



MICHAEL J LONSDALE

Michael Lonsdale Group Environmental Policy Statement

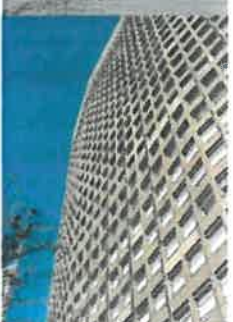
- The Michael Lonsdale Group design, supply and install Mechanical and Electrical Building Services for Commercial, public sector and domestic clients in new and refurbishment contracts with a value of up to £50m.
- The Directors, management and staff of the Company are committed to managing these operations to protect the environment, to prevent pollution and in compliance with all relevant environmental legislation.
- The principal environmental impacts of our activities are resource use, waste creation, energy and water consumption and these are detailed in our aspects register.
- The Group QHSE Manager initiates and manages a framework for setting, evaluating and reviewing environmental objectives and appointing responsible persons to deliver these objectives.
- We will implement processes and strategies to monitor, review, and improve our environmental performance.
- We will work with our customers and clients to help them achieve their environmental objectives.
- In furtherance of these commitments we will communicate this policy to our staff, contractors and clients, provide relevant education and training, and operate a sustainable procurement policy across our businesses.

Name: Arthur Lander

Position: Group QHSE Director

Signed:

Date: 4/05/2018





Michael J Lonsdale Ltd

Alcohol & Substance Misuse Policy & Procedure

Michael Lonsdale Group

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1 Policy

Purpose of this Document

The Michael Lonsdale Group (Inclusive of Michael J Lonsdale Ltd, Michael J Lonsdale Electrical Ltd, Michael Lonsdale Ltd) is a responsible employer and takes its obligations to ensuring the health, safety and welfare of its Employees very seriously.

1.1 The inappropriate use of alcohol or drugs can damage the health and well-being of employees and have far-reaching effects on their personal and working lives. At work, alcohol or drug misuse can result in reduced levels of attendance, sub-standard work performance and increased health and safety risks not only for the individual concerned but also for others, for example work colleagues, members of the public, contractors, service users. Furthermore, the effects of alcohol or drug misuse are likely to be detrimental to the organisation's reputation and image and its ability to deliver high-quality services.

1.2 The Michael Lonsdale Group is committed to providing a safe and productive work environment and to promoting the health, safety and well-being of its employees. The Drug and Alcohol Policy is designed to ensure that employees are aware of the risks associated with alcohol/drug misuse and the consequences, including the legal consequences, of their actions.

This policy does form part of the employees' terms and conditions of employment and may be varied by the Company from time to time, as required.

2. Objectives

- 2.1 The Policy aims to:
- Raise Staff awareness of the risks and potential harm to health associated with the use of intoxicating substances.
 - Set out the rules regarding the use of intoxicating substances so that employees are aware of the likely consequences for their employment of misusing them.
 - Create a climate that encourages employees who may be misusing drugs or alcohol to come forward and seek help.
 - Provide a framework to enable instances of substance misuse by employees to be handled in an appropriate, fair and consistent manner.

- Achieve a balance between supporting employees who come forward with a problem and the overriding need to preserve:
 - the health, Safety and Welfare of Employees and others* with whom they come into contact
 - the Organisations Reputation
 - the delivery of high-quality, effective services
- * section 2 of the Health and Safety at Work Act 1974

3. Scope

3.1 This policy covers the use and misuse of intoxicating substances, which include alcohol, solvents, legal and illegal drugs, prescription and over the counter medicines and other substances that could adversely affect work performance and / or health and Safety.

3.2 This policy applies to all employees.

3.3 The organisation also expects agency and casual workers, contractors, volunteers and others working on its behalf to comply with this policy. Failure to do so is likely to result in the working arrangements being terminated.

4. Roles & Responsibilities

Table 1 Roles & Responsibilities

Role	Responsibilities
Employees	<ul style="list-style-type: none"> • Understanding and adhering to all aspects of the Alcohol & Substance Misuse Policy during working hours, including periods of 'on call' • Ensuring they are fit for work in line with the requirements of this policy • Informing their Line Manager of relevant medication they are taking that may bring safety concerns for both themselves and others • Seeking help and guidance on alcohol and substance related matters
Managers	<ul style="list-style-type: none"> • Ensuring all direct reports, including contractors etc. are aware of the standards set out in this policy



	<ul style="list-style-type: none"> • Liaising with the QHSE Director where there is suspicion or allegations of an individual breaching this policy • Instigating formal action as appropriate where standards have been breached • Advising and supporting Employees in alcohol and drug related issues, seeking appropriate advice and support from third parties such as occupational health (OH) providers, QHSE and the Employees GP where necessary
QHSE/HR	<ul style="list-style-type: none"> • Providing advice and guidance to Line Managers on appropriate action to be taken if there are breaches of this policy or with the support of Employees with alcohol or drug related issues

1.1 Accessibility

If any aspect of this policy and procedure causes the Employee difficulty on account of any disability, or if the Employee needs assistance because English is not their first language, this should be raised with the QHSE Manager/Advisor or QHSE Director who will make appropriate arrangements.

2 Procedure

2.1 Help & Support

The Company has a policy of assistance with the rehabilitation of Employees who voluntarily seek help for drug and alcohol related problems. Such Employees must, however, seek assistance at the earliest possible opportunity. Subsequent discovery or a disclosure prompted only by impending discovery (such as through screening) will not be acceptable. Guidance information on drugs and alcohol can be found in the Appendix.

If an Employee seeks assistance with a drug or alcohol related problem the Company may as a precaution look to immediately remove them from any duties where they may be a risk to themselves and others. The Company reserves the right to reallocate Employees duties as appropriate in this situation. In situations where no alternative duties are available individuals may be suspended with pay.

In the event that an Employee is diagnosed with an alcohol or drug related problem the Company will treat it as a health matter and support the Employee accordingly. However, this does not excuse the Employee from any of the disciplinary matters that may fall within the scope of the Company's disciplinary policy.

All alcohol and/or drug related issues will be dealt with in a constructive and sympathetic manner. QHSE/HR will ensure that details of where to seek more information or help regarding alcohol or drug related issues is provided to the affected individual in confidence. All requests for help or advice will be treated in the strictest confidence and information gathered as a result will be held in accordance with the Data Protection Act.

If it is considered that the working environment or culture is the cause or a contributor to an alcohol / drug related problem, the Company will take all reasonably practical steps to ensure a reduction of such problems. Time off for drug or alcohol treatment should be dealt with in the same way as sickness absence. If an employee returns to work after a period of sickness leave due to alcohol or drug problems, it is important that they are supported and not returned to an environment that may influence their drug or alcohol misuse. Considerations should be given to changing their responsibilities and allowing time off for on-going support.

Where medical reports are obtained and an Employee agrees to follow a suitable course of action or treatment, the Company will provide support to them which may include the suspension or mitigation of disciplinary action.

However, in the event that following successful treatment for an alcohol / drug related problem an Employee suffers a relapse, the Company is under no obligation to assist in sourcing any further treatment or continuing to support

the individual. The individual in question may then be subject to the disciplinary policy and procedure, an outcome of which could be dismissal.

2.2 Noticing Alcohol Related Symptoms

The consumption of alcohol can impair performance in the workplace, resulting in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affecting their health.

In the workplace alcohol misuse can take two different forms:

- Occasional inappropriate drinking
- Consistent inappropriate drinking

Problems arising from the first category may be more likely to be cases of misconduct whilst the second may be more likely to involve long term health and performance issues. In either case the health of the individual Employee will be affected and quite possibly the health and safety of those around them.

Whilst it may be clear if an individual is drunk at work, the symptoms of larger scale systematic alcohol misuse may be less obvious. Symptoms of alcohol misuse may include, but are not limited to:

- Frequent absences, particularly on Mondays and Fridays or before / after rest days
- Unusually high rates of absenteeism
- Spasmodic work patterns and lower productivity
- Poor working relationships with others

It is important to recognise that the signs of potential alcohol misuse or dependence could also be caused by other factors, such as stress or personal problems. An Employee's alcohol problem may emerge as a result of a specific incident or as part of a gradual decline in their performance or conduct.

Employees should report any concerns they may have about an individual displaying any or all of these symptoms to their Line Manager but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with anybody else.

2.3 Restrictions on Alcohol in the Workplace

Alcohol must not be consumed in any situation where, as a consequence, the safety of any individual, colleague or visitor is put at risk. No individual whilst working under the Michael Lonsdale Group in any capacity shall:

- Report or endeavour to report unfit for duty having consumed alcohol
- Report or endeavour to report for duty whilst unfit due to alcohol
- Be in possession in the workplace of alcohol without just cause



- Sell, trade, encourage, or permit others to consume alcohol whilst at work or on a Company activity
- Operate machinery or any vehicle whilst under the influence of alcohol as it may impair their abilities and / or put themselves or other Employees at risk
- Fail to immediately inform their Line Manager of any cautions, summons, or convictions in relation to alcohol

The Company recognises that in certain situations alcohol may be provided by the Company and/or third parties in scenarios such as Company functions or conferences. The Company acknowledges in such circumstances where alcohol has been provided, and strictly only when authorised by the Company's management, some consumption would be acceptable. Under these circumstances alcohol must not be consumed in excess, or in sufficient quantities to impinge on the individual carrying out their duties.

This includes when on Company business outside working hours, such as when attending training, when involved in functions or hosting or attending hospitality events. If an Employee is expected to return to their duties following a Company event, site visit or break the same zero tolerance restrictions on alcohol apply.

Employees are not obliged to work with anyone they consider to be, or suspect to be incapable of working following the consumption of alcohol. In such circumstances individuals are advised to report the matter as soon as possible to their Line Manager.

Employees who are incapable or suspected to be incapable of working through the consumption of alcohol will be immediately removed from duty. Employees will also be held to be negligent in the event that whilst on Company business they cause an accident or damages to anyone or anything, and that the incident occurred due to their consumption of alcohol.

Failure to comply with the policy will be regarded as gross misconduct and will be handled through the Disciplinary Policy & Procedure, the outcome of which may be dismissal.

2.3.1 Licensed Premises at Work

The fulfilment of some Michael Lonsdale Group contracts involves the management of licensed premises where alcohol is served. These contracts have additional local policies in place, to be used in conjunction to this policy, confirm the rules regarding the operation and use of such facilities.

2.4 Noticing Drug Related Symptoms

All references to "drugs" in this section refer to controlled / illegal substances including solvents but not to medicines, supplements and similar substances that are legally and commercially available in the UK. Controlled drugs are managed by the Misuse of Drugs Act 1971 and the Misuse of Drugs

Regulations 2001 are subject to change. Full details of controlled drugs can be found on the Home Office website.

Drugs often possess side effects that could not only adversely affect Employees health but that of their colleagues as well as impacting their performance. Employees should be aware that anyone under the influence of drugs is a risk to themselves and everyone else around them so should be alert to the possible signs of drug misuse. Such indicators commonly include, but are not limited to:

- Sudden changes in behaviour
- Confusion
- Irritability
- Fluctuations in mood and energy
- Impairment of performance
- Increase in short term sickness absence

Employees should report any concerns they may have about a colleague displaying any or all of these symptoms to their Line Manager but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with other colleagues.

2.5 Restrictions on Drugs in the Workplace

No controlled / illegal substances are allowed to be consumed in or brought onto company and/or customer premises at any time. This also includes company owned or leased land or vehicles, or customer owned or leased vehicles / assets, at any time, by any person irrespective of their status.

The prohibition of controlled / illegal substances extends to all activities carried out by Employees whilst they are at work. These activities include but are not restricted to driving on company business, when on call or standby duties or when on trips for company business, training or social events.

No individual whilst working under Michael Lonsdale Group in any capacity shall:

- Report or endeavour to report for duty having just consumed drugs
- Report or endeavour to report for duty whilst unfit due to the influence of drugs
- Be in possession in the workplace of drugs without just cause
- Sell, trade, encourage, or permit others to take drugs whilst at work or on a Company activity
- Operate machinery or any vehicle whilst under the influence of drugs that may impair their abilities and/or put themselves or other Employees at risk
- Fail to immediately inform their Line Manager of any cautions, summons, or convictions in relation to drugs

Failure to comply with the policy will be regarded as gross misconduct and will be handled through the Disciplinary Policy & Procedure, the outcome of which may be dismissal.

Employees are not obliged to work with anyone they consider to be, or suspect to be incapable of working through the consumption of drugs. In such circumstances individuals are advised to report the matter as soon as possible to their Line Manager.

2.6 Prescription & Over the Counter Drugs

The Company recognises that individuals can become addicted to some prescription or over the counter drugs. Employees taking prescribed or over the counter medication on a regular or continuous basis are responsible for ensuring that they do not suffer any side effects that may impair / impact their ability to do their job.

Employees who are concerned about their use of prescription or over the counter drugs should notify their Line Manager, in the first instance. Employees who are unfit or otherwise incapable for work through the consumption of prescription or over the counter drugs, yet continue to work inappropriately, may be liable for disciplinary action in line with the procedure outlined for the use of illegal / controlled drugs.

Employees must notify their Line Manager immediately if they are taking prescribed or over the counter drugs which may affect their ability to undertake normal duties. Individuals must fully inform their Line Manager of any side effects their medication has so their duties can be adjusted appropriately if necessary (e.g. no driving or operating of machinery for a period).

The Company may seek advice from its Occupational Health (OH) provider Express Medical Solutions Ltd in situations where more information would be beneficial. Employee consent would always be sought before contacting the OH provider.

2.7 Searches

The Company reserves the right to search an Employee's personal property held on Company and/or Customer premises at any time if there are reasonable grounds to believe that there has been a breach of this policy.

Personal searches will only be carried out by an appropriate Manager in the presence of at least one agreed witness, individuals can request the witness be of the same sex. Care needs to be taken by the Manager to ensure this is done in a sensitive manner. In cases of suspected criminal activity, the Company may call in the police to assist.

If an employee refuses to comply with the search procedures without just cause, this will constitute gross misconduct and will be dealt with in accordance with the Disciplinary Policy & Procedure. In such circumstances, and where

there is reasonable suspicion of potential criminal activity, the police may be called to conduct the search.

2.8 Testing

Delivery of some contracts may involve the Company being obliged to conduct and manage drug and alcohol testing of Employees, in line with customer/contract stipulations and requirements.

In addition, the Company reserves the right to request any Employee to undergo a drug & alcohol related test where there is 'reasonable suspicion' that an individual has breached the standards set out by the policy. The programme of screening can include the following tests:

1) Pre-Employment Test

Certain offers of employment may be contingent upon satisfactory results of a drug and / or alcohol test. If a pre-employment test indicates use, the applicant may not be eligible for employment. Details of this will be held locally and will only apply to certain types of roles.

2) Random Test

The Company does not operate random testing on all categories of Employees, however, it may request a test of Employees who work within safety critical roles to ensure the protection and health and safety of others, as well as to comply with industry safety standards.

3) For-Cause Test

The Michael Lonsdale Group is committed to ensuring the safety of its people is always given the highest priority. As part of its on-going commitment the Company is currently developing procedures to introduce a For Cause test programme to apply across all Michael Lonsdale Group operations.

2.9 Individuals Who Are Not Employees

The Company reserves the right to request the removal of any individual who is working for or on behalf of the Company but is not an Employee, from the workplace with immediate effect if they are suspected of alcohol or drug misuse.

The Company also reserves the right to terminate any agreement for the engagement of services, without liability, in these instances, with immediate effect.

In addition, the Company will highlight any concerns regarding alcohol or drug misuse with Employees of its customers with the customer direct and reserves the right to request the immediate removal of the individual from the contract / workplace.



2.10 Local Rules

In addition to the requirements of this policy, Employees are also expected to adhere to any additional rules and stipulations made by customers and third parties regarding the use of drugs or alcohol as outlined in contractual agreements, site procedures and so on.

3 Document Information

3.1 Referenced Documents

Table 2 Referenced Documents

Document Reference No.	Title

3.2 Related Policies

Table 3 Related Policies

Document Reference No.	Title

3.3 Document Change History

Table 4 Document Change History

Issue No.	Details of Change	Date	Name
One	New Policy Introduction	25/10/2018	ACL

3.4 Records

All quality records produced as a result of following this procedure are recorded on a record control matrix and are maintained in accordance with **Control of Documents and Records**.

3.5 Terminology

Table 5 List of Terms

Term	Description
Employee	Individual who works for the Company under a contract of employment
QHSE	Quality Health Safety & Environment
HR	Human Resources Department
Line Manager	Employee holding a Managerial position with direct reports
The Company	The Michael Lonsdale Group of Companies inclusive of Michael J Lonsdale Ltd, Michael J Lonsdale Electrical Ltd & Michael Lonsdale Ltd. All subsidiary companies RedWorx.
Drug	A substance, that when taken into the body, is capable of affecting mental or physical performance
Controlled Drug	A drug whose use is controlled under the Misuse of Drugs Act 1971

4 Appendix

4.1 Alcohol Awareness

It is important Employee's know how much alcohol they could be consuming. The amount of alcohol in drinks is measured in UNITS.

The following drinks contain about one unit of alcohol:

- Half-pint of beer
- Glass of wine
- A Single measure of whisky

It will normally take one hour to "burn off" one unit of alcohol although no precision can be attached to this formula as many other personal factors need to be taken into account such as:

- Sex (blood-alcohol levels in woman are affected more than men)
- Age
- Weight
- Metabolism

No matter how fast a person drinks, our bodies eliminate at the rate of about one unit per hour. This means if an average man drank two pints of beer (4 units) in one hour and then stopped, it would take around 4 hours for his alcohol unit level to reduce back to zero.

4.2 Drug Awareness

Drugs are classified under the Misuse of Drugs Act 1971 and the Misuse of Drugs Regulations 2001, although some other drugs are also regulated by the Medicine Act 1968. Some examples of which are:

Class A Drugs

- MDMA (Ecstasy)
- LSD (Lysergic Acid Diethylamide)
- Heroin
- Cocaine
- Magic Mushrooms (if prepared for use)
- Amphetamines (if prepared for injection)

A conviction for possession can lead to a maximum of 7 years in prison and a fine. Conviction for supply or intent to supply can lead to life imprisonment and a fine.

Class B Drugs

- Amphetamines (speed)
- Barbiturates

Maximum penalties for possession are 5 years in prison and a fine. Conviction for supply or intent to supply could result in 14 years imprisonment, plus a fine.

Class C Drugs

- Cannabis
- Anabolic Steroids
- Benzodiazepines (tranquillisers such as Tamazapan)
- Some mild amphetamines

Possession could result in a two year prison sentence. The sentence for supply or intent to supply could result in 14 years imprisonment, plus a fine.

Please note that the above lists are not exhaustive and is subject to change.

Medicines

In addition, many medicines obtained with, or without a prescription, can affect performance at work. They include but are not limited to, some brands of:

- Tranquillisers
- Anti-depressants
- Sleeping pills
- Some anti-histamines for allergies and hay fever
- Some medicines for coughs, colds and indigestion

Employees must tell their Doctor or Chemist about their job before they take any medicine available either on prescription or 'over the counter' and remember to advise their Line Manager that they are taking medication.

4.3 Contact Numbers

Talk to FRANK (National Drugs Helpline)

Phone: 0800 776 600 (24 hour)

Text: 82111

Website / Email: www.talktofrank.com

DrinkLine (National Alcohol Helpline)

0800 917 8282 (24 hour)



Michael Lonsdale Group Board of
Directors (Michael J Lonsdale Limited /
Michael J Lonsdale Electrical Limited /
Michael Lonsdale Ltd)

Name	Gary Herbert		
Position	Managing Director	Date	25th October 2018



Sustainability Policy Statement



Michael Lonsdale Group

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Michael Lonsdale Group

22-24 Cowper St
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EC2A 4LP

Tel: 0845 241 6622
e-mail: london@michaellonsdale.com

Michael J Lonsdale Group is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to the company's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities as a business and to help our clients to do the same.

Principles

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office, site and transportation activities.
- To make subcontractors and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

Travel and meetings

- Walk, cycle and/or use public transport to attend meetings, site visits etc., apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Avoid physically travelling to meetings etc. where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc., and promote the use of public transport by locating our site offices in accessible locations.

Purchase of equipment and consumption of resources

- Minimise our use of paper and other office consumables, for example by double-siding all paper used for printing, and identifying opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.

- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Seek to purchase electricity from a supplier committed to renewable energy.
- Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.
- The supply and installation of our mechanical and electrical systems produces large quantities of packaging waste. This is necessary for the safe handling, protection, storage and information detailing of the products we install. We work with our suppliers, contractors and clients to manage this waste in accordance with the waste hierarchy.
- The commissioning of our mechanical services can involve the consumption and disposal of large quantities of potable and contaminated water. We work with our designers, consulting engineers and clients on a project by project basis to help produce sustainable water consumption proposals.

Working practices and advice to subcontractors

- Undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities.
- Ensure we use locally sourced labour on MJL contracts, to avoid long distance travel.
- Use locally sourced material and use local companies for our products where possible to avoid long distance travel.
- Ensure that any subcontractors that we employ take account of sustainability issues in their day to day activities.
- Include a copy of our Sustainability Policy within our site tender process and site inductions.

Signed



For and on behalf of the
Michael Lonsdale Group Board of Directors
(Michael J Lonsdale Limited /
Michael J Lonsdale (Electrical) Limited)

Name Michael Hoodless
Position Executive Chairman
Date 24th June 2018

Michael Lonsdale Group

Corporate Social Responsibility Policy Statement

The Michael Lonsdale Group recognises that our business activities have direct and indirect impact on the communities and environment in which we operate.

As a responsible employer we are committed to the principles of fair trade, respect for human rights and environmental protection.

We recognise the need to ensure that our activities are conducted in such a way as to:

- Comply with all relevant legislation
- Demonstrate fair and ethical business practices
- Respect the human and civil rights of all employees including the employees of our suppliers and subcontractors
- Minimise risks to the health, safety and well-being of our employees, and anyone who might be affected by our acts or omissions
- Control and minimise our environmental impact

in order to meet the expectations of all our shareholders – employees, customers, suppliers and the wider community.

To meet the standards set out in these principles we will ensure that systems and procedures are in place, in respect of:-

- Health, safety & welfare – plant, systems of work, places of work and working practices will be safe and without risk, so far as reasonably practicable
- Environment – minimising pollution, resource consumption or depletion, and waste generation, so far as reasonably practicable
- Human rights – we reject the use of forced labour and child labour. We respect employees' rights to a living wage, freedom of association, equality of opportunity and freedom from discrimination, and we will select suppliers and contractors that also respect those rights.
- Business conduct – procedures to ensure fair competition, open & fair treatment of suppliers and subcontractors, prevent bribery or corruption, and to meet or exceed the business standards set out in legislation and in the Company Codes of Conduct

while maintaining and improving the current high standards of the services we deliver.

Our senior management team are responsible for integrating the CSR General Objectives into the business and for reporting to the Board of Directors.

The Board of Directors will review and develop the policies and objectives in light of reported progress.

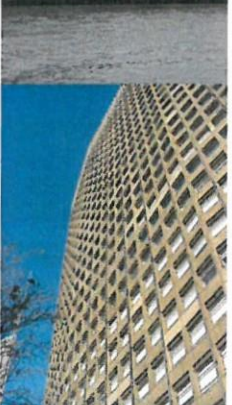
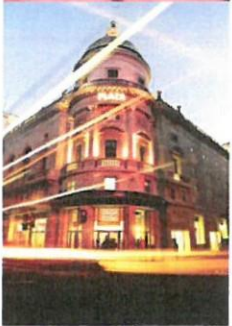
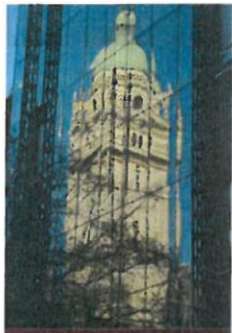
(For and on behalf of Michael Lonsdale Group)

Signed

Name Gary Herbert

Position Managing Director

Date 23rd February 2018





Michael Lonsdale Group

Modern Slavery and Human Trafficking (MSHT) Policy Statement

This statement sets out the Michael Lonsdale Group (MLG) actions to understand all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business and its supply chains. This statement relates to actions and activities during the financial year March 2019 to 28 February 2020.

As part of the Building and Engineering Services Industry, the organisation recognises that it has a responsibility to take a robust approach to slavery and human trafficking.

The organisation is absolutely committed to preventing modern slavery and human trafficking (MSHT) in its corporate activities, and to ensuring that its supply chains are free from slavery and human trafficking.

Organisational structure:

- Michael Lonsdale Group is a Mechanical and Electrical Contractor working within the Construction and Building Services Sectors supplying full Mechanical, inclusive of Public Health and Electrical Building Services Packages.
- The organisation currently operates two sites within the United Kingdom and has an annual turnover in excess of £200m.
- Staff Profile –

“MLG have no gender bias and employ 167 both full and part time personnel”

Supply chains Adherence to our Values:

- Our Supply Chain is wide ranging and include a range of organisations, eg Pipe installers, Duct-workers, Plumbers, Electricians, Commissioning Engineers, Insulation installers, BMS and many more. We engage with them to provide and assist the Group with labour and materials throughout the full installation and commissioning process. This formulates some 90% of the labour turnover per project.
- We accept that there may be a risk to MSHT as we rely upon the practices of our supply chain to support our Business. However, we have a Zero tolerance to modern slavery and human trafficking and we expect all those in our supply chain and contractors to comply with our values.

Whilst the responsibility for formulating this policy rests with the Board/Directors it should be kept administratively up to date by Arthur C Lander MJL Group HSE Director. The responsibility for enacting this Policy and ensuring compliance rests with the Board/Directors. They and the Senior Management are responsible for ensuring due diligence is carried out in relation to any issues raised around MSHT. It is the responsibility of all employees to understand the principles and apply its concepts in practice.



Policies:

- Michael Lonsdale Group has a number of In-House Policies which describe and lay out the minimum requirements for all our Staff, Supply Chain and any third parties. MLG is committed to conducting its business in accordance with applicable laws and to the highest ethical standards.

Relevant Policies:

The organisation operates the following policies that describe its approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in its operations.

Employee code of conduct: The organisation's code of conduct makes clear to employees the actions and behaviour expected of them when representing the organisation. The organisation strives to maintain the highest standards of employee conduct and ethical behaviour and also when managing its supply chain.

Supplier/Procurement code of conduct: The organisation is committed to ensuring that its suppliers adhere to the highest standards of ethics. Suppliers are required to demonstrate that they provide safe working conditions where necessary, treat workers with dignity and respect, and act ethically and within the law in their use of labour. The organisation will work with suppliers to ensure that they meet the standards of the code and improve their worker's working conditions. However, serious violations of the organisation's supplier code of conduct will lead to the termination of the business relationship. (MJL IMS 017, Q5.2 refers)

Recruitment/Agency workers policy: The organisation uses only specified, reputable employment agencies to source labour and always verifies the practices of any new agency it is using before accepting workers from that agency. It is also a condition of working for the MLG that all Sub Contractors and Supply chain Partners that salaries are paid at or above the minimum wage (MJL IMS 017, Q5.2 refers)

Corporate Social Responsibility Policy Statement:

The Michael Lonsdale Group recognises that our business activities have direct and indirect impacts on the communities and environment in which we operate. As a responsible employer we are committed to the principles of fair trade, respect for human rights and environmental protection.

Equality and Diversity Policy:

The organisation is committed to valuing diversity, providing equal opportunity in employment, ensuring that the work environment is free of harassment and ensuring that all employees are treated with dignity and respect. Where any employee or contractor/third party supplier disregard these values, action may include disciplinary action or termination of contract.

Whistleblowing Policy:

The organisation has a whistleblowing policy in place to enable employees to raise any legitimate concerns about specified matters and these might include MSHT matters.

Due Diligence:

The organisation undertakes due diligence when considering taking on new suppliers and regularly reviews its existing suppliers. The organisation's due diligence and reviews include:



- conducting supplier audits or assessments through Michael Lonsdale Group's own staff, which have a greater degree of focus on slavery and human trafficking where general risks are identified;
- taking steps to improve substandard suppliers' practices, including providing advice to suppliers through and requiring them to implement action plans.
- invoking sanctions against suppliers that fail to improve their performance in line with an action plan or seriously violate our supplier code of conduct, including the termination of the business relationship.

Performance indicators

The organisation has reviewed its key performance indicators (KPIs) in light of the introduction of the Modern Slavery Act 2015. As a result, the organisation is:

- Reviewing its existing supply chains on a regular basis. This may be annually, at the contract renewal date and/or at the point of instruction of an installation or commission.
- Ensuring that all personnel engaged by MLG or through recruitment agencies are vetted to ensure they have the right to work in the UK.
- A further indicator will be to ensure that all staff are familiar with the MSHT statement. They will also receive training as required for their role within their probation period or within 6 months of the training programme being implemented.

Training:

For all our staff: To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chain and our business.

All Directors have been briefed on the subject and are aware of their responsibilities and need for due diligence of any issue raised.

We will make training available to staff, focusing particularly on those that are dealing with supply chains and commissioning projects and installations.

Using our normal communication channels all staff will be aware of this statement and their responsibilities.

This statement is made pursuant to section 54(1) of the Modern Slavery and Human Trafficking Act 2015 and constitutes our groups slavery and human trafficking statement for the current financial year.

Director's signature: 

Name: G A Herbert

Position: Managing Director

Date: 21/02/2019

MJL

ELECTRICITY AT WORK

SAFETY POLICY

CONTENTS

Section 1. Summary

Section 2. Arrangements

Section 1. Summary

1.1.0 Introduction

- 1.1.1 This policy sets out the commitment of Michael J. Lonsdale Group to provide a safe and secure environment for workers and clients.
- 1.1.2 It is important that electrical services function safely and correctly, have adequate protection and do not exceed their design limits. The assurance of safe and reliable operation can only be achieved through a regime of regular inspection and testing of such systems and equipment and the implementation of appropriate maintenance works.
- 1.1.3 MJL has a responsibility to ensure all electrical low voltage (LV) networks and systems are safe. All relevant safe working practices are followed and adequate precautions are taken to prevent the risk of personal injury or death from electrical shock.
- 1.1.4 The Policy also provides guidance and references to assist staff in implementing the requirements set out within this policy.

1.2.0 Scope

- 1.2.1 This Policy applies to all persons who may be affected by the use of electricity arising from the occupation of buildings and the use of electrical equipment. It also applies to all activities associated with electricity when employees and/or contractors undertake works.
- 1.2.2 This Policy must be read in conjunction with Handbook for Electrical Safety and Handbook for HV Working.

1.3.0 Equality and Diversity

- 1.3.1 Michael J Lonsdale is committed to building a work force which is valued and whose diversity reflects the community which we serve. MJL is also committed to ensuring that its policies, services and procedures are adhered to.

1.4.0 Legal Requirements

- 1.4.1 The Health & Safety at Work Act 1974 requires all those concerned with an undertaking to do all that is reasonable to ensure the Health & Safety of all those who may be affected by work undertaken by a business. It imposes duties on employers and employees:

Employers' duties to provide:

- A safe system of work
- All necessary tools and equipment
- Training and adequate supervision

- Ensure the health, safety and welfare of all those affected by their business.

Employees' duties:

- To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- Co-operate with employer to achieve safety.

1.5.0 Electrical Safety Policy

1.5.1 Responsibilities for Application

1.5.1.1 As part of the duty to manage, MJL will:

- Appoint Authorised Persons and Designated persons in writing.
- Identify and complete adequate risk assessments / method statements for electrical systems including all foreseeable risks. Assessments are to be reviewed as recommended by the available guidance.
- Ensure a regime is in place to record, test, operate, monitor and ensure that all electrical services, distribution and control systems operate in a safe condition.
- Ensure all works on electrical distribution systems are undertaken by competent staff or approved contractors.
- Maintain all LV networks, electrical systems and equipment in accordance with the current Regulations where practicable to do so.
- Ensure that only Competent Persons who are properly trained are allowed to work on or near to any electrical system or apparatus.
- Provide adequate information, instruction and training to all staff and ensure they are conversant with current regulations and safe working practice as necessary.
- All work activities, systems operation, and maintenance is to be completed and controlled by a safe system of work so as not to give rise to any danger.
- Work on the LV electrical network and systems except final sub circuits is completed under a Permit to Work system.

- Maintain on each site an electrical operating record kept up to date by AP or SAP

Time and Date	Location and SW REF	Event or Operation + Reason	Name	Sign
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- Ensure no live working is allowed to take place unless deemed absolutely necessary and only then under a strict safe system of work.
 - Maintain written documentation, drawings and records for inspections, testing, of risk assessments, training etc. as proof that any risks from electrical distribution systems and equipment are adequately controlled and effectively managed.
 - Establish clear lines of communication and management responsibilities.
- 1.5.1.2 Whenever there is a division of responsibilities between Michael J Lonsdale management and others, the Project Manager or H&S Manager will issue instructions to others as necessary to prevent danger.
- 1.5.1.3 Where a specialist contractor has been appointed under contract by the contractor shall be required to comply with:
- a) The requirements of Electrical Safety Handbook.
 - b) Any instruction issued by MJL authorised personnel in accordance with the Electrical Safety Rules for High or Low Voltage Systems.
- 1.5.1.4 Co-operation of Managers is required as follows:
- a) Ensure any electrical equipment delivered has been tested and cleared for use i.e. equipment must be tested before use.
 - b) The Institute of Electrical Engineering document 'Code of Practice for in service Inspection and testing of electrical Equipment' both require that accurate records shall be kept of all electrical equipment.
- 1.5.2.2 Risk assessments are to be undertaken by either a technically qualified Project Engineer or Project Manager or designated competent professional company or consultant. All risks assessments are to be recorded in writing and must identify the potential for danger or personal injury and or any other foreseeable risk.
- 1.5.2.3 The Risk assessments will identify:
- The danger of electric shock, or personal injury.
 - Any remaining foreseeable risks.

- The condition, suitability, strength and installation of existing systems for specific tasks.
- Adverse weather or environmental conditions where appropriate.
- Any specialist or necessary precautions due to the siting of a system or equipment (e.g. explosive atmosphere).
- Provision of suitable and adequate safety protection, tools and equipment, earthing and precautions.
- Security or isolation of electrical systems and equipment.(Lock off, Tag off)
- All documentation and recording arrangements.
- Monitoring and audit arrangements.

1.5.3 Control Measures

1.5.3.1 The control measures for the prevention of injury or death from electrical services will be dependant on the potential risk to employees or patient groups. Where the risk is high or unacceptable, control measures will be implemented to ensure a safe environment is maintained.

Other control measures will include:

- Good management and safety procedures which will be strictly followed and recorded.
- Periodic inspection, testing and maintenance of electrical systems and equipment.
- Compliance with Manufacturer's recommended procedures or instructions.
- Ensuring only competent staff are allowed to work on specified electrical systems or equipment.
- Tools and equipment used by trade staff or contractors is certified safe to use.
- Equipment is suitable for the environment in which it is used.
- Request for energisation system
- Site Energisation Plan

- Ensuring all staff work with electrical equipment have received basic First Aid training.
- The operation of safe written systems of work, including the use of Permit to Work Systems.
- The operation of a locking policy for electrical sub circuits and distribution boards.
- Restricting access and securing areas to only Authorised and Competent personnel.
- The display and fixture of adequate hazard warning signs.
- Ensuring refresher and training updates are carried out on a regular basis.
- Developing and maintaining adequate, sufficient and robust recording systems.
- Clearly defined accountability arrangements, which detail areas of responsibility and lines of communication. These protocols will be recorded within the procedures adopted as part of this policy.

1.5.4 Information, Instruction and Training of Employees

- 1.5.4.1 It is the responsibility of project management to inform clients, employees and visitors of any danger that may exist, when work or operation, testing of electrical systems or equipment is being undertaken in areas under their control.
- 1.5.4.2 Site management will provide appropriate advice and guidance to building users in respect of the disruption of the electrical service, dangers from electrical shock, entanglement and any other dangers from electricity that building users may not normally be familiar with when carrying out their normal duties.

The information given will include:

- The nature and type of risks to health where applicable.
- Control measures employed.
- Working procedures/policies.
- Use of PPE and/or specialist safety equipment.

1.6.0 Implementation and Compliance

1.6.0 Qualifying Manager

- 1.6.0.1 The Authorising Engineer will ideally be a Chartered Electrical Engineer, who is appointed in writing by the Designated Person, to advise on safety arrangements for defined low voltage electrical systems.

1.6.1 Authorised Person – LV

- 1.6.1.1 The Authorised Persons for Electrical services must possess adequate knowledge, sufficient experience and has received the necessary training within this field. The Authorised Persons should be appointed in writing by the Authorising Engineer to control and manage LV Electrical services including standby generator sets. This will involve the practical implementation of maintaining, testing and inspecting all LV electrical services. They are to liaise with all necessary parties and provide any information to enable the Policy to be fully implemented.

1.6.2 Competent Person

- 1.6.2.1 A Competent Person is an individual who in the opinion of the Authorised Person – Electrical has sufficient technical knowledge and relevant experience to prevent danger to himself and others, whilst carrying out work on defined LV electrical services, equipment or standby generator sets and associated systems. Electricians are to be deemed as competent due to their experience and qualifications. All Competent Persons are to be provided with adequate training so they can become familiar with the electrical systems and equipment upon which they are required to work.

1.6.3 Employee Responsibilities

Employees are required to:

- Co-operate with managers in order to meet statutory requirements.
- Work in a safe manner, making full and proper use of any control measures provided.
- Report faults and or defects and any failure of control measures to managers immediately.
- Report all accidents.
- Wear all relevant PPE and use all safety equipment as supplied by the Trust.
- All to receive electrical safety induction and handbook for electrical safety

1.7.0 Safety Standards

- 1.7.0.1 All persons concerned with work to which these Safety Rules (high voltage or low voltage) apply, must make themselves conversant with the requirements of the Rules.
- 1.7.0.2 It is expected that all electrical contractors or other persons authorised to work on electrical systems or equipment, shall not put themselves or others at risk. Contractors whose work is considered to be unsatisfactory or unsafe will be instructed to cease work whilst an investigation is undertaken by the Authorised Person – Electrical.

1.7.1 Objections

- 1.7.1.1 When any person receives instructions regarding the operation of or work upon the electrical system and associated plant and apparatus, he shall report any objections on safety grounds to the carrying out of such instructions to the persons issuing them, who shall have the matter investigated and, if necessary, referred for a decision before proceeding.

Section 2. Arrangements

2.1 DEFINITIONS (alphabetically listed)

Competent – having with the skills, understanding and experience to be able to carry out a task correctly and safely

Conductor – part of an electric circuit along which current flows

ECA – Electrical Contractors Association

ECP – Electrically Competent Person (for name see organisation section)

Electrical installation, system or circuit – An assembly of associated electrical equipment supplied from a common origin to fulfil a specific purpose and having certain coordinated characteristics

Extra Safety Person – Not directly involved in the work, but has ability, knowledge and experience to avoid danger

Extra low voltage – less than 50 volts

High voltage – 500 volts and higher

MCB – miniature circuit breaker

NICEIC – national Inspection Council for Electrical Installation Contracting

PAT – portable appliance testing

PET – Portable Equipment Tester (for name see organisation section)

Portable equipment - any electrical equipment that is or may be connected to an electricity supply via a plug and socket

RCD – residual current device

Safety extra low voltage – an extra-low voltage system which is electrically separated from Earth and from other systems in such a way that a single fault cannot give rise to the risk of electric shock

SHVAP - Senior HV Authorised Person – A person nominated in writing by the Director, and who coordinates all HV works carried out by the company.

The SHVAP duties include:

- Allocating HVAP to a project
- Ensure that the HVAP is competent to undertake such works
- Reviewing HV works & systems for all jobs where such works are to be carried out, and signing them off
- Countersign switching schedules as prepared by HVAPs

No HV works will be carried out on any MJL site without the express permission of SHVAP.

HVAP - HV Authorised Person, site specific – A person nominated on a project-by-project basis, in writing by the Director, on the advice of the SHVAP, to be eligible to be a HVAP the person must have a following qualifications and experience:

- Time served electrician with minimum of 5 years post qualification experience
- Formal, valid and in-date HV training
- First aid qualified
- HV experience

Switch gear – an assembly of main and auxiliary switching apparatus for the operation, regulation, protection or other control of an electrical installation

Switch room – a suitably sized enclosure, normally within a building and protected from the elements, housing HV and LV

Uninterrupted Power Supply - a specialised power system designed and installed within a circuit to support equipment during an interruption of the mains supply

2.2 GENERAL

NB Specific requirements for the following may also be given further on in this document:

2.2.1 All electrical equipment must be suitable for purpose, i.e. the use to which it may be put and the environment it may be used in.

2.2.2 All electrical equipment shall have a satisfactory means to ensure the equipment can be isolated

2.2.3 All electrical work must be done by trained and competent persons

2.2.4 Every electrical system must be inspected and tested at regular intervals

2.2.5 All electrical equipment must be regularly examined to make sure it is safe by the equipment user

2.2.6 The exposed metalwork of all electrical equipment likely to become electrically charged must be earthed unless the equipment is:

2.6.1 Supplied via an isolating transformer; or

2.6.2 Double insulated; or

2.6.3 Only supplied power at extra low voltage or safety extra low voltage

2.3. COMPETENCY AND AUTHORISATION

2.3.1 COMPETENCY FOR INTERNAL STAFF

2.3.1.1 All electricians employed will be qualified with correct JIB Grade Card Electrical inspection of electrical installations.

2.3.1.2 In addition to holding this qualification electricians will be competent in the task they are undertaking.

2.3.1.3 Any other person working on electrical installations will be competent in the task they are undertaking **and** be under the instruction or someone who has the appropriate training and qualification.

2.3.1.4 Trainee electricians, for instance working towards an NVQ, carrying out any electrical work will be competent in the task they are undertaking.

2.3.1.5 Only persons who have received specific training on high voltage systems may be authorised to work on systems above 500 volts.

2.3.2 COMPETENCY FOR CONTRACTORS

2.3.2.1 All electrical contractors carrying out electrical work must be able to demonstrate that they are qualified to NVQ3 and are competent to carry out the task they are undertaking.

2.3.2.2 In addition to this their employer must be affiliated to either the NICEIC or the ECA.

2.3.2.3 Contractors working on systems above 500 volts must hold an appropriate and current certificate showing competence on high voltage systems(Jointers, Cable Pullers, Testers etc.)

2.4. AUTHORISATION

2.4.1 Commence Electrical Work

2.4.2 Entry into Switchrooms, Plant rooms, Risers and Ducts

2.4.2.1 Specific authorisation by any person is required to enter any switchroom.

2.4.2.2 The only persons authorised to enter any HV switchroom or operate high voltage switchgear are those trained in HV work and authorised in writing by the SAP. All other persons may only enter HV switchrooms when accompanied by such an authorised person.

2.4.2.3 An Electrical Permit to Work must be received before the isolation of any transformers supplied from a LV switchroom may be commenced.

2.4.2.4 All entry into any switchroom, plantroom, riser is only permitted under the control of permit or limitation of access.

2.4.2.5 Authorisation for all persons to enter such areas alone must be provided in writing, to include the following:

2.4.2.5.1 The specific areas where entry is authorised;

2.4.2.5.2 Exactly what work can be carried out in the areas, if any;

2.4.2.5.3 What materials or equipment are permitted to be stored and where;

2.4.2.5.4 Information about any known hazards and general safety precautions that relate to the specified areas.

2.5. NEW INSTALLATIONS

2.5.1 Detailed standards about the installation of new systems, including handover, commission and test certificates, should be included in work specifications.

2.5.2 All works must be carried out in accordance with the current edition of BS7671 IEE Wiring Regulations and other relevant European standards.

2.5.3 On completion of works the installation shall be subjected to a test as detailed in Guidance Note 3 of BS 7671 and the following test certificates issued:

Type of work	Test Certificate
Small jobs on part of a system	Minor works
Inspection of existing installation	Full Periodic Inspection and Test
New installations	Electrical Installation Certificate

2.5.4 All test certificates shall be NICEIC approved.

2.6. ALL WORK ON OR ADJUSTMENT TO EXISTING INSTALLATIONS

2.6.1 All work on existing installations must be carried out in accordance with sections 2 – 10 of this policy.

2.6.2 All work on electrical systems must be subject to a specific order or job request and a method statement and risk assessment should be available for the work before work commences.

2.7 ELECTRICAL PERMIT TO WORK

2.7.1 The following work cannot be commenced until a valid Electrical Permit to Work has been issued:

- All isolations on a sub-mains
- All work within an HV switchroom
- All work on a HV system
- All live work

2.7.2 Electrical Permits to Work may only be issued by operative who has been authorised to issue Electrical Permits. A list of these people is displayed on the Permits Notice Board.

2.7.3 Any person receiving and accepting an Electrical Permit to Work must abide by the conditions of the permit and by the rules printed on the reverse of the permit. Failure to do this will cause the work to be stopped and may result in disciplinary action.

2.8 LONE WORKING

2.8.1 In general and where the isolation procedures outlined under Heading 6 are followed, lone working does increase the risk of harm. However, the following tasks are not permitted to be carried out alone and require electricians to work in pairs:

- Removing distribution board covers to expose live parts regardless of duration
- Work within a high voltage sub-station
- Live work

2.8.2 Lone working system must be set up by Main Contractor

2.9 PURCHASING AND USING ELECTRICAL EQUIPMENT

2.9.1 PURCHASING AND SELECTING EQUIPMENT

2.9.1.1 **All** tools purchased, whether new or second hand, by the Division must be 110 volt or less with power supplied through an isolating centre tapped to earth if available. It is prohibited to introduce new 240 volt equipment unless there is no safer alternative available.

2.9.1.2 The safest available tool should always be selected for the task – it may be possible to eliminate the risk of electric shock from the equipment by selecting a battery operated tool, and where this is not possible by using the lowest voltage equipment available.

2.9.2 USER CHECKS

2.9.2.1 Users must check their electrical equipment for obvious defects before each use, including general computer equipment and portable electric tools. The check should include:

Checking cables to ensure there are no defects in the insulation
Checking any extension leads and multi-point adaptors are in good condition
Checking the plug to ensure there are no loose parts and the join between plug and flex is in good condition

2.9.3 EXTENSION LEADS

2.9.3.1 Extension leads and multi-point adaptors are discouraged since their use introduces a safety hazard. Such expansion devices should never be used in conjunction with each other, i.e. only one expansion device may be used between the socket outlet and the equipment.

2.9.4 REPORTING DEFECTS

2.9.4.1 All defects must be reported immediately to the user's line manager who will take appropriate action

2.9.5 PORTABLE ELECTRIC EQUIPMENT

- 2.9.5.1 Full details requirements for PATesting are given in the Electrical Rules
- 2.9.5.2 PATesting must be carried out for all equipment that is or may be connected via a plug and socket to a source of electricity
- 2.9.5.2 Equipment should not be used if it does not display a current testing label. This is usually, but not always, displayed on the plug.
- 2.9.5.4 User checks must be carried out before use.
- 2.9.5.5 Equipment manufacturers maintenance and usage instructions must be followed where appropriate.
- 2.9.5.6 Battery powered or 110 voltage tools with power supplied through an isolating centre tapped to earth should be used if practicable.
- 2.9.5.7 An RCD or ELCB must be used with existing 240 volt equipment where there is no safer alternative. Such devices must be tested by operating the in-built test button every 3 months and inspected by a PET every year as a minimum
- 2.9.5.8 The supply voltage to portable electric tools must be within the operating range marked on the tool.
- 2.9.5.9 Tools must be either earthed or double-insulated
- 2.9.5.10 Trailing cables should not be in the path of other workers, students and staff
- 2.9.5.11 Temporary electrical repairs on portable electric tools are not permitted
- 2.9.5.12 If adjustments or changes need to be made, tools must be disconnected from the supply
- 2.9.5.13 Appropriate personal protective equipment (PPE) should be worn as required for the risk assessment for the tasks being carried out, to include:

- Eye protection to BS EN 166 when using impact tools or grinding/cutting tools
- Hearing protection when noise levels of over 85dB(A) are likely, i.e. if it is difficult to hear someone talking from a distance of around 2 metres
- Respiratory protection if airborne dust is created
- Gloves when using grinding/cutting tools will reduce the effects of hand-arm vibration
- Safety shoes should be worn at all times

2.9.6 ELECTRICALLY DRIVEN EQUIPMENT (not including portable electric tools)

- 2.9.6.1 Equipment manufacturers maintenance and usage instructions must be followed where appropriate.

2.9.7 REPORTING DEFECTS

- 2.9.7.1 All defects must be reported immediately to the user's supervisor who

will take appropriate action

2.9.8 CONTRACTORS EQUIPMENT

2.9.8.1 Contractors must apply the same principles as MJL to their electrical equipment, ensuring all the safest type of electrical equipment is chosen and that all equipment is appropriate for the task it is used for and the environment it is used in

2.9.8.2 All external supplies must be approved by the MJL project manager and must be protected by the use of an RCD protected supply of no more than 30mA tripping current

2.9.8.3 All portable equipment belonging to contractors that is used on site must display a current PATest pass label.

2.10. FIXED INSTALLATION TESTING

2.10.1 Following inspection and testing of a fixed electrical installation a certificate will be issued showing details of the installation and the results of the tests. This will be held in the site file and a copy will be given to the client.

2.10.2 A label will be fixed to the installation indicating the result and the date of the inspection and test.

2.11. UNINTERRUPTIBLE POWER SUPPLY (UPS)

2.11.1 All equipment fed from an UPS must be clearly identified.

2.11.2 Large UPS supplying to significant power distribution systems feeding socket outlets, lighting and equipment, which are complete with normal isolators, switchgear and circuit protection should be labelled at the switchgear giving information about the supply including a statement that it is supplied from a UPS

2.11.3 A notice should be placed at the entry to every room containing smaller UPS units such as local computer servers, which are powered from a local socket on the normal power distribution system explaining where power is derived from and how total isolation may be achieved

2.12. OVERHEAD POWER LINES

2.12.1 Overhead power lines are bare conductors supported via insulators on wooden poles or metal structures. It is easy to mistake a power line for a telephone wire, particularly those on wooden poles, which are typically 230v cables.

2.12.2 Contact with any overhead power line can be fatal whatever voltage it is carrying.

2.12.3 Work near any overhead power line must only be undertaken where there is a horizontal safe distance of 15 metres from wires on metal structures and 6 metres from wires on wooden structures. The safe distance must be measured in addition to the length of any equipment being used.

2.13. WORK WITH PORTABLE ELECTRICAL TOOLS

<p>WORK WITH PORTABLE ELECTRICAL TOOLS</p>
<p><i>Scope/Description</i> Use of portable electrical tools including hand-held saws, routers, sanders, grinders, cutters and drills.</p>
<p>Specific Statutory Regulations, Codes etc. The Provision and Use of Work Equipment Regulations 1998 The Electricity at Work Regulations 1989 The Personal Protective Equipment at Work Regulations 1992 The Noise at Work Regulations 1989 The Control of Substances Hazardous to Health Regulations 1999</p>
<p>WORK WITH PORTABLE ELECTRICAL TOOLS</p>
<p>Hazards</p> <ul style="list-style-type: none"> (i) Electric shock/burns (ii) Moving machine parts (iii) Torque/sudden movement of the tool (iv) Flying particles from the tool (v) Noise (vi) Dust (vii) Trailing cables
<p>Training/Competence</p> <p>Appropriate selection and training of personnel is required for the following:</p> <ul style="list-style-type: none"> (i) Pre-use safety checks (ii) Safe use of equipment
<p>Procedures</p> <ol style="list-style-type: none"> 1. Maintenance schedules must be kept up to date. 2. Equipment manufacturer's maintenance instructions must be followed where appropriate. 3. Equipment must be maintained in efficient working order and in good repair. 4. Equipment should be inspected by the user before each period of use to ensure that the equipment is undamaged, appropriate guards are in place and that controls are working correctly.

5. Battery powered or 110 voltage tools with power supplied through an isolating centre tapped to earth should be used if practical.
6. Where use of mains voltage tools is unavoidable, a residual current device (RCD) or an earth leakage circuit breaker (ELCB) is required. When environmental conditions or wet weather exist, the use of 240 volt tools must be avoided.
7. The supply voltage must be within the operating range marked on the tool.
8. Tools should be either earthed or double-insulated.
9. Trailing cables should not be in the path of other workers, students and staff.
10. Temporary electrical repairs are not permitted.
11. If adjustments or changes need to be made, tools must be disconnected from the supply.
12. Eye protection to BS EN 166 should be worn when using impact tools or grinding/cutting tools.
13. Safety shoes must be worn at all times.
14. Gloves are advisable when using grinding/cutting tools or tools generating hand/arm vibration.
15. Respiratory protection must be worn when necessary if airborne dust is created.
16. Hearing protection should be worn when noise levels of over 85 dB (A) are likely. Noise levels are likely to be over 85 dB (A) if it is difficult to hear someone talking from a distance of approximately 2 metres.

References.

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ISBN 978-0-11-322760-0

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Construction (Design and Management)(Amendment) Regulations 2000

Electricity at Work Regulations 1989

Health and Safety at Work etc Act 1974.

Management of Health and Safety at Work Regulations 1999

Other publications.

Institute of Electrical Engineering 'Code of Practice for in service Inspection and testing of electrical Equipment' 3rd Edition, ISBN 978-0-86341-833-4,

Glossary of Terms

a.c. Alternating Current

Authorising Engineer. Authorising Engineer is appointed in writing by the Designated Person to take responsibility for the effective management of the safety guidance.

Authorised Person. An authorised person is appointed in writing by the management on the recommendation of the Authorising Engineer in accordance with HTM 06-02. and is responsible for the implementation and operation of HTM 06-02 with regard to work on, or the testing of, defined electrical equipment.

BS, British Standard.

d.c. Direct Current.

Designated Person, The Designated Person is an individual appointed by a healthcare organisation (a board member or a person with responsibility to the board) who has overall authority and responsibility for the low voltage electricity systems within the healthcare premises.

Earth The conductive mass of the Earth, whose electrical potential at any point is conventionally taken as zero.

Electrical equipment (abbr: Equipment). Any item for such purposes as generation, conversion, transmission, distribution, or utilisation of electrical energy.

Final sub circuit, a circuit connected directly to current using equipment or to a

socket outlet or other outlet points for the connection of such equipment.

FMC, Facilities Management Centre.

HTM, Health Technical Memorandum.

IEE, Institute of Electrical Engineers.

Live, a conductor or conductive part energised in normal use, including a neutral conductor but by convention not a PEN conductor.

LV, See low voltage.

Low Voltage. Not exceeding 1000 V a.c. or 1500 V d.c. between conductors, or 600 V a.c. or 900 V d.c. between conductors and Earth.

PPE, Personal Protective Equipment.

RCD, Residual current device, A mechanical switching device or association of devices intended to cause the opening of the contacts when the residual current attains a given value under specified conditions.

Switchgear, An assembly of main and auxiliary switching apparatus, for operation, regulation, protection, or other control of an electrical installation.

Equality and Diversity Policy



Michael Lonsdale Group

Unit 1 Langley Quay
Waterside Drive
Langley, Slough, Berkshire. SL3 6EY

Tel: 01753 588750 Fax: 01753 549085
e-mail: slough@michaellonsdale.com

Michael J Lonsdale Ltd

22-24 Cowper St
London
EC2A 4LP

Tel: 0845 241 6622
e-mail: london@michaellonsdale.com

General

The Michael Lonsdale Group will comply with the Equality Act 2010.

The Michael Lonsdale Group aims to ensure that employees and their work environment are free from all forms of harassment and intimidation that creates an intimidating, offensive and hostile environment. Any employee participating in such conduct will be subject to disciplinary action where required including termination of employment. It is strictly forbidden for employees to indulge in acts or make comments of a physical, verbal, sexual or racial nature.

Employees who believe they are being subjected to any form of harassment should report the matter to their Department Head or a Director. Following an investigation, any employee found to have breached this policy towards another employee will be subject to disciplinary procedures.

Policy Statement.

It is the policy of Michael Lonsdale Group to encourage equality and diversity amongst all parties associated with our operations by proactively targeting the following objectives:

- Cultural Change:** tackling some of the attitudes which are common barriers to equality and the provision of a fair and comfortable working environment.
- Service Delivery:** distributing information in a manner that ensures its flow and comprehension through all necessary channels to limit ignorance and/or lack of knowledge influencing the working environment of those employees and our supply chain.
- Employment:** building a workforce which represents the different communities and groups of people within our operational environment. Opportunities will be afforded to suitable qualified individuals regardless of race, colour, religion, sex, national origin, age, disability or marital status.

Primary Equality and Diversity Values.

- We believe that fostering a culture of co-operation and mutual respect on our sites and in our offices underpins the high quality of products and services offered to our clients.
- We value diversity and consider applicants from all sectors of the community. The diverse nature of our existing workforce is a direct reflection of this.
- We believe that
- our success is conditional upon valuing and encouraging the potential of all employees and actively encourage this in our employment and subsequent training procedures.
- We believe in promoting equality and provide support to managers to encourage this within our workforce.
- We believe that every individual from every community is entitled to a fair and optimal service from us and should be treated with respect at all times.
- We believe that discrimination should be eradicated and operate a zero-tolerance policy, for any related non-conformities that may occur against our related policies and procedures.

To Facilitate our Equality and Diversity Values.

- This policy has been made available to all employees throughout the organisation.
- This policy is reviewed at regular intervals not to exceed a period of 12 months.
- Internal training programmes incorporate raising awareness of the company's equality and diversity policy wherever practicable.
- All statutory legal obligations under the Race Relations Act, Sex Discrimination Act, the Disability Discrimination Act, the Modern Slavery and Human Trafficking Act 2015 and other supporting legislation are recognised and reviewed at regular intervals to ensure full and continual compliance.
- Grievance procedures are provided for any employee who believes they have been treated unfairly or subjected to discrimination, harassment, bullying or victimisation.
- Our Gross Misconduct policy clearly specifies that acts of incitement or actual acts of discrimination on the grounds of sex, race, religion, colour or ethnic origin will result in immediate dismissal and full investigation. The Gross Misconduct policy is distributed to and signed for by all employees on the commencement of their employment within the organisation.

All activities and operations undertaken by Michael Lonsdale Group shall be subject to this policy.

All employees are expected to take responsibility for their personal involvement in the practical application of this policy. Disciplinary procedures may be used where employees fail to observe their own responsibilities for this policy.

Signed



For and on behalf of the
Michael Lonsdale Group Board of Directors
(Michael J Lonsdale Limited /
Michael J Lonsdale (Electrical) Limited)

Name Michael Hoodless

Position Executive Chairman

Date 13th October 2018

Michael Lonsdale Group

Health & Safety Policy Statement

The Health and Safety at Work etc Act 1974, imposes statutory duties on employers and employees and to enable these statutory duties to be carried out it is the policy of this organisation, so far as reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels of our organisation and that all practicable steps are taken to safeguard the health, safety and welfare of all employees and visitors to the premises or operations under our control.

The company is committed to consistently improving its health and safety performance.

It is the intention of our organisation, as far as reasonably practicable to:

- Set and maintain high standards of safety and provide for a healthy working environment for all employees.
- Provide the means for discussion and review of up-to-date information on all aspects of health and safety.
- Set aside the necessary resources (organisational & monetary) for all health & safety requirements.
- Provide all employees with up-to-date information to enable them to, fulfil their responsibilities competently and enable two-way consultation and participation in Company activities.
- Ensure arrangements for the use, handling, storage, and transport of articles and substances for use at work are safe and are without risk to health.
- Comply with all relevant statutory requirements under The Health and Safety at Work etc Act 1974, The Construction (Design and Management) Regulations 2015 and other relevant third party/client requirements and to ensure all staff is aware of these requirements.
- Ensure that this policy statement and all supporting documentation are regularly reviewed in the light of changes in operational and statutory requirements.

It shall be the duty of all employees at work:

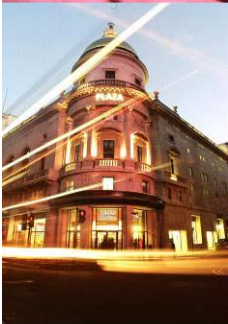
- To take reasonable steps for health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory duties to co-operate with the organisation so far as is necessary to enable that duty or requirement to be performed or complied with.

Signed

For and on behalf of the Michael Lonsdale Group
Board of Directors (Michael J Lonsdale Limited)

Name **Gary Herbert**
Position **Managing Director**
Date **13th June 2018**

MJL-IMS-014



Driving at Work Policy

CREATING THE RIGHT ENVIRONMENT



MICHAEL J LONSDALE



Michael J Lonsdale Limited

Unit 1 Langley Quay
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e-mail: slough@michaellonsdale.com

Michael J Lonsdale Limited

22-24 Cowper St
London
EC2A 4AP

Tel: 0207 253 7879
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Driving at Work Policy.

Policy Statement.

It is the policy of Michael J Lonsdale Limited to take all reasonable steps to manage the health and safety of company personnel who may drive on company business. This is to comply with the statutory duties as an employer and to demonstrate that all reasonable steps have been taken to introduce safe systems of work. It is for this reason that this policy not only sets out procedures on work-related driving, but details what is expected from company personnel; both in terms of complying with relevant legislation and Michael J Lonsdale Limited standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health.

Michael J Lonsdale Limited have a duty under the Health and Safety at Work Act 1974 to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. To comply with these duties, the company will take steps to set up safe systems of work to control and manage any risks, which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the Management of Health and Safety at Work Regulations 1999. Where applicable, this policy is also based on relevant provisions of the Road Traffic Act 1988.

Signed



For and on behalf of the Board of Directors

Name

Gary Herbert

Position

Managing Director

Date

14/01/2019

Procedures.

To comply with our legal duties, we have introduced a set of procedures, which are to be read in conjunction with the 'Health & Safety Executive' guidance notes (Industry guidance INDG382, attached). These are to be followed by staff at all times and are as follows:

- Where a fleet or company vehicle has been provided, employees must always report any suspected vehicle defects to Nigel Swanton (Procurement Director). If a defect is suspected, personnel should never take a risk and attempt to drive a vehicle
- If an employee uses their own vehicle, they are required to maintain that vehicle in a roadworthy condition.
- Before embarking on a long journey, personnel should always carry out basic checks, e.g. to check oil, water levels and tyre pressure.
- Personnel should follow any advice given on route-planning. They should also ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion, etc.
- Hand-held mobile phones must never be used whilst driving and calls should only be made or taken when it's safe to do so.
- Personnel should always drive within speed limits and according to the prevailing weather conditions
- Before driving, personnel should familiarise themselves with the procedure to follow in the event of a breakdown.

Documentation.

For Michael J Lonsdale Limited to comply with its legal duties, those using their own vehicles shall be required to produce basic documentation. Where this is necessary, Nigel Swanton (Procurement Director) shall take responsibility for checking the following on an annual basis:

- Employee's driving licence.
- If the car is more than three years old, the current MOT certificate
- insurance documents.

Employee / Personnel Duties.

Section 7 of the Health and Safety at Work Act 1974 also places a responsibility on employees to assist us in complying with Michael J Lonsdale Limited's legal duties. Employees / personnel are also required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, employees / personnel shall follow the procedures laid down in this policy and to:

- Keep their insurance up-to-date. Where using their own vehicle, employees / personnel should include class one business use.
- Where applicable, ensure a current MOT is in place.
- Make available copies of the above documents annually when requested to do so.

- Inform Nigel Swanton (Procurement Director) of any changes in circumstances, e.g. penalty points or new vehicle.
- To have regular eye tests and to ensure that any necessary glasses for driving are worn.
- To read any updates that Michael J Lonsdale Limited may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.

Ill-health and Driving.

Employees / personnel are responsible for ensuring that they are physically fit to drive. Should this change, their line manager must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect the ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving; even short distances. Research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise Michael J Lonsdale Limited of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, Michael J Lonsdale Limited will refer them to their GP to ensure that they are able to drive safely and without risk to their health and safety.

Mobile Telephones.

The company recognises it has a responsibility to assess and limit the risks to employees whilst driving. Therefore, in accordance with the Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003, employees, during the course of their work are not permitted to use a hand held mobile telephone or hand-held device of any kind, including a hands-free kit, whilst driving a motor vehicle.

The company defines employees / personnel as driving a vehicle when the motor vehicle is moving or when the motor vehicle is stationary with the engine running. This applies to all motor vehicles including motorcycles.

Whilst driving, employees are prohibited from using a mobile phone or hand-held device for:

- Sending or receiving oral or written messages.
- Sending or receiving facsimile documents.
- Sending or receiving still or moving images.
- Providing access to the internet.

The only circumstances under which an employee is permitted to use a hand held mobile phone or hand-held device is when:

- Using the telephone or other device to call the police, fire, ambulance or other emergency service on 112 or 999.
- He or she is acting in response to a genuine emergency and it is unsafe or impracticable for him / her to cease driving to make the call.

Note: You can still be personally prosecuted for failing to drive without due care and attention, or for dangerous driving.

Employees / personnel are instructed not to contact colleagues or business contacts who may be driving at the time. Distracting a driver is dangerous. If you ring, you may cause an accident.

- For your own safety and that of other road users, whilst driving, employees / personnel are expected to switch off their mobile phone and use voicemail or divert calls so that messages can be left.
- Employees are required to keep in regular contact with the office by finding a safe place to park to make a call or receive messages.
- Use a message service and take regular breaks.

Any breach(es) of the above will be treated as a serious breach of company rules and may be treated as a disciplinary matter.

Fines and Charges.

Parking Notices

- Where a parking fine has been issued while on company business a view will be taken as to the circumstances of the penalty, where there is a reasonable situation for the charge then the company will pay the fine. The person responsible for the vehicle when the fine was issued must inform MJL management within 24hrs, if the charge has been increased after 14 days due to the driver not informing their manager then the employee will be responsible for the total cost.
- Where a parking fine has been issued outside of company business or through careless parking then the employee will be responsible for the entire cost of the penalty (deducted through salary)
- Costs associated with either the clamping or removal of a company vehicle (i.e. parking on a red route) will be recovered from the employee, this will be viewed upon as gross misconduct.

Toll Costs

- It is the responsibility of the driver to ensure that any toll costs are paid either during the journey or usually by midnight of the following day. This cost can then be reimbursed through the MJL expenses claim system.
- The company do hold accounts with some chargeable road use (such as the Congestion Charge), it is the responsibility of the driver to check the status of any expected toll use.

Traffic Offences (i.e. Speeding / Traffic Signals / Bus Lanes)

- Any fine received for contravention of the 'Highways Act' will be recovered from the employee driving the vehicle at the time, where evidence of the person driving is required then the company will cooperate with the police in providing relevant documentation, including driving license.
- Complaints received from the public or authorities regarding poor driving or company representation will be taken seriously and if the company name is brought into disrepute MJL will see this a gross misconduct and deal with accordingly.

Driver Safety Checklist.

		Yes	No
1.	Has the employee's / person's driving licence been checked in the last twelve months?	<input type="checkbox"/>	<input type="checkbox"/>
2.	If No to Item 1, will it be checked before they can use a company vehicle or to use their own to drive on business (in case of disqualification)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the employee / person been told that it is their responsibility to be familiar with a company vehicle before using it for the first time?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the employee / person been reminded of the importance of making basic vehicle checks before beginning their journey?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has the employee / person been instructed to report any vehicle defects that they may find?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has the employee / person been instructed not to use a hand-held mobile phone whilst driving?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is the employee / person aware of the legal penalties of using a hand-held mobile phone whilst driving?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Has the employee / person been instructed to report details of any accident that they may be involved in to their manager?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Has the employee / person been instructed on their legal responsibilities in the event of an accident?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Has the employee / person been instructed on what to do if they break Down?	<input type="checkbox"/>	<input type="checkbox"/>

Sign:

Employee: _____ **Date:** _____

Print Name: _____

Manager: _____ **Date:** _____

Print Name: _____

Note: A copy of this checklist should be kept for at least three years.



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J.LONSDALE

Michael J Lonsdale Ltd

Workplace Mental Health and Wellbeing
Policy



The need for a workplace mental wellbeing policy

Michael J Lonsdale Ltd (MJL) recognise that Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for the individuals' physical health, social wellbeing and productivity.

Michael J Lonsdale Ltd recognise that many factors in the workplace influence the mental wellbeing of individual employees, particular departments or organisations as a whole. Understanding and addressing the factors which affect people's mental wellbeing at work have a wide range of benefits, both for individuals and the organisation.

Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

This workplace mental wellbeing policy covers the following aspects of mental health and wellbeing:

Promoting the mental wellbeing of all staff through:

- providing information and raising awareness about mental wellbeing
- providing opportunities for employees to look after their mental wellbeing
- promoting policies and practices that promote wellbeing.

Management skills;

Developing skills for managers and supervisors to:

- promote the mental wellbeing of employees and appointed supply chain.
- deal with issues around mental health and stress effectively.

Support;

Providing support to employees through:

- providing a work environment that promotes and supports mental wellbeing for all employees
- offering assistance, advice and support to people who experience a mental health problem while in employment through MJL external sources.
- support for staff returning to work after a period of absence due to mental health problems.

Employment:

Helping people get back to work after a period of absence due to mental illness through:

- ensuring recruitment practices are supportive of mental health



- making reasonable adjustments
- retaining and supporting staff who develop a mental health issue

Scope;

Mental health problems and stress can affect anyone, regardless of their position in the organisation.

This policy applies equally to all employees and our Supply Chain.

The implementation of this policy will also be supported by other health and safety policies, eg, alcohol and substance abuse.

Aim of the policy;

- To create a workplace environment that promotes the mental wellbeing of all employees.
- To promote mental wellbeing for all staff & Supply Chain in the work place

Objectives;

To tackle workplace factors that may negatively affect mental wellbeing, and to develop management skills to promote mental wellbeing.

As an employer MJL aim to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees and supply chain alike. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

MJL Policy actions:

- **Give** employees information on and increase their awareness of mental wellbeing.
- **Provide** opportunities for employees to look after their mental wellbeing, for example through physical activity, stress-buster activities and social events.
- **Offer** employees flexible working arrangements that promote their mental wellbeing.
- **Set** employees realistic targets that do not require them to work unreasonable hours.
- **Ensure** all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- **Manage** conflict effectively and ensure the workplace is free from bullying, harassment, discrimination and racism.
- **Establish** good two-way communication to ensure staff involvement, particularly during periods of organisational change

To develop a culture based on trust, support and mutual respect within the workplace.



As an employer we aim to create and promote a culture where employees are able to talk openly about their job and mental health problems and to report difficulties without fear of discrimination or reprisal.

Policy actions:

- Give non-judgemental and proactive support to individual staff who experience mental health problems.
- Give new employees a comprehensive induction programme providing an understanding of the organisation, the established policies and procedures, and the role they are expected to carry out.

To provide support and assistance for employees experiencing mental health difficulties.

Policy actions:

- Ensure individuals suffering from mental health problems are treated fairly and consistently and are not made to feel guilty about their problems.
- Encourage staff to consult, their own GP, or a counsellor of their choice.
- Recognise the working conditions and other organisational factors that may contribute to mental ill health and remedy this if applicable.
- In cases of long-term sickness absence, put in place, where possible, a graduated return to work.
- Make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned

Where there is prior knowledge of mental health issues, to positively encourage the employment of people who have experienced mental health problems by providing fair and non-discriminatory recruitment and selection procedures.

As an employer MJL recognise that people who have or have had mental health problems may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment. While some people will acknowledge their experience of mental health issues openly, others may fear that stigma will jeopardise their chances of getting a job. Given appropriate support, the vast majority of people who have experienced mental health problems continue to work successfully, as do many with ongoing issues.

Policy actions:

- Make it clear, in any recruitment or occupational health check undertaken, that people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or



adjustment.

- Do not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Ensure all line managers have information and training about managing mental health in the workplace.
- Ensure that there is an open dialogue with candidates to understand any adjustments that may be required as part of the recruitment process.

To recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing potential workplace stressors.

Policy actions:

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Provide training in good management practices, including those related to health and safety and stress management.
- Provide confidential counselling for staff affected by stress caused by either work or external factors.
- Provide adequate resources to enable managers to implement the organisation's agreed workplace mental wellbeing policy.

Responsibilities:

Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective.

Managers have a responsibility to:

- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- Ensure good communication between management and staff at all times and in particular where there are organisational and procedural changes.
- Assist and support employees who are known to have mental health problems or are experiencing stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking, and monitor holidays to ensure that staff are taking their full entitlement.
- Ensure staff are provided with meaningful developmental opportunities.
- Organise training and awareness courses on workplace mental wellbeing in conjunction with suitable



experts.

- Provide advice and support to employees and managers in relation to this policy.
- Monitor and report on levels of sickness absence which relate to mental health problems including stress-related illness (in conjunction with the independent occupational health service and departmental managers).

Employees have a responsibility to:

- Raise issues of concern and seek help from their recognised safety representative, line manager or Doctor.
- Actively consider opportunities for counselling when recommended.

Health and safety staff have a responsibility to:

- Provide specialist advice and awareness training on mental wellbeing.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with mental health and stress problems and advise them and their management on a planned return to work.
- Refer individuals to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to promote mental wellbeing.

The Health and Safety Dept must be:

- **meaningfully** consulted on any changes to work practices or work design that could precipitate stress
- **able** to consult with Employees on the issue of stress, including conducting workplace surveys
- **involved** in the risk assessment process
- **able** to conduct joint inspections of the workplace at least once every three months, to ensure that environmental stressors are properly controlled.

Review and monitoring:

The Health and Safety department will be responsible for reviewing the workplace mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives.

Indicators to measure effectiveness could include:



**MICHAEL
J. LONSDALE**

- working hours and patterns
- accidents at work
- staff complaints
- staff sickness levels
- staff turnover
- use of occupational health or counselling services
- early retirement through ill health
- exit interviews.

The policy will be reviewed six months from implementation and then annually after that to ensure that it remains relevant.

As a Business Michael J Lonsdale Ltd have an affiliation to and are members of "LIGHTHOUSE" the Construction Industry Charity Club. This is a charity that supports construction workers and their families in times of crisis. If you feel the need to talk to an independent party, please feel free to call the Industry Helpline on 0345 605 1956.

Date:

15/01/2019

Name & Position:

Michael Hoodless
Executive Chairman

Signature:

A handwritten signature in black ink that reads 'MHoodless'. The signature is written in a cursive style and is positioned above a long horizontal line that spans across the page.

For and on behalf of the Michael Lonsdale Group Board of Directors.

B1 Building Information Management

Michael J Lonsdale Ltd has been for many years working in 3D when producing working drawings to ensure our MEP installations are fully co-ordinated. Since around 2009 the initiatives for BIM and the introduction of 4D, 5D and 6D has brought new challenges to the industry and one which is still evolving in terms of competences within the design team, contractors and not least the supply chain. In 2011, the Government published a Strategy Report stating that collaborative 3D BIM shall be adopted on all its projects by 2016.

This has been supplemented by the expression of being able to operate at an accredited competence of 'Level 2' status.

Accordingly, certification programmes were put in place within the business and in November 2017 we attained BRE Level 2 accreditation. In December 18 we were re-audited, and our accreditation was endorsed by BRE for a further 2-year period before the next audit is required.



We use both Revit and Fabrication CADmep in the development of the installation models, the preferred method is to take the consultants model (usually a Revit model) and convert this to a CADmep model as the content in CADmep is far more accurate than Revit and can be processed straight into our supply chains manufacturing processes in both pipework prefabrication and ductwork manufacture.

The interface between the products is becoming more workable and at a recent Autodesk seminar Michael J Lonsdale Ltd became a beta tester for the latest version of the software that integrates the content of CADmep into Revit and this should see a greater integration between the consultant and contractors' models.

In developing our models, we typically split the model into zones to enable asset information to be assigned with individual tags for maintainable items.

We fully understand what the level of detail needs to be throughout the design stages and also understand the progressive nature of developing models throughout the delivery stages. We are very familiar also with the RIBA Plan of Work stages and the interface it has with the BSRIA BG6 Framework.

We expect to receive a level of detail (LOD) from the designers at LOD 300. From that position we then increase that level of detail to LOD 400 for installation and then if required LOD 500 for record information. During the process of developing our levels of detail we will undertake regular clash detection exercises using Navisworks as a tool to highlight these which can be circulated and addressed by the relevant parties at design or contractor level.

We generate for each project a BIM implementation plan which is generally adopted into the main execution plan that the main contractor will manage. In doing so we adopt and comply with those specific project standards.

All our hardware is regularly maintained, and our software is updated with the latest releases as they reach the market. Our staff are trained in the use of all our CAD/BIM tools and where necessary we uplift their training needs either internally or by attendance at external training courses. All our team members have the necessary qualifications to demonstrate their competences.

The platform used by Michael J Lonsdale Ltd is Autocad, with the addition of Cad MEP as a bolt on 3-D modelling tool and Autocad Navisworks 2013 as the 3-D viewing and clash detection software.

As lead co-ordinator on most of our projects, Michael J Lonsdale Ltd would undertake the production of the 3-D environment, co-ordinating all services including the electrical and fire protection etc. services.

This approach saves time as the integrated 3-D modelling team will be working on the project as a whole and not waiting for disjointed input from multiple cad teams.

This means all the drawing costs are centred on a single point of contact and the separate trades need only produce their own single service drawings (SSD) for installation and prefabrication.

During the co-ordination process we will be liaising with the design team to ensure the best possible spatial solution as well as looking at options for added value.

When we are appointed as lead co-ordinator, we retain our own project specific Common Data Environment within our Sharepoint Data Management system. All modelling and associated data management input from both our internal specialist functions and our supply chain are retained and managed within our Sharepoint system before periodically uploading into the Clients Common Data environment.

Regularity of the data uploaded is set out in the project delivery programme and/or set out in the Project BIM Execution Plan. As part of our internal process we produce our own BEP which is aligned with the project BEP so that our supply chain and specialists provide data to the prescribed requirements.

We promote regular engagement/workshop to review the Clients co-ordinated model. In our experience a fortnightly review following on from a fortnightly federation of the Clients model with all trade contracts provides necessary platform for the basis of a robust development of an engineering model.

For all our projects under undertake progress reporting using BIM Track as our issue resolution software which assists with risk management as issues are reported in real time allowing much faster response times and thus reducing risk and creating an audit trail for weekly review. This software is utilised by us where no other Client BIM collaboration software is being utilised on a project.

B2 Supply Chain Management

At Michael J Lonsdale Ltd we understand the critical role that supply chain plays within our business and take a robust and consistent approach to all supply chain activities within our group. This consistency ensures complete Client satisfaction while maintaining our position as the services contractor of first choice.

Using a collaborative approach throughout we provide MEP services through a fully developed works delivery model, ensuring visibility of the total supply chain for the respective specialist works packages.

By empowering our fully integrated team approach together with maximising our off-site Manufacturing Strategy the projects performance targets can be realised.

Our appointed Procurement Manager will undertake an in-depth review of the specified plant and equipment and, working alongside our project team, will advise on supplier's current capacity to supply against the schedules including lead in times, financial strength, post-delivery and after sales service, extended warranties and currency risk.

Typically, when buying this type of plant and equipment we create a matrix that includes all the specification requirements together with the practical and site-specific requirements such as spatial fit, weight, attenuation, commissioning, extended warranties and ongoing maintenance.

During the early stages of the Preconstruction phase, we will produce a very detailed Procurement Schedule so that the supply chain can be tracked from placement or order through to final delivery to site, this schedule forms part of our fortnightly reporting system that is issued to site and copied to the Project Leadership.

- We operate an approved supply chain register and centralised procurement function delivering to each of our business units.
- In order to gain access to the register each of our key suppliers and subcontractors need to complete our prequalification documents which cover H&S, competence and turnover against order value (1 & 2 attachment)
- We have Director to Director relationships with our key supplier and sub-contractor partners and encourage open and honest dialogue between our businesses
- Prior to placing any major order, the sub-contractor attends a meeting with our Procurement Director to determine current workload, exposure to MJL, rate of growth and retained capita

- Close collaborative working practices with our key supply chain not only enable us to successfully engineer together as a team but also to drive down costs, manage risk, minimize waste, reduce delays and avoid disputes so we can deliver in excess of our Clients expectations
- Our inhouse design team assist at all stages of the build to bring innovation to the forefront and ensure that we are continually delivering best value
- Each package we let is selected from our approved register via a thorough and transparent selection process with a minimum of three bids considered. Our engineering team review each bid to ensure they are compliant, inclusive and like for like so that our supply chain has the surety that their bid has been given due diligence. The best value selection is then made independently by our centralised procurement department
- By letting each package based on best value and not simply bottom-line price we provide effective management of resources together with continuous improvement which leads to a better project delivery experience for our supply chain and a better solution for our Client
- We continually review the performance of all our supply chain and complete feedback forms for every trade at the end of each project. A full project review is undertaken and these KPI's are discussed in detail with our supply chain so all of us can look to repeat successes, learn from any mistakes and drive forward sustainable improvements (Feedback Form, 3rd attachment)
- A large proportion of our supply chain expenditure is with small to medium size businesses based close to the projects we undertake which helps support the local economy

We are very fortunate that since our incorporation in 1986 we have built up a loyal, dedicated and highly motivated supply chain, some of whom only work for our business, so you can rest assured that whatever your requirement maybe Michael J. Lonsdale Ltd have both the drive and capacity to deliver.

We also employ, train and develop apprentices while continually upskilling and rewarding our current staff to ensure our needs are met both now and, in the future,

B3 Health & Safety Management

Michael J Lonsdale are a medium to large sized enterprise, we generally operate as a sub-contractor to the larger main contractor group. We have our own in-house policies and procedures and are accredited to ISO9001/15, ISO14001/15 and OSHAS18001.

We are hopeful of obtaining the new ISO45001 standard in May of this year. As a sub-contractor we are duly obliged to fall under the remit of the main contractor when it comes down to all QHSE issues and requirements.

We are very proactive with regards to QHSE and monitor our projects on a weekly, fortnightly and monthly basis with site inspections being carried out by the site management team, our in-house QHSE Dept and monthly inspections by the Project Directors.

We have our own Mental Health and Wellbeing policy and are about to embark on training all of our Senior management and Supervision. We hope to complete this by mid-year 2019.

Our in-house Environmental team are also very proactive in looking after our own interests and also assisting the main contractor within the same field. As a business we are accredited to a vast array of industry best practice schemes and are audited accordingly on an annual basis, keeping us up to speed with all aspects of Health Safety and Wellbeing.

All of our staff and supply chain are greatly involved and enveloped within our business ethics. Our supply chain is vetted annually by PQO and it would be fair to say that we are very proud to have a continued high level of service which has been developed over a number of years. We have, as a business, carried out formal back to basics training with all of our site Supervision and have held in-house workshops with all of our top 100 best Suppliers. We actively engage with our supply chain on a regular basis at project level to ensure continuity of service. This also provides a platform for exchange of information, Training and Awareness.

Michael J Lonsdale Ltd has worked very hard to improve all avenues of QHSE, we adopt an ethos of building relationships with our Clients, site management and supply chain alike. This has led to an improved reduction year on year of our accident / incident statistics. All accidents / incidents must be reported to our management teams and passed upstream to our QHSE Dept within a 15-minute period, this allows for a decision to be taken as to the severity and what subsequent course of action should be adopted.

All accidents / incidents are investigated to differing degrees, with a full-blown investigation for all over 7 day issues. This kind of incidents will result in a Safety Bulletin being released to all MJL Businesses, with lessons learnt being cascaded to our supply chain and main contractor group.

Michael J Lonsdale Ltd would generally fall under the remit of a project's Main Contractor with all aspects of CDM 2015 and as a business would assist the same in all areas. However, we have in the past, played the role of Principal Contractor and have been complicit and compliant with all CDM 2015 requirements. Principal contractor at Devonshire Square 2017 for a £10M, JP Morgan Ropemaker St upgrade £12M, Deuche Bank London £8M.

We vet our supply chain annually for compliance, Insurances, accreditations, GDPR, MSHT and Anti Bribery to mention a few. We also carry out post project feedback reporting where our supply chain are scored against a number of key factors.

As a medium to large sized enterprise we recognise that constant and continued effort must be expended in trying to maintain and promote good standards across all of our projects and client base.

We assist, engage and are proactive in sending out our message that operatives, supervision and management will get the full backing of the Senior management and Directors. We ensure that all our staff, temporary workers and our supply chain are offered advice, guidance, training etc where required and we actively encourage open dialogue. We produce an annual board report where the years statistics are promulgated. This highlights our positives and negatives, high's and low's and how we shall be focusing and promoting improvements for the following year.

These action plans are issued to the Business and are used as mini workshops at site level to promote our intentions moving forward.

Michael J Lonsdale Ltd have looked at incorporating an in-house behavioural safety training programme, however, we have such a wide and varied Client base who themselves request our participation and enrolment within their own programmes that we feel it would be somewhat of an overkill. Again, it's an area that is still open for discussion at Senior Management/Board level. We will of course continue to support our Clients and main contractor groups.

All Michael J Lonsdale Directors actively take part in and support both Company and project wide initiatives where these have been in position. It's an area that is actively encouraged by the Board of Directors to help formulate good customer relationships and shows our workforce and supply chains alike of the commitment by senior team players.

This is an area that is very close to home for Michael J Lonsdale Ltd, we have been very proactive in assisting our Client base to date, however, we now feel that there is an avenue for our Business to stand out and promote ourselves from within.

As referred to above, we have produced a sound Mental health and wellbeing policy, which is suited to how we can assist those who may be suffering or have suffered from Mental ill health both past and present without bias. We are working with the British Red Cross and have selected a full one-day course that is suitable and will hopefully benefit our management team in recognising potential symptoms within themselves, our staff and our supply chain partners.

B4 Risk

The underlying issue in respect to Risk Management (be it negative risk i.e. threat to cost, time or quality or positive risk/ opportunity i.e. reduction of cost or time or improved quality with no time or cost impact) is the apportionment of the known or anticipated risks between the Employer and the Contractor. The apportionment of risk and whether to accept that allocation is majorly dependant on the parties' attitude to the risks that they are being asked to take. Being that some organisations are more risk-taking than others and some are totally risk adverse. It is a worth consideration when assessing a potential project or contract that those that are too risk taking are as equally unsuitable as those that are totally risk adverse. It therefore important for a fair balance of risk apportionment is established from day 1 with the party best able to either manage or bear (both in terms or cost and time) the risk taking that risk.

Without a full understanding of what risk sits with which party it presents a somewhat difficult starting point for any discussion on risks and the approach to them.

However, the fundamental principles of risk management are no different on an NEC project to that on any other form of contract in that risk management has to be done whether it is by a contractually formalised process as given in the NEC contracts or by other methods such as issuing of notices as applicable in the JCT contracts.

The major difference in the way NEC looks at risk is that it is a requirement of the contract to utilise a prescribed process of Early Warning Notices' (to give notice of potential issues) and risk reduction meetings.

The logic is that the known risks at the commencement of the project are entered into the jointly held risk register and that these are reviewed on a regular basis to manage out the risk and to track the progress of the management of this risk. Any new risks advised via the EWN's or other communications are added to the risk register and if any of these are seen as being of critical importance a risk reduction meeting will be called.

The responsibility to call risk reduction meetings sits with all parties to the contract. It is therefore not just something the Main Contractor has control over it is the responsibility of all parties to work together to remove the risks from the project.

If the risk review is conducted correctly and fully inclusively all parties responsible for the delivery of a project' be they the PM, Employer, Main Contractor or Tier 2 contractors, will be aware of the risks and be able to have an input into the best way that the risk is managed which has the minimum impact to the overall project.

It is fair to say that our experiences on NEC projects is that not enough attention is given to the management of risk.

This could be because some Main Contractor, Project Managers and PQS's are happier working to the old ways of JCT and see the risk management process of NEC as being more of an incumbrancer than a benefit. This only demonstrates the lack of familiarity with and understanding of the positives that are gained from a formalised and correctly implemented process.

The reasons behind this could be due to the lack of NEC contracts being used in the commercial building market as opposed to the fact of its predominance in the infrastructure market.

There is no set method of assessing the impact of risks however there are a number of accepted ways of scoring risks. What they all share is that they have to account for the probability and the impact (be it time, cost or both).

The simplest way of scoring risk on an individual basis is to use extremely unlikely, unlikely, moderate, likely and almost certain to rank the likelihood and use insignificant, moderate, major severe catastrophic to the impact.

By giving each of these either a number value, a percentage value or a RAG status it is possible to calculate the risks potential this then when applied to either the assessed time, cost or both value will give an indication of which risks need to be tackled and managed with those with the highest magnitude having to be given the earliest attention.

This only addresses the individual risk and does not give an overall risk profile for the project.

It must always be remembered that the risk evaluation/scoring is not the only way to health check a project as the accepted/ issued for acceptance programme has to be considered alongside the risk schedule.

There also are a number of other data collection methods that can be utilised that will help inform the risk register depending on which NEC option is being used. If for instance you were using option C the use of Schedule Performance Indicators (SPI), Cost Performance Indicators (CPI) and Labour Production Indicators (LPI) these would also give notice of pending risks.

B5 Sustainable Development

We have helped a wide range of Clients and Principal Contractors achieve Environmental Certification on their projects. Standards have not only included BREEAM, but LEED and WELL.

Recent examples are Bloomberg (SRM), Shell (Overbury), Google (ISG), Old Street Yard (MPX), and currently in progress are 100 Liverpool Street (SRM), Battersea (Mace), 22 Bishopsgate (MPX).

BREEAM Compliance principally requires the installation of energy efficient systems, use of sustainable materials and management of indoor air quality. The MEP design should already incorporate all necessary measures to meet credits targeted to achieve the target requirements.

Working with our project Team, our Environmental Manager, at tender stage, will analyse the works package against the relevant BREEAM criteria and the Project Rating to identify the relevant sections that are applicable to our scope of works. The relevant targets identified are then 'ringfenced' and communicated to all levels within the project team to ensure that our works are delivered without impact to the original BREEAM targets. We also work with the Clients Project team to help deliver to standard. Given the nature of our works we can often suggest areas for Innovation that provide an additional benefit.

In most cases our work is in response to a MEP design/brief where the Achievement of the BREEAM, planning and Building Control requirements is based on the building Design Stage specifications.

MJL has an ISO 14001 (2015) accredited environmental management system. This ensures all our activities are assessed for their environmental impact and managed to reduce it. We work with Clients, Project Managers and Service Consultants to design and install Mechanical and Electrical services that reduce the embodied and operational carbon arising from their specification and use. Our own CAD design team ensures positive environmental outcomes through lean design.

The Installation of the MEP systems with a different performance to the assumed ones could result in non-compliance with the energy requirements for the building. It is therefore our responsibility to demonstrate that any variance from the initial design assumptions as a result of the final detailed installation information do not have a negative impact on the BREEAM assessment and the performance of the building.

To contribute to the overall sustainable objectives, we assist our Clients aspirations by targeting the following:

Carry out off site fabrication (to reduce transport to site and therefore community impact)

- 3D Modelling to BRE BIM level 2 standard as a minimum.
- Supply VOC details of products
- Use FSC timber
- Recycle site office paper

- Manage deliveries in whole loads
- Reduce site welding
- Store materials securely so they can be reused
- Low impact fixings
- Solderless fixings
- Send back pallets

- Reduce waste arising from works

In addition, where require, we contribute to the project targets by focusing on the following activities;

- We will minimise the distances involved in supplying materials from sourcing it from locally based suppliers
- Wherever possible, we will ensure our materials come from a sustainable source
- We will record the mileage to and from site and calculate the CO2 emissions each journey involves
- A proportion of our CO2 emissions for this project will be offset by utilising the services of a carbon management company

We do not directly quantify our project benefits as we are part of a large supply chain and the quantification. However, where required, we do contribute to other projects target quantification through the Main Contractors/Principle Contractors project requirements.

The following are examples of projects, recently completed, where we have actively contributed to the Clients BREEAM aspirations.



Bloomberg European HQ, London.

We appointed as the lead co-ordinator and the Trade Contractor for all pipework systems and associated main plant for the building infrastructure and the client fit-out. The project was completed in 2018 and now accommodates approx. 6000 people.

The project achieved BREEAM 'Excellent' with the highest score to date for a central London office building. A contributing factor in this achievement was the ongoing design development of symphonic drainage system. The challenge was to develop a large robust system with the necessary resilience. We played a key role in

working with the supply chain and the MEP designers in this regard. Once operational the system is estimated to save 1million litres of water per year.

The White-Collar Factory, London



Michael J Lonsdale has completed the installation of the mechanical, ventilation and public health services for development located in Old Street, London.

This includes one 17 storey commercial building, three 5 storey low rise commercial buildings and 2 residential blocks with 9 apartments.

This project was the first development in the UK to achieve BREEAM Outstanding and LEED Platinum.

A key part to both achievements was the design of a bespoke 'in slab' cooling system where the building structure is 'cooled' and maintained at a low temperature to keep the ambient conditions constant. This resulted in a substantial saving on energy consumption compared to buildings with more traditional cooling systems. The development of this system required us to work closely with the client's team and the specialist suppliers and installers to ensure the necessary performance and targets were assured.

Project Descriptions:**Case Study 1.**

British Museum, World Conservation & Exhibition Centre

Name of Employer: British Museum

Delivery: Sub – Contractor

Project Role: MEP services installation and lead coordinator

Nature of project, summary of the works, key interfaces and constraints

Located in the north-west corner of its Bloomsbury estate, the new nine-storey £130M building consists of five pavilions, one of which is entirely underground, and accommodates 175 staff.

It now provides the Museum with a new major exhibition gallery, state-of-the-art science research laboratories and conservation studios with world class temperature-controlled storage for the collection

Project relevance:

The relevance of show casing this project are as follows:

- Heritage Building
- New build works integrated in existing building
- Ability to deliver high level specification construction quality standards, high class finishes, attention to details and the importance of mock-ups
- Ability to work in a publicly visible and high-profile environment.
- Programme management, to demonstrate our ability to react and work with others in order to recover programmes
- Ability to complete high level design RIBA stage 4 and beyond design

Project duration: 24 Months

Contract type: JCT

References: **Client Reference:** Alan Finlayson (British Museum) AFinlayson@britishmuseum.org

We confirm the above may be approached for a reference

Case Study 2, Imperial College Block C

Name of Employer: ISG

Delivery: Sub – Contractor

Project Role: Design and Build MEP Services contractor

Nature of project, summary of the works, key interfaces and constraints

This Project was a CAT A to CAT B fit-out for Imperial College at their new Building C. The M&E services are predominantly exposed,

The Building was originally intended to be fitted out as offices and as such the slab to slab measurements were very restricted, making co-ordination of Lab fume cupboards, main air distribution requirements, electrical containment and lighting zones a challenging prospect.

The project comprised of highly specialised services including Specialist rooms including laser labs, Instrument rooms, X-ray, Nuclear Magnetic Resonance (NMR) and low electrical noise Labs as well as a large Lecture theatre.

Project relevance:

The relevance of show casing this project are as follows:

- New build works integrated in existing building
- Ability to deliver high level specification construction quality standards, high class finishes, attention to details and the importance of mock-ups
- To demonstrate our ability to deliver complex and highly specialised service including design and construct
- Programme management, to demonstrate our ability to work under the NEC 3 contract.
- Pre-fabricated elements, mock-up, samples and integration into the construction process.

Project duration: 18 Months

Contract type: NEC 3

References: **Client Reference:** David Gray (ISG) - David.Gray@isgplc.com

We confirm the above may be approached for a reference

Case Study 3, 10 Fenchurch Avenue

Name of Employer: Sir Robert McAlpine

Delivery: Sub – Contractor

Project Role: Mechanical services installation and lead coordinator,

Nature of project, summary of the works, key interfaces and constraints

The 10 Fenchurch Avenue project includes the design, procurement, construction and completion of a new 14 storey building to a high-quality City of London standard office and retail building to shell and core at 10 Fenchurch Avenue, London, EC3, to achieve Offices Shell and Core 2014 Edition BREEAM “Excellent”.

Michael J Lonsdale package of works includes design (CDP), co-ordination, supply, installation, testing and commissioning of the mechanical distribution services and plant to interface connections serving the shell and core spaces at 10 Fenchurch Avenue.

Project relevance:

The relevance of show casing this project are as follows:

- New build works
- Interfacing between the Landlord system and fit-out works
- Value Engineering management
- Ability to complete high level design RIBA stage 4 and beyond design
- Pre-fabricated elements, mock-up, samples and integration into the construction process.
- Integration of pre-fabricated element into the commissioning process
- Water treatment, Landlords and fit-out integration provision.
- Closed water system quality control

Project duration: 18 Months

Contract type: JCT

References: **Client Reference:** Gavin Chandler (SRM) G.Chandler@srm.com

We confirm the above may be approached for a reference

Question 1 – B6a Management of MEP Works

Page Limit: 3 sides of A4 (excluding policy documentation)

With respect to the case study, provide details of the Applicant's approach to the management of MEP works, including,

1. The delivery of high-levels of specification and construction quality standards;

Case Study 2

The project comprised of highly specialised services including Specialist rooms including laser labs, Instrument rooms, X-ray, Nuclear Magnetic Resonance (NMR) and low electrical noise Labs as well as a large Lecture theatre.

Working to high level specification, Coordination of largely exposed MEP services in highly technical spaces, the interfaces between services and the laboratory furniture highlighted the importance of benchmarking and mock-ups.

Key challenges:

- High quality Specification, and Specialised Services.
- Coordination of densely populated laboratory services installed into a building designed for commercial offices which had limited ceiling voids and head space.
- This project included the world's largest number of fume cupboards (no 350) linked together to operate as one system (approximately 72 per floor).
- The fume cupboards were provided with new dedicated extract fans; however, the primary fresh air make-up was served by the base build AHU's which only had capacity to serve 75% of fume cupboards running at any one time.

This project had key services interfaces between laboratory furniture and the fume cupboards, the challenge was to provide an installation that was:

- Aesthetically pleasing (majority exposed services)
- Robust to allow for future changes, i.e. different medical gases
- Coordinate high density of laboratory services
- Due to the large air volumes distributed to each floor, the services had to be installed in such a way that they didn't interfere with the air flow patterns. This necessitated the need for live mock-ups.

Because of the above, static benchmarking and live mock-ups became an important part of the project. This involve completing a section of work, ensuring that the quality was satisfactory to all parties and then ensuring that all subcontractors and operatives meet this level of quality at all stages of the project. In the case of live mock-up, complete the same, but carry out air flow pattern tested using clean smoke. The photo below highlights the complexity of the installation.



2. Programme management and your track record in meeting the programme;

Case Study 2

This project was subject to the NEC 3 form of contract, our Project Manager and Planner produced weekly progress reports in accordance with the contract.

In addition to the information required under the contract, Our Project Executive provided a high-level dashboard report every two weeks. This included.

- Progress on site, dropline
- Key issues
- Financial
- Two weeks look ahead
- Status report on RFI's and Technical Submission
- Procurement Status
- Design Status

- Drawing Status
- Health & Safety issues
- Environmental Issue
-

Contained within the reports were activity dependencies, mitigation and recovery plans for any late items. Example, during the Commissioning and Environmental Testing phase the correct environmental conditions were crucial, however, this was difficult to achieve because of the lateness in the construction work. To that end, a dependency, mitigation and recovery plan was put in place.

3. Value management, value engineering and the response to any budgetary constraints; and the applicant's approach to achieving acceptance by the client;

Case Study 2

Michael J Lonsdale understand that every project has budgetary constraints and the need for value engineering, this project was no different.

Our inhouse design team assisted at all stages of the build to bring innovation to the forefront to ensure that we were continually delivering best value engineering. Any valued engineered item put forward was assessed for:

- Life cycle cost.
- Suitability
- Performance criteria
- Programme
- Sustainability
- Life cycle
- Special fit
- Maintenance
- Planning
- Acoustics
- Health and safety.

Please see below a copy of our Value Engineering calculation work sheet, note, for the reasons of confidentiality, the project name and sums have been removed.

Alternative Options Schedule.						Date: 04/02/2018. Revision: -								
Project:						Potential Impact of Alternative Options (Note consideration to 3rd party fees / costs may need to be considered)								
Ref:	Services Element.	Description of Proposed Alternative Option.	Potential Cost Adjustment (£).	Decision Status.	Accepted Cost Adjustment (£).	Performance	Programme	Sustainability	Life cycle	Spacial Fit	Maintenance	Planning	Acoustics	H&S
1.00	Chillers	Alternative chillers	£0.00	Declined	£0.00	Neutral	Neutral	Positive	Positive	Negative	Positive	Positive	Negative	Positive
2.00	Pumps	Alternative Twin Head Pumps	£0.00	Accepted	£0.00	Positive	Positive	Neutral	Positive	Positive	Positive	Neutral	Neutral	Positive
2.01	Pumps	Inverters to be supplied as part of pump package instead of BMS	£0.00	Accepted	£0.00	Positive	Positive	Positive	Positive	Positive	Positive	Neutral	Neutral	Neutral
3.00	Fans	Alternative Fans	£0.00	Considering	£0.00	Neutral	Positive	Neutral	Neutral	Positive	Neutral	Neutral	Positive	Neutral
4.00	AHU's	Alternative AHUS	£0.00	Accepted	£0.00	Neutral	Positive	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
4.01	Factory testing	Omit Factory testing for AHU & Chillers	£0.00	Declined	£0.00	Negative	Negative	Neutral	Neutral	Neutral	Neutral	Neutral	Negative	Neutral
Sub-total:-			£0.00	Sub-total:-	£0.00									

A large part of VE which is often overlooked is the coordination of services to maximise the available space and in some cases, VE is not always apparent, example, providing the riser modules complete with flooring increased the module cost, but provided a nett saving to the client when a cost transfer from one trade to another was applied.

4. Health, Safety and Wellbeing performance;

Case Study 2

MJL prepared and issued a bespoke project specific Health & Safety plan prior to installation works commencing. The document described how MJL would place operatives to work safely and the safe system of work to be followed.

As part of our safe system of works, MJL carried out task specific method statements and risk assessments. These were used to brief each operative carrying out specific task works.

Main risks identified within plan included,

- Working at Height, Heavy plant installation
- Hot works, Manual Handling

- Movement of Materials,
- Roof riser Works and Operation of heavy plant

Surrounding business: MJL delivered notification leaflets 2 weeks in advanced of the lift to warn surrounding businesses of the lifting procedures.

Segregating the public: MJL H&S & logistics team set up a manned exclusion zone to ensure the safety of members of the public.

Safe system of work for lifting procedures: MJL implemented a bespoke lifting & traffic management plan which was approved by the client. All members involved with the lift procedures was made aware of the safe system to follow.

Dedicated lifting supervisor: MJL positioned a dedicated lifting supervisor both on the ground and at roof level to ensure the correct safe system of works was being followed by the lift team.

Pre lifting inspection check: MJL carried out a pre inspection check prior to the lift commencing.

5 Environmental and sustainability performance;

Case Study 2

Michael J Lonsdale employs a full time Health, Safety and Environmental Manager and utilise an EMS (Environmental Management System).

We are registered with Advanced Certification having achieved ISO 14001, our environmental management system is used throughout the company.

All our operatives and our supply chain were given our Environmental tool box talk. During the tool box talk, Our ISO 14001 management system was explained, and details given on the emergency measures for any environmental incidents.

In addition, an aspect and impacts register was produced which sets out what the main environmental risks on this project and how they are should managed.

6. Working under other organisations who are Principal Contractor;

Case Study 2

The works undertook were working under a Principle Contractor.

As a company, we work with all the major principle contractors, each having their own system of work including H & S requirements.

This imposes challenges for us to accommodate the individual requirements of each Principle Contractor without compromising our own QA procedures and our H & S policy. To that end, we have developed a QA system and H & S policy which is robust and adaptable to meet our needs and our client's.

Over the years, our systems have evolved to include the best values and standards for each Principle Contractor.

One standard which is never compromised is H & S which is always maintained at the highest level regardless who the Principle Contractor is.

7. Working in publicly visible high-profile environment.

Case Study 2

- Our works was carried out close to another construction site which was being built at the same time. Which made logistics, movement of men and material difficult
- Consideration for public in respect to Health and Safety was paramount.
- Behavior of the operatives on site and the around the vicinity of the site was carefully policed.
- Due to the nature of the work (fume cupboards) and the risk of chemical spillages, there was no room for design error.
- The amount of fume cupboards coupled into one system has never been designed before therefore there was an element of uncertainty rounding the success, therefore this was a very high-profile project.

Question 2 – B6b Design Management**Page Limit: 3 sides of A4 (excluding policy documentation)**

'With respect to the case study please provide details of how the Applicant has approached the design management of RIBA/BSRIA BG6 Stages 4b, 4c & 5 together with Contractor Design Portions (CDPs) and integration of pre-fabrication. Describe the major issues and challenges encountered, how they were overcome, and any lessons learnt with particular reference to:

1. Interfaces with the Landlord and Tenant, Project Manager and Employer, and how the Applicant worked with the Employer's design team to ensure continuity of design intent;

Case Study 1

The M & E services design for the Museum was completed to stage 3, on this project Museum acted as the Landlord and each department as the tenants (Exhibition Department, Artefacts and Restoration Department, Research Department and Laboratory Department) each department had their own unique specific needs.

Our obligations under the contract was to take and complete the design from stage 3 taking into considerations the Employers Team design and the requirements for each department.

Some of the requirements were not apparent during the stage 3 design, and therefore were not included in the Employers team design, the Employers interface schedule and these were more prominent in the CDP's.

To fully understand each department unique requirement, extensive department specific meetings were held to agree a scope, agree any interfaces requirements and to advise our Employer on any cost or programme implications arising from any decision's makings.

Where possible any changes that differ from the original design intent were implemented.

Typical example, for the Artefacts and Restoration Department, although there was a design intent, all the interfaces between the fume cupboards, occupancy, lighting, security and the fire alarm system had to be developed as part of our CDP's.

The MEP design of the services serving the laboratory high-performance Electron Microscopy were completed to stage 3 and our obligations was to complete thereafter.

The ultimate performance of the most sensitive electron microscope is strongly influenced by factors such as magnetic-fields, vibration, barometric pressure changes, room temperature and variations.

Air movement can cause horizontal and vertical vibrations which could smear out the image resolution, therefore the design and final placement of air diffusers were critical.

Improper design room cooling can buffet the microscope and act like vibration or lead to changes in the room temperature resulting in drift.

The microscopes are most sensitive to low frequency vibrations and these vibrations are the most difficult to eliminate from the microscope's environment. Our stage 4 design had to factor all the above.

The Landlords electrical services were installed with the future tenants in mind.

We worked closely with the design team selecting manufactures and systems that could be commissioned for the landlords use but would be compatible with future tenants' services.

Care was taken when setting out the electrical risers to ensure that adequate space was left for tenant's services. Unistrut frames were installed throughout all risers so that the tenant's contractor could install and commission tenants DBs, and Lighting control modules with no disruption the Landlords services.

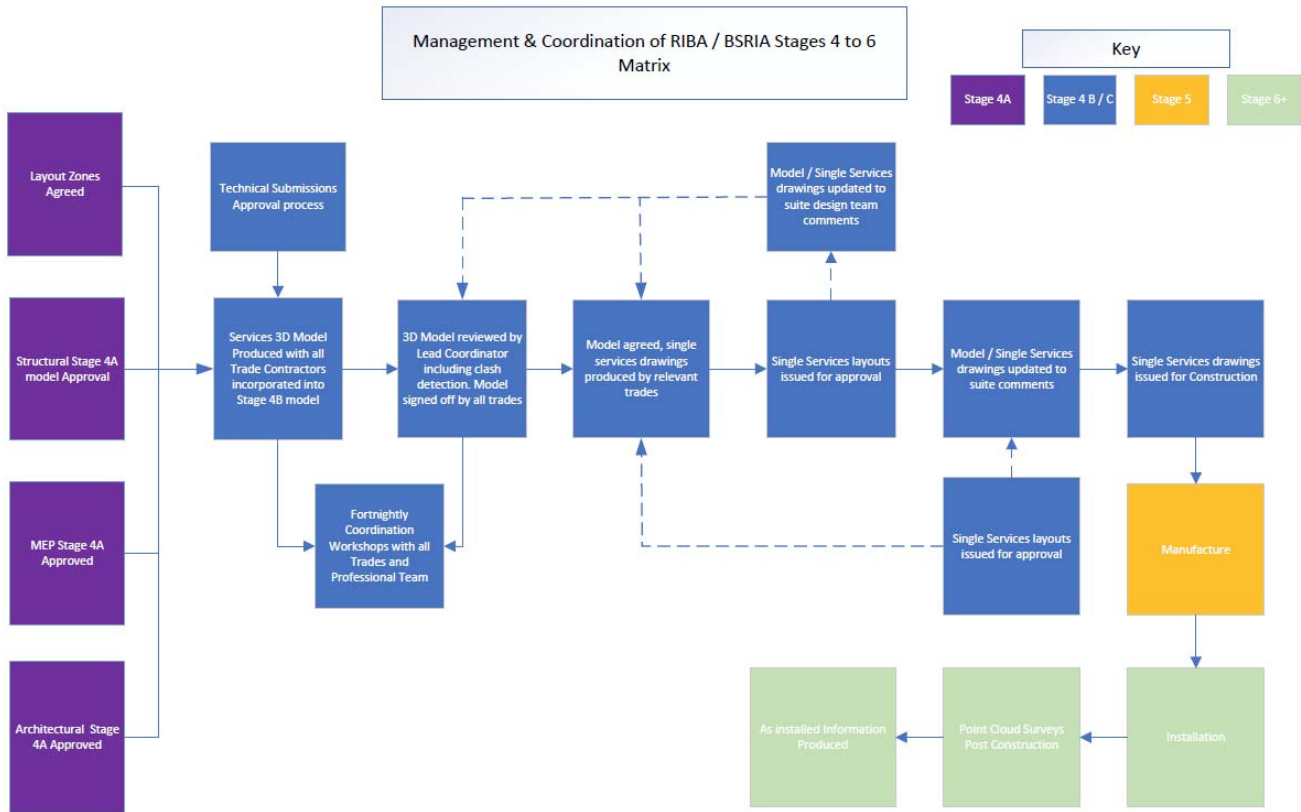
Containment in the basement service corridors was coordinated such that future tenants cabling activities could take place without the need to move or adjust Landlords installation.

Finally, listening and recognise to our clients needs but more importantly implement their needs, act on their views and attention to detail was paramount.

2. The Applicant's experience of completing specialist RIBA/BSRIA BG6 Stages 4b, 4c & 5 together with Contractor Design Portions (CDPs), the Applicant's processes for managing and monitoring design quality from their design team and sub-contractors

Case Study 1

The base design was completed up to RIBA stage 3, our responsibility was to complete stages 4 and beyond. Please see below a copy of our RIBA / BRIA stages 4 to 6 matrix.



MJL were lead coordinator for the project and all information flow was managed through us.

Fortnightly collaborative design reviews, coordination and sign-off workshops were undertaken between all parties concerned including the Client Representatives, Professional Team, MJL and other trade contractors.

The Fire Alarm and BMS systems on this project were CDP's, the sub-contracting of certain elements provides the best possible solution for the project. Added value to the client was achieved by including and bringing the selected specialist expertise into the team. These specialists were under our control and used our management skills to complement and enhance the quality of the product under construction.

Added value was added to the employer through collaborative working including sub-trades not under our control, the benefits were:

- The design process was shortened
- Produced of a quality clash free model
- Clash free install
- Aided the production of the final as installed drawings.



3. Processes used to ensure the integration of pre-fabricated elements, constructability and acceptance of design proposals. The response should set out how the Applicant reviews constructability and demonstrate how the production of mock-ups, samples and benchmarks and their acceptance supports the construction process;

Case Study 1

Most of the MEP services were fully exposed and the finishes had to be of a first-class standard. All bracketry and services were meticulously bench-marked, as an example, we bench-mark 27 different bracketry and colour combination to suite various areas and applications.

In addition to the exposed services, the walls and ceilings finishes were of polished concrete, therefore there was no scope for drilling errors.

Sample light fittings of each type was provided and each installation method mocked-up.

A prefabrication strategy was undertaken by our MEP manager and signed off by our Project MEP Director.

The design was reviewed to maximize where possible off-site pre fabrication opportunities.

From the pre-fabrication strategy, the following was concluded:

- On floor exposed services, due to need for asymmetry with all exposed services, pre-fabrication modules were not viable, however, special finished bracketry could be pre-fabricated.
- Risers, pre-fabricated risers complete with flooring was viable, but we had to be mindful how the riser flooring finishes interfaced with the main flooring.
- Flue banks, a challenging aspect was the installation of the flue banks and integration with the external cladding. Colour finishes, structural support consideration and building sequence with the external cladding install was meticulously planned and mocked-up.

Once the strategy was signed off, a coordinated pre-construction and install programme was produced which was fully aligned with the build planned.

4. How high-quality design was assured and maintained during the different RIBA/BSRIA BG6 stages, including the Applicant's approach to Value Management and the selection of highly energy efficient MEP plant.

Case Study 1

Following an appointment, we worked closely with the British Museum / Mace project team and other project stakeholders to fully understand and define expectations, assign targets and accountabilities.

Our Design and CAD team for the project have previously worked together this was a key ingredient for the successful delivery of the technically complex project.

Our Design Director oversaw the completion of the any defined design elements. To that end, for any considered valued Engineering items, the performance data was inputted into the part L compliance model and the EPC rating assessed against the design criteria and project requirement.

5) How energy efficient MEP plant was selected to meet or exceed the design requirements and examples where higher energy efficiency was selected to benefit the end users.

Case Study 1

Energy calculations were carried out to assess the benefits of allowing the space temperature to drift above the design set-point to the non-critical spaces, to that end, by increasing the supply air temperature in the summer from 19deg.C to 23deg.C the calculated cooling load is reduced by 100kW.

As part of a value engineering exercise, a further assessment was made to look at the benefits of introducing heat recovery to the scheme with the aim of reducing the main plant loads. The calculations showed the cooling load reduced from 269kW to 73.44 kW and the heating load from 563kW to 146kW

The annual running cost savings produced by the introduction of heat recovery equated to circa £38K with a capital outlay cost of £135k thus producing a pay back period of about 3.5 years.

Question 3 – B6c Installation & Commissioning**Page Limit: 3 side of A4**

Describe how the Applicant approached the following aspects of the installation and commissioning of the MEP Services, and how issues and challenges were overcome:

1. Off-site manufacture, testing and commissioning of pre-fabricated elements including witnessing and approvals**Case Study 3**

From inception to completion we carefully consider how we can best maximise off-site build solutions to the benefit of our clients and the efficiency of this business. During the tender period a prefabrication strategy document was produced whereby the design was reviewed for offsite prefabrication opportunity.

When considering off- site pre-fabricated elements and modular build, the key Drivers and challenges for this project build were:

- Are we delivering the M&E services or single discipline only, how receptive are other contractors to working alongside us to embrace the off-site strategy?
- How is craneage and materials ingress going to be managed, what are the maximum dimensions that can be incorporated into the building during the construction phase?
- Can a bracketry audit be undertaken across all trades to secure symmetry of installation and correct sequence of installation?
- Where plant is being incorporated into the prefabricated modules, can we deliver early in the project to suit ingress into lower level plant rooms and if so, do we need to consider extended warranties?
- Are all specialists and those building the modular frames working on the same software platforms and does our supply chain have adequate technical skill to manage 3-D CAD, if not how do we enhance their skill levels?
- Are the plant skids going to be fully framed on a permanent basis or on a temporary basis?
- Can walkways and access platforms be incorporated into the modular build?
- All motive power to be provided with module including isolators and inverters.
- In horizontal distribution, ensure all specialist containment and second fix is incorporated including fire alarms, sensors, PIR and data distribution as well as traditional M&E components.
- Can the programme accept the leading periods required for the planning and off-site build process?
- Is there a cost benefit? this isn't always obvious one way or another.

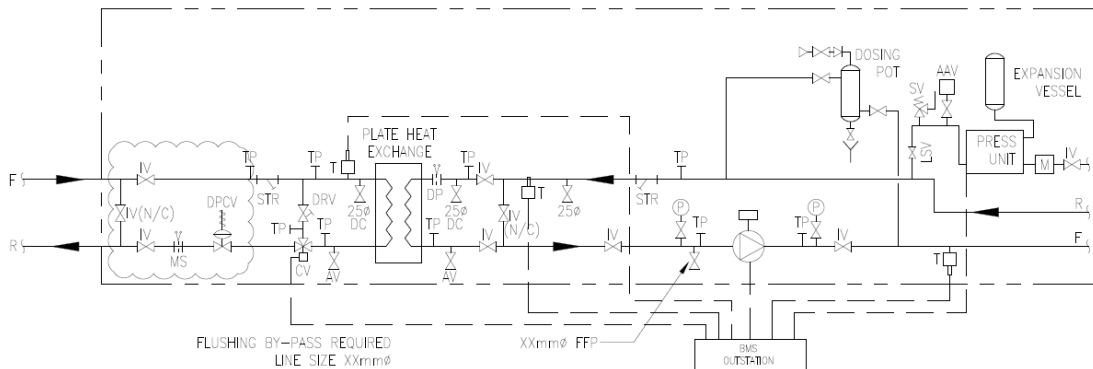
The challenges associated with off-site testing are as follows:

- Defining the objectives for the test and outline any design assumptions.
- Agree the testing methodology, this could greatly influence where the pre-fabricated modules are built, tested and cost.
- Simulating real-life operating conditions, this can sometimes be difficult to replicate, especially where interfacing with third party specialist contractors are involved.

Please see below a summary of the test carried out off-site for the plate heat exchanger skid operating under the specified design conditions and interfacing with third party specialist contractors.

Items included in the tested:

- Pressure test
 - Pump flow test at simulated resistance
 - Heat Exchanger thermal test
 - Heat Exchanger deflection test
 - Controls tests, point-to-point, pump changeover etc
 - Document results, issue test certificates and record drawings
- The schematic below shows the tested plate heat exchanger skid.



2. On-site installation, testing and commissioning of pre-fabricated elements

Case Study 3

The key to the successful testing and commissioning of pre-fabricated elements on a project are:

- Having a clearly defined interface and dependency schedule which details all requirements from the relevant trades, building services and fabric.
- Making sure that the installation and testing of site elements which interface with the pre-fab elements (for example, power supplies, BMS field wiring) are complete so that the benefits of the off-site testing are realised on site.
- Efficient planning and site execution of logistics plans
- Construction sequences and install sequences are usual challenges on a project and this is overcome by a robust programme sequence and associated workshops with all key parties involved.
- One of the biggest challenges on a project is coordinating the testing and commissioning of plant with the availability of areas, availability services from the infrastructure and the completion of the services.

To assist and mitigate issues, this can be overcome by operating an efficient and robust quality assurance process which allow sign offs at appropriate stages during the install, testing and commissioning progress.

3. Testing and commissioning processes;

Case Study 3

MJA have their own inhouse Commissioning Management Team to complement the design & delivery teams, incorporating;

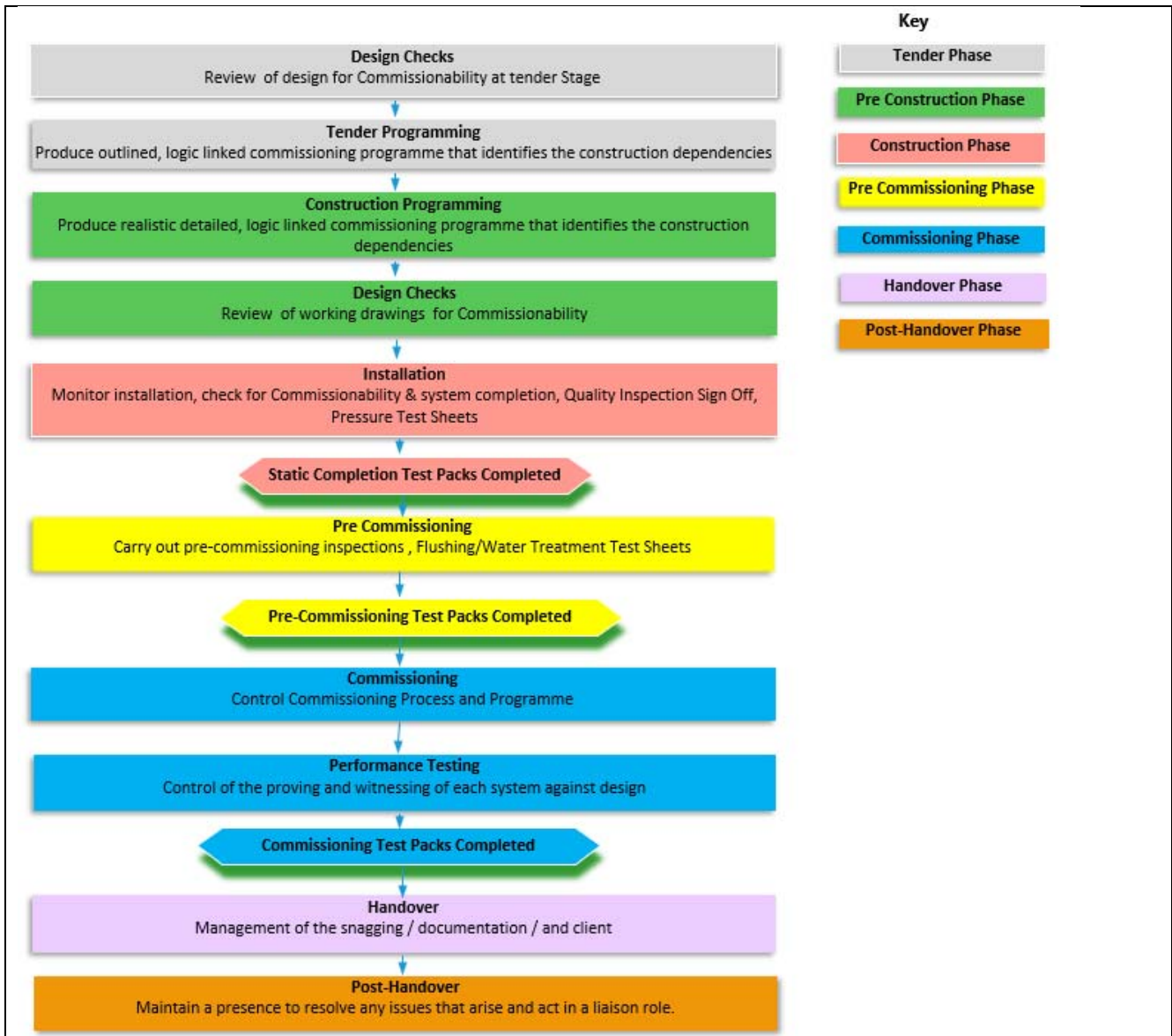
- Team of project-based commissioning managers.
- Discipline specialists including BMS, Electrical Testers and Water Treatment.

Our Commissioning management team are involved early at the Tender Stage, Pre-construction, Install Phase, Commissioning Phase and Post Completion Phase.

We have internal commissioning QA processes including;

- Specific QA processes and procedures, a 3 stage ATP sign off procedure for static completion, pre-commissioning and commissioning
- Testing and commissioning progress trackers.
- Water treatment tracker from flushing completion through to handover of systems.
- Commissioning specific progress reports.

Although each building varies in terms of types of systems and complexity, the commissioning work flow process outlined below remains the same on each project and is modified specifically for different systems.



4 Optimisation of energy efficient MEP plant through construction and commissioning to ensure that it can be operated and maintained efficiently by the tenant following Project Completion.

Case Study 3

Key to running efficient plant post completion is by engaging with the building and maintenance teams during the construction and more so the commissioning phase of a project and by adopting a soft landings framework policy.

This will provide the building management team with key system knowledge and operational characteristics so that plant is maintained and operated correctly against the original design and operational intent.

Critical to efficient plant operation is the understanding of low load situations, whereby the plant maybe required to operate at minimum turn down settings and where load sharing is required, for example where the building load is spread equally across all plant, there is a need to ensure that no one item of plant is operating at 100% capacity and therefore potentially in an inefficient manner.

The impact of shut down works on plant in series (boilers, chillers etc) is also key so that load sharing can be optimised with the remaining plant.

In certain instances, at project completion, if there is insufficient load in the building to operate plant at its design intent it may be prudent to agree a plant isolating strategy. In such cases, some plant could be isolated and made safe leaving enough plant left online to meet the building loads.