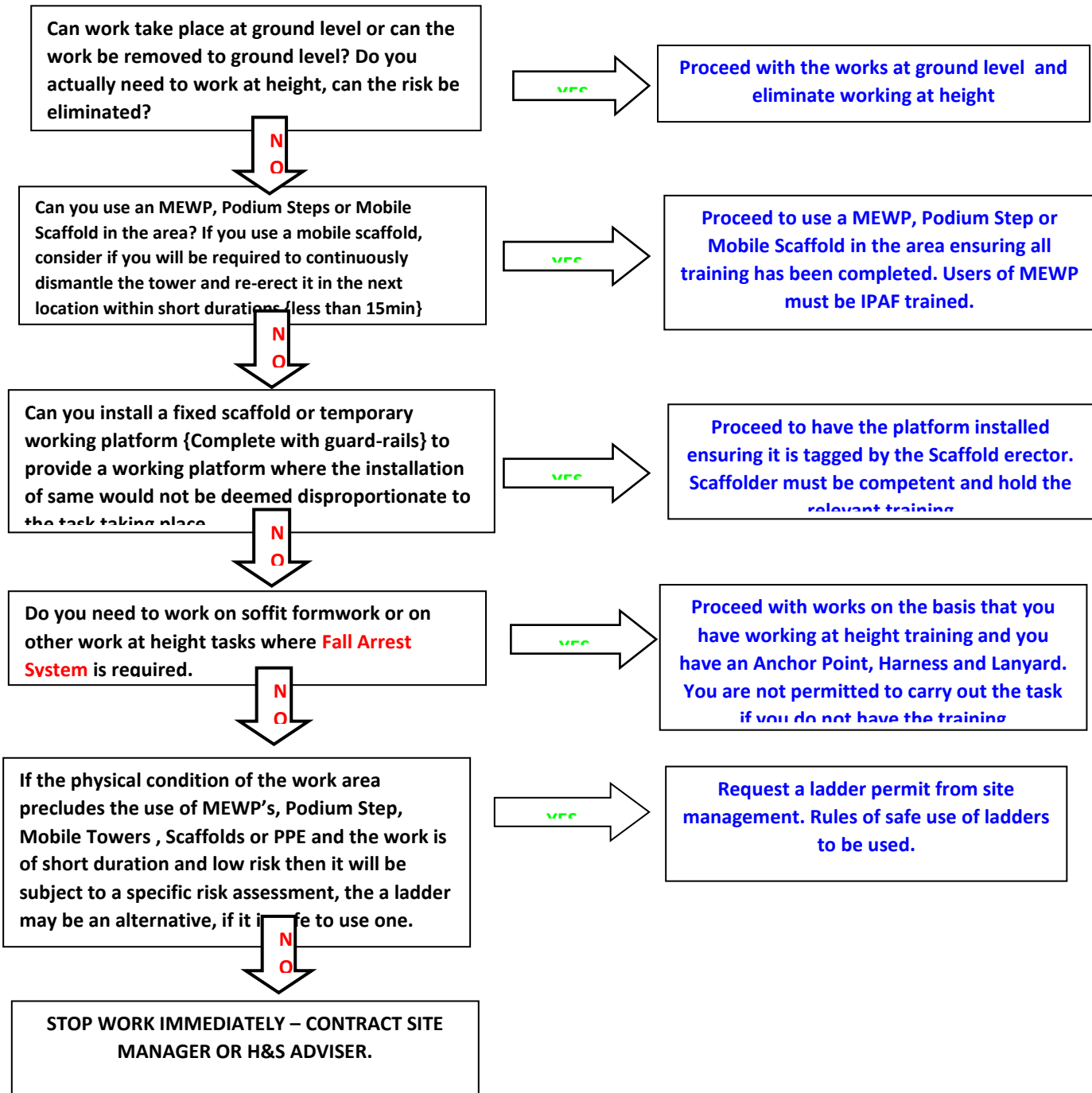
Signed:



**Midwest Formwork Director**

Date:04.01.2024

## Working at Height Policy



Signed:



Midwest Formwork LTD Director

Date:04.01.2024

## Lone Working Policy Statement

The content of this statement will establish our company's intent to avoid the need for lone working where possible. Where workers do have to work alone, personal safety must be the prime consideration. As far as is practicable, regular communication with a responsible person is essential to this. Lone workers must be made aware of all the necessary steps to avoid putting themselves at risk, either from the work activity itself or as a consequence of the work environment. It is Midwest Formwork's intent that lone working is eliminated or minimised where possible.

A safe work method must be drawn up and agreed to before a worker is allowed to work unaccompanied. It is vital that workers follow the procedures laid down to control the risks of lone working. Midwest Formwork must, therefore, give all the necessary information, instruction, and supervision to enable their lone workers to recognise the hazards and appreciate the risks involved.

A risk assessment will identify these hazards and describe the measures required for minimising the risks.

Midwest Formwork's Management discourage Lone Working and it is only allowed after careful consideration of the task involved accompanied with a risk assessment.

Signed:



**Midwest Formwork Director**

Date:04.01.2024

## Training and Competency Policy

Midwest Formwork UK Ltd ensures the Site Management (Contracts Manager, Site Manager, Site Supervisor or HSE Advisor) will ensure that all members of staff receive training on health and safety, to assist them in undertaking their task safely and efficiently. External courses on specific subjects may be utilized along with internal training. Although the Directors have a major role to play within the Company's health and safety policy, each member of staff in a supervisory role is responsible for ensuring that his/her subordinates receive appropriate training and instruction and shall, therefore, liaise with the Managing Director regarding training needs. The Health and Safety support staff will hold copies of all training records at head office.

### Site Workers



### Plant Operators / Slings



**MEWP / Scaffold Towers**



**Scaffolders**



**Persons working at height**



**All Site Operatives**

**Operators of the Doka TLS  
Cantideck**

**Operatives using**



Signed:

Date:

04/01/2024

**Shane Corcoran**  
**Director of Midwest Formwork Ltd**



## Coronavirus Policy Statement

Midwest Construction (UK) Limited declares its primary business driver to be safeguarding and promoting the health and safety of its employees, contractors' employees and of all those, including members of the public, who may be affected by our work.

The Company will discharge its statutory obligations and duties placing health and safety issues on an equal priority with other company objectives, or as the arbiter, in matters of debate.

The minimum acceptable health and safety standards to us are those required by relevant legislation and authoritative guidance. These requirements will be met and enhanced where long-term company interests can be improved. We will make Midwest Construction the "contractor of choice" and position it at the forefront of best practice and influence others accordingly.

The Board of Directors of Midwest Construction fully endorses this Coronavirus Policy. They will ensure that a documented Health and Safety Management System (SMS) is maintained, containing the arrangements and organisational details of how these requirements will be achieved. The Board will ensure that the Coronavirus Policy is periodically reviewed to ensure it remains legally compliant, achievable, relevant and credible.

To summarise: Midwest Construction is to ensure the Health, Safety and Welfare of all staff while at work and to protect visitors and the general public from the spread of the virus. Health and Safety will always be the first consideration in all matters pertaining to the company's activities. The Company will comply with all statutory Requirements, Regulations and Approved Code of Practice and the Government Guidance dealing with Corona Virus where these are applicable to our activities. We will ensure that during the course of employee training, in relation to, a specific process, working practices or tasks to be performed by an employee, that health and safety would form an integral part of such training and in subsequent operation. Employees should observe all health and safety rules and conduct themselves in a manner to ensure their own health and safety and that of others. The joint co-operation of all employees in the observance of this policy will ensure safe working conditions and consequently would be of an advantage to all.

Continual improvement will be achieved by effective implementation of the above. Everyone working for Midwest Construction is expected to support and promote this policy and comply with its requirements and duties.

Signed:   
Company Director

Date: 04/01/2024