

## **Policy - Rail**

**Title: Health, Welfare and Wellbeing Policy**

ASH Construction Group firmly believes that to achieve outstanding business performance, the health, welfare and well-being of its staff should be an integral part of the business.

ASH Construction Group defines staff health, welfare and well-being as "the state of being healthy, comfortable and happy".

This policy sets out how ASH Construction Group will fulfil our commitments to meet the health, welfare and well-being needs of each member of our staff including staff with disabilities. ASH Construction Group will ensure that adequate welfare facilities are provided for people at work.

This policy is supported by the following:

- Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Design and Management) Regulations 2007
- NR/L3/INI/CP0036 "Provision of Welfare Facilities"

### **Working Environment**

ASH Construction Group have implemented measures to ensure that our staff working environment is healthy and comfortable. These measures take the following into consideration:

- Ventilation
- Temperatures in indoor workplaces
- Work in hot or cold environments
- Lighting
- Cleanliness and waste materials
- Room dimensions and space
- Workstations and seating
- Access for people with disabilities

### **General Staff Health, Welfare and Well-being**

The Assurance Manager will ensure that all health, welfare and well-being standards are maintained throughout the company and promulgate relevant information to all staff.

Responsible Managers must ensure that they endeavour to identify causes of stress or issues affecting health among their staff and strive to eliminate or control these issues.

All health, welfare and well-being issues should be brought to the attention of the Assurance Manager who will involve the HR Manager if deemed relevant. Action will be taken, as appropriate and details will be referred to the Assurance Manager.

### **Supporting Staff Well-being**

ASH Construction Group Responsible Managers play an important role in supporting our staffs' health and well-being through promoting a productive workplace, healthier workforce and supportive environment. This includes:

- Encouraging open and honest communication, support and respect
- Giving staff control over their work (lack of control can increase stress)
- Ensuring staff have the right level of skills for the job, encouraging personal development and mentoring opportunities
- Making sure staff have a manageable workload

- Eliminating any unnecessary environmental stressors such as flickering lights or excessive noise as these can cause anxiety
- Dealing with any conflict quickly and effectively and encourage team building.

### Welfare Facilities

ASH Construction Group Responsible Managers will consider all aspects of staff welfare when preparing Quality Plans, Construction Phase Plans, Work Package Plans or Task Briefing Sheets for specific jobs. They are responsible for the implementation of adequate welfare standards on all sites, and must record the reasons for reaching the decision in the relevant section of the plans. These include:

- Sanitary conveniences and washing facilities
- Drinking water
- Accommodation for clothing and facilities for changing
- Facilities for rest and to eat meals
- The level of provision chosen depends on the total number of hours worked by all persons on site within a 24 hr period.

Where ASH Construction Group acts as a Principal Contractor or wherever practicable, toilet and washing facilities will be provided. This provision is determined either by standards and regulations, client requirements or risk assessments. In some isolated locations this may be impractical and welfare vehicles or other arrangements shall be provided.

When deciding on the welfare arrangements the Responsible Manager shall consider the following as the minimum standard:

Total man hours on site	0- 12	12-36	36-72	>72
Toilets	Nearby or Provide			Provide
Hand/Arm Washing	H/wipes or on board washing facility	Nearby or Provide		
Rest Facilities	On Vehicle			
Drinking Water	On Vehicle			
Heating for Food	On Vehicle –flasks etc	On Vehicle		
Drying Facilities	On Vehicle			

### Staff Responsibilities

Staff also have a responsibility for their own well-being particularly when working alone. It is essential that staff communicate any concerns personal or otherwise, which they believe may affect their work to their Responsible Manager, Assurance Manager or the HR department.

ASH Construction Group will always provide access to a Senior Manager or Director to discuss issues with their staff. These will be dealt with as with other welfare issues.

### ASH Construction Group Initiatives

ASH Construction Group will continually promote health, safety and well-being of all staff via the following initiatives:

- Target Zero Campaign
- Behavioural Safety Charter
- Golden Site Rules
- Safety 3-4-3 newsletters
- Health surveillance programmes
- Other additional briefings and staff well-being programmes

### **Supporting Staff Activities**

ASH Construction Group supports our staff in various activities to promote staff well-being and healthy lifestyles:

- Fat-fit club (weight-loss after Christmas & New Year holiday feasting)
- Cycle to work – cycle racks and shower facilities at ASH Construction Group Offices
- 5-a-side football open to all staff after work on Wednesdays
- Fruit Monday/Friday – encouraging staff to eat healthy
- Health week - machine to monitor blood pressure, heart rate and Body Mass Index
- Flexible working arrangements
- Matched donations for staff participation in health related charity fund raising

### **Policy Review and Availability**

A review of our policies will be carried out at least annually and also when there are significant changes affecting this policy.

This policy is available to all ASH Construction Group staff and is available to other interested parties upon request.

Signed: Steven Horrigan  
Position: Managing Director  
Dated: 04/12/21