

Fordingbridge Plc
Arundel Road
Fontwell
Arundel
West Sussex
BN18 0SD

Telephone: 01243 554455
Fax: 01243 554433

info@fordingbridge.co.uk
www.fordingbridge.co.uk

Registered Company No: 2450755

Policy Statements

Fordingbridge plc runs its company in line with the following policy statements which are constantly monitored and reviewed:

	Page
* Health and Safety	1
* Lone Working	2
* Quality	3
* Equal Opportunities	4
* Environment	5
* Asbestos	6
* Corporate Social Responsibility	7
* Working at Height	8





HEALTH AND SAFETY

PART 1: POLICY STATEMENT

Fordingbridge plc accepts its responsibilities for ensuring health, safety and welfare at work. Fordingbridge plc believes that achieving high standards in health, safety and welfare is important to the success of the company.

Fordingbridge plc intends to comply in every respect with the Health and Safety at Work Act and all Regulations made under it by ensuring the safety and well being of all employees, and also that of non-employees who could be affected by the operations of the company, so far as is reasonably practicable. The rest of this Policy explains in detail how this will be done.

The Directors will ensure that within reasonable bounds sufficient funds and resources are allocated to ensure that this Policy can be effectively incorporated into the company's activities.

Employees will be expected to exercise personal responsibility for health and safety at work, and will be provided with such information and training, as they need for this purpose in order to co-operate with the management in complying with health and safety legislation.

This Policy will be reviewed every year.

A handwritten signature in black ink, appearing to read 'S Toone', is written over a faint horizontal line.

Steve Toone - Managing Director

Date: 1 January 2015

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
H&SA	SS	January 2011	1	5/1/15	2/1/15	4



LONE WORKING POLICY

INTRODUCTION

Fordingbridge Plc has a legal and moral responsibility to effectively manage the risks associated with individual members of staff working on their own and to ensure their safety at all times. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone

AIM

Using the Risk Assessment process, Fordingbridge Plc will raise awareness amongst all staff of all systems, procedures and equipment that must be utilised to reduce the levels or risk associated with working alone.

DEFINITION

A lone worker is defined as any member of staff working without direct supervision in a building or on a site or driving vehicles for the company e.g. delivery drivers & sales personnel.

IMPLEMENTATION

The safety of staff is of paramount importance and Fordingbridge will ensure that:

- Lone working is prohibited within the factory and on construction sites
- Lone workers, such as drivers, abide by the driving policy to ensure regular breaks
- Delivery drivers have manual handling training and are aware that they should use lifting equipment fitted to the vehicle or to use a forklift to offload.
- All drivers plan their routes and inform their manager of ETA's.
- Managers will periodically contact drivers to ensure that there are no problems.
- Lone workers are provided with communications (company mobile phones) before travelling.
- Lone workers have access to first aid equipment.

ORGANISATION RESPONSIBILITIES

Overall responsibility for the discharge of this policy lies with the Managing Director.

Steve Toone - Managing Director

Date: 1 January 2015

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
LONEW	SS	Aug 12	1	5/1/15	5/1/15	3



QUALITY POLICY

Fordingbridge PLC (the 'Organisation') aims to provide defect free products and services to all its customers, on time and within budget.

The Organisation operates a Quality Management System that has gained ISO 9001:2008 Certification, including aspects specific to the design and build of sustainable curved roof structures and tensile fabric structures.

The management is committed to:

- Develop and improve the Quality Management System.
- Continually improve the effectiveness of the Quality Management System.
- The enhancement of customer satisfaction.

The management has a continuing commitment to:

- Ensure that the customer needs and expectations are determined and fulfilled with the aim of achieving customer satisfaction.
- Communicate throughout the Organisation the importance of meeting customer needs and all relevant statutory and regulatory requirements.
- Establish the Quality Policy and its objectives.
- Ensure that the Management Reviews are set and review the quality objectives and reports on the Internal Audit results on a regular basis as a means of monitoring and measuring the processes and the effectiveness of the Quality Management System.
- Ensure the availability of resources.

The structure of the Quality Management System is defined in this Quality Procedures Manual.

All personnel understand the requirements of this Quality Policy and abide with the contents of this Quality Procedures Manual.

The Organisation complies with all relevant statutory and regulatory requirements.

The Organisation constantly monitors its quality performance and implements improvements when appropriate.

This Quality Policy is reviewed regularly in order to ensure its continuing suitability.

Copies of the Quality Policy are made available to all members of staff. Copies of the minutes of Management Reviews, or extracts thereof, are provided to individual members of staff in accordance with their role and responsibilities as a means of communicating the effectiveness of the Quality Management System.

Steve Ford - Production Manager

Date: 1 January 2015

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
QUAL	SS	January 2011	1	5/1/15	5/1/15	4



EQUAL OPPORTUNITIES POLICY

Fordingbridge plc is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.

Fordingbridge plc will follow the recommendations of the Statutory Codes of Practice of the Equality and Human Rights Commission, in all their employment policies, procedures and practices.

Equal Opportunity Policy

The aims of this policy are to ensure that:

- No-one receives less favourable treatment, on grounds of race, colour, nationality, ethnic or national origins, gender, sexual orientation, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds, or victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
EOPPS	SS	January 2011	1	5/1/15	5/1/15	4



We will take the following steps to put the policy into practice and make sure that it is achieving its aims:

1. The policy will be a priority for the organisation.
2. Gwyneth Auld, Office Administrator will be responsible for the day to day operation of the policy.
3. The policy will be communicated to all workers and job applicants, and will be placed on the company's intranet and website.
4. Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.
5. All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.
6. Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them.
7. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
8. Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief.
9. All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
10. Selection criteria will be entirely related to the job or training opportunity.
11. We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.
12. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively, and will accommodate them unless it would cause significant difficulties to the business or the employee.

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
EOPPS	SS	January 2011	1	5/1/15	5/1/15	4



13. Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment, promotion and training will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equality of opportunity. Information about the religion/belief and sexual orientation of employees may also be monitored.
14. If the data shows that people from particular groups are under-represented in particular areas of work, lawful positive action training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.
15. Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by gender, racial group, age, disability, religion/belief and sexual orientation.
16. Requirements, conditions, provisions, criteria, and practices will be reviewed regularly, in the light of the monitoring results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds.
17. All contracts between Fordingbridge plc and contractors to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.
18. The effectiveness of the policy will be monitored regularly. A report on progress will be produced each year, and published via the intranet, the website, the staff newsletter, notice boards, and the annual report.
19. Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.
20. The Company will draw up an Action Plan detailing how this policy will be implemented in practice.

This policy has been endorsed by the Fordingbridge Board of Directors

The policy was approved on 29th September 2009 following consultation with all employees and Directors

Overall responsibility for the effectiveness of the policy lies with Steve Toone, Managing Director. For more information, please contact this person by email Stephentoone@fordingbridge.co.uk

Steve Toone – Managing Director

Date: 1 January 2015

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
EOPPS	SS	January 2011	1	5/1/15	5/1/15	4



ENVIRONMENTAL POLICY

PART 1: POLICY STATEMENT

At Fordingbridge we firmly believe that sustainability and environmental responsibility are integral parts of our business, both now and for the future. We accept that our very existence has an impact on the environment but aim to reduce the effect by complete commitment to two basic principles:

- We design and build structures which do the job well, last a long time and use energy efficiently.
- We run our office, factory and construction sites in a way that has the least environmental impact possible without compromising the success of our business.
- We are committed to being an environmentally conscious company. It is company policy to strive to ensure that the business has the least harmful effect on the environment. The company will follow the systems prescribed in ISO 4001.

In pursuit of these aims, we are:

- Considering the environmental concerns and impacts in all our decision making and activities and finding ways to minimise them.
- Designing products in such a way to reduce environmental impact and improve performance.
- Promoting environmental awareness among our employees and encouraging them to work in an environmentally responsible manner.
- Holding regular reviews with our committee of staff to ensure we are moving forward with our environmental policy.
- Training, educating and informing our employees about environmental issues that may affect their work.
- Reducing waste through re-use and recycling and by purchasing more energy efficient, recycled, recyclable or re-furnished products and materials where these alternatives are available, affordable and suitable.
- Purchasing products from guaranteed sustainable sources and making environmental responsibility a purchasing priority at least as important as cost and performance.
- Promoting efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable.
- Avoiding unnecessary use of hazardous materials and products, seeking substitutions when feasible, and taking all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.
- Developing and maintaining appropriate emergency and spill response programmes, where required by legislation or where significant health, safety or environmental hazards exist,
- Communicating our environmental commitment to clients, customers and the public and encourage them to support it,
- Striving to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
ENVI	SS	January 2011	1	5/1/15	5/1/15	4



It also goes without saying that we will operate in compliance with all relevant environmental legislation in fact we strive to exceed legislative minimum standards wherever we can.

PART 2: RESPONSIBILITIES

2.1 The Board of Directors

- Will take overall responsibility for the application of this Policy.
Will ensure environmental factors are considered in all the decision making of the company.
- Will ensure the adequate resourcing of all aspects of the Environmental Policy.
- Will consider reports on environmental aspects at regular intervals.
- Will allow external auditing of the policy.

2.2 Managing Director: Mr. Steve Toone

- Will take overall and immediate responsibility for the application of this Policy.
- Will ensure environmental factors are considered in all the decision making of the company.
- Will ensure the adequate resourcing of all aspects of the Environmental Policy.
- Will set a personal example in terms of environmental attitudes and commitment.
- Will participate in appropriate environmental awareness.
- Will ensure the provision of environmental awareness and training to all staff.
- Will liaise with the responsible person over environmental issues.
- Will monitor Environmental reports.

This Policy will be reviewed every year

Steve Toone – Managing Director

Date: 1 January 2015

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
ENVI	SS	January 2011	1	5/1/15	5/1/15	4



ASBESTOS POLICY

PART 1: POLICY STATEMENT

At Fordingbridge we are ensuring our policy regarding asbestos is brought into line with the requirements of the Control of Asbestos at Work regulations which were revised in April 2012

We intend to ensure so far as it is reasonably practicable, the health, safety and welfare at work of our employees and others who may encounter or be exposed to asbestos.

We shall ensure that known and identified locations of asbestos are recorded and that any such asbestos information is made available to those persons who require it.

Directors and Managers are responsible, as far as is reasonably practicable, for ensuring the health, safety and welfare at work of all employees in their respective departments and in particular they will:

- 1) Prepare and revise as necessary department arrangements for the identification, management and control of work involving asbestos.
- 2) Ensure appropriate training, information and instruction is provided for relevant employees, and personal instruction as appropriate
- 3) Ensure that employees or relevant contractors are provided with appropriate information, regarding company procedures in areas that may contain asbestos.

What is Asbestos?

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and equipment materials.

There are three main types of asbestos

- Chrysotile – White
- Amosite – Brown
- Crocidolite – Blue

Asbestos-containing products have been widely used in buildings as construction materials, fireproofing, thermal insulation, electrical insulation, sound insulation, decorative plasters, roofing products, flooring products, heat resistant materials, gaskets, friction products etc.

Since 1985 the new use of any material containing blue or brown asbestos has been banned. By 1999 the new use of any building materials containing white asbestos had been banned.

Health Effects of Asbestos

All asbestos fibres, blue, brown and white are dangerous, although the control limit for exposure to blue and brown fibres is lower than for white.

There is no safe form of asbestos, although products where the fibres are tightly bonded (e.g. asbestos cement) are less likely to shed fibres than products where the fibres are more loosely bonded (e.g. asbestos insulating board).

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
ASBESTOS	RH	January 2013	1	5/1/15	5/1/15	2



The main route of entry to the body for asbestos is by inhalation of fibres and the main health risks caused by exposure to asbestos are.

Asbestosis – chronic obstructive lung disease

Lung cancer – a fatal lung disease

Mesothelioma – a fatal cancer of the outer lining of the lung specific to asbestos exposure.

Statistics indicate that despite legislative controls, deaths due directly to asbestos related diseases are predicted to peak at 10,000 cases by 2020.

It is recognised that the largest group of workers at risk from asbestos exposure are building workers, particularly those involved in repair and maintenance, refurbishment and demolition, including electricians, plumbers, joiners, and computer and telecommunication engineers.

Policy Application

The arrangements detailed consist of a series of procedures which are intended to safeguard persons who may encounter the possibility of discovering asbestos in the course of their work and to ensure the safety of any premises occupants who may be affected by any associated works which may involve the disturbance of asbestos-containing materials.

All reasonable practical steps will be taken to ensure that Fordingbridge employees will not be exposed to materials containing asbestos.

All staff who may encounter asbestos during the course of their work shall be given the necessary training to be able to identify the situations in which asbestos may be present, to be able to recognise asbestos or similar suspect materials and to set out safe working practices to minimise risks to health and safety.

Induction training will be provided to all new staff

If during the course of normal work practice asbestos-containing material is encountered, the following procedures should be followed.

Contractors / Employees

- Stop any work, remove and keep all persons out of the area. Where practicable, close or seal or lock-off the area.
- Do not remove any equipment or material.
- Prepare and display a “Potential Asbestos Hazard - Keep Out” sign to prevent persons from gaining access to the area.
- Inform the Site Supervisor who will report the discovery to the Main Contractor.

A handwritten signature in black ink, appearing to read 'S Toone', is written over a horizontal line.

Steve Toone – Managing Director

Date: 1 January 2015

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
ASBESTOS	RH	January 2013	1	5/1/15	5/1/15	2



CORPORATE SOCIAL RESPONSIBILITY POLICY

We recognise that we must integrate our business values and operations to meet the expectations of our stakeholders. They include customers, employees, investors, suppliers, the community and the environment.

- We recognise that our social, economic and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.
- We shall be open and honest in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development.
- The Managing Director is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance on this policy rests with all employees throughout the company.

Our partnership focus:

- We shall ensure a high level of business performance while minimising and effectively managing risk ensuring that we uphold the values of honesty, partnership and fairness in our relationships with all our stakeholders.
- We shall support the development of our external stakeholders through led training course and using our facilities for all of our business partners to held seminars and industry meetings.
- Our contracts will clearly set out the agreed terms conditions and the basis of our relationship and will operate in a way that safeguards against unfair business practices.
- We shall encourage suppliers and contractors to adopt responsible business policies and practices.
- We shall encourage dialogue with local communities for mutual benefit.
- We will register and resolve customer complaints in accordance with our standards of service.
- We shall support and encourage our employees to help local community organisations and activities in our region, particularly our employee chose charities.
- We shall work with local schools, colleges and universities to assist young people in choosing their future careers, being an advocate for our industry.

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
CSR	RH	January 2014	1	5/1/15	5/1/15	2



- We shall operate an equal opportunities policy for all present and potential future employees and will offer our employees clear and fair terms of employment and proved resources to enable their continual development.
- We shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement.
- We shall provide safeguards to ensure that all employees of whatever nationality, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment.
- We shall provide, and strive to maintain, a clean, healthy and safe working environment in line with our Healthy and safety policy and safe systems of work.
- We shall develop Environmental policies and objectives as part of the business planning cycle.

A handwritten signature in black ink, appearing to read 'S. Toone', is written over a horizontal line.

Steve Toone – Managing Director

Date : 1 January 2015

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
CSR	RH	January 2014	1	5/1/15	5/1/15	2



FORDINGBRIDGE PLC

POLICY FOR WORKING SAFELY AT HEIGHT

Statement of Intent

Fordingbridge Plc is committed to ensure the Health Safety and Welfare of all Contractors, sub contractors, staff and anyone directly or indirectly involved with a project by Fordingbridge Plc.

One of the main concerns is working at height. This is still the main cause of death and injury in the construction industry.

Fordingbridge intends to introduce this policy which, if adhered to by all concerned, will minimise any risk of harm when working at height.

For this to work there must be a commitment by all who work on Fordingbridge projects.

This commitment shall come from the designers who will design out as many hazards as practicable and will continue through to all other parties involved in the manufacture, construction and maintenance of Fordingbridge Structures.

Definition

Work at height describes a place from which a person could be injured when falling from it, even if it is at or below ground level.

There is no minimum height.

Work at Height Regulations

These regulations came into effect on 6th April 2005. The regulations consolidate and replace previous legislation on working at height.

Summary of Regulations

You must do all that is reasonably practicable to prevent anyone falling.

Duty Holders must ensure that:

- All work at height is properly planned, organised and supervised
- Work is carried out in a manner which is, so far as is reasonably practicable, safe.
- Everyone involved in work at height are competent
- All risks are assessed and appropriate control measures are put in place, such as correct selection and use of work equipment.
- Objects are prevented from falling and hazardous areas are adequately protected from unauthorised entry.
- Risks from fragile surfaces are avoided or controlled.
- Work at height equipment is properly chosen, inspected and maintained.
- Plans are put in place for emergencies and rescue.

Hierarchy for managing and selecting work at height equipment.

- Avoid working at height if at all possible
- Use the correct work equipment or other measures to prevent falls where work is necessary

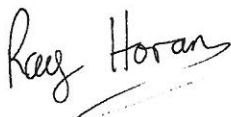
Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences, for example, the use of safety netting and air bags. Personal harnesses should only be used if no other means is available. A harness will only minimise the risk of injury to the wearer. The regulations also include the schedules giving details of requirements for existing places of work and means of access for work at height, collective fall protection, collective fall arrest, rope access techniques and the use of ladders.

Implementation.

In order to ensure that work is carried out as safely, so far as is reasonably practicable, it requires the site personnel to adhere to the safe systems of work and to manage and supervise themselves and others to a consistently high level. This can be achieved by the following means:

- Correct selection of contractors at the outset of a project.
- Provision of suitable plant and equipment.
- Documentation of inspection and certification of equipment
- Proof of training and competency of operatives using plant and equipment.
- Ongoing training of personnel.
- Health and safety awareness of all operatives on site.
- Reporting of near misses or non injury accidents / incidents.
- Liaison with other trades on site
- Supervision of all activities and monitoring of any changes.
- Sufficient management of the project as a whole.
- Auditing of the project and implementing any necessary changes as soon as reasonably practicable

This document is to be given to all designers and contractors and if they are approved by Fordingbridge they must sign it as an acceptance of their commitment to ensure working safely.



Ray Horan Tech IOSH
Fordingbridge Health and Safety

21/02/2007

Last Reviewed 14/05/2015