



# Company Policy for Health & Safety



## CONTENTS

<b>Company Policy Statement</b>	<b>1.0</b>
<b>Organisation – Duties And Responsibilities</b>	<b>2.0</b>
Joint Directors	2.1
Director Responsible for Health & Safety	2.2
Commercial Director	2.3
Project Managers	2.4
Site Managers	2.5
All Employees	2.6
Sub-Contractors	2.7
Company Health & Safety Administrator	2.8
Company Health & Safety Consultant	2.9
<b>Organisation Chart</b>	
<b>Organisation – Communication and Personnel Resources</b>	<b>3.0</b>
Competency	3.1
Recruitment	3.2
Information, Instruction & Training	3.3
Consultation	3.4
Safety Committees	3.5
<b>Policy Arrangements</b>	<b>4.0</b>
Hazard Identification	4.1
Risk Assessment And Safety Method Statements	4.2
Manual Handling	4.3
Hazardous Substances	4.4
Asbestos	4.5
Emergencies	4.6
Fire	4.7
Accident Reporting	4.8
First Aid	4.9
Welfare	4.10
Environmental – Waste Disposal	4.11
Environmental – Workplace	4.12
Health & Safety Plan	4.13
Personal Protective Equipment	4.14
Work at Height	4.15
	4.16
Monitoring	4.17
Audit And Review	4.18
Appendices:	
(a) Environmental Policy Statement	



# 1.0 COMPANY POLICY STATEMENT

It is company policy to comply with the Health & Safety At Work Act 1974, by taking all the necessary measures to ensure the health, safety and welfare of all employees and third parties who may be affected by the company's activities.

It is the policy of the Company to provide adequate resources and funding, and to employ competent persons to meet the company commitment to health & safety.

All levels of management will actively promote and support this health & safety policy to ensure effective organisation and arrangements for its implementation.

This company recognises the responsibilities as an employer to undertake all that is reasonably practicable to:-

- Provide and maintain a safe working environment for employees without risk to health.
- Ensure plant and equipment provided are safe to use and ensure safe systems of operation are provided.
- Ensure all articles and substances have been assessed prior to use, stored and used safely.
- Ensure the co-operation and co-ordination with other employees, occupiers, contractors and the self-employed.
- Plan all work to ensure that company work sites and activities are adequately prepared and resourced.
- Provide adequate safety information, supervision and training.
- Provide suitable and adequate welfare facilities.
- Monitor and regularly review the performance of activities against this safety Policy.
- Appoint employees accounting for their capabilities when carrying out the work.
- Ensure all company employees fully cooperate and support this policy.
- Consult with employees on the health, safety and welfare matters.
- Seek external Health & Safety advice as necessary, to enable the Company to comply with the statutory legislation.
- Give due consideration to any adverse impact of the Company's activities on the environment.
- Review the effectiveness of this Policy at least every 12 months, or when significant new legislation has to be taken into account.

Signed: .....

Dated: April 2005

**Mr Mark Taylor - Director Responsible for Health & Safety**



## 2.0 ORGANISATION – DUTIES AND RESPONSIBILITIES

### 2.1 Joint Directors

The Joint Company Directors have the ultimate responsibility for the health, safety and welfare of the company and that of the company employees.

They are responsible for, but not limited to: -

- Ensuring that the company complies with its statutory obligations.
- Providing adequate financial resources and ensure they are applied to implement the requirements of this policy.
- Ensure all Managers and Foremen are competent to carry out and comply with their duties in health & safety law.
- Ensure this policy is reviewed when necessary.

### 2.1 The Director Responsible for Health & Safety

Mr M Taylor, the Director Responsible for Health & Safety has the day-to-day responsibility to ensure that company health and safety policy requirements are being met in all company operations.

Mr Taylor is responsible for, but not limited to:-

- Establish appropriate systems and procedures to ensure compliance with the company health and safety policy, statutory health and safety law and codes of practice.
- Ensure that all levels of staff receive adequate and appropriate health and safety information, instruction and training
- Ensure that all company employees receive adequate and appropriate supervision.
- Ensure the provision of all the necessary resources and equipment to carry out works safely and ensure all such equipment is tested and inspected in compliance with statutory requirements and codes.
- Ensure all employees are provided with the necessary training and instruction to operate machinery, tools and equipment.
- Ensure all electrical installations and equipment [including portable tools & equipment] used by the company is tested and inspected in compliance with statutory requirements and codes.
- Monitor company activities in relation to health and safety compliance with company policy and statutory health and safety law and codes of practice.
- Hold periodic health and safety meetings to review company health and safety performance.
- Ensure all employees are consulted on health and safety matters when necessary.



## 2.3 The Commercial Director

Mr R Deans is responsible for estimating and design,  
Mr Deans is responsible for, but not limited to:-

- Ensuring that the Company complies with its statutory obligations when tendering for work.
- Ensure all designers, estimators and surveyors employed by the company are competent.
- Ensure design risk assessments are prepared for all design work carried out by the company or on behalf of the company.
- Ensuring the tendering process takes into consideration those duties required under the CDM Regulations.
- To ensure the design team cooperate with other designers on company projects.
- Ensuring adequate funding for health, safety and welfare resources have been included within tenders.

## 2.4 Project Managers

The Project Manager is responsible for the practical application of Health & Safety on site.

The Project Manager is responsible for, but not limited to:-

- Actively promoting Health & Safety on sites under their control.
- Ensuring sufficient supplies of site safety folders / journals and their contents are readily available for contacts.
- Maintain health & safety records and accident reports, records, documentation and project specific health and safety information
- Obtaining health & safety information from Sub-Contractors.
- Maintaining the Company accident book and reporting to the HSE when required.
- Ensure the suppliers of plant and equipment provide the necessary health and safety information.
- Prepare and maintain office health & safety records, work station assessments and check lists
- Co-operating with the client on matters concerning health, safety and welfare.
- Ensuring Safety Method Statements, Risk Assessments and COSHH Assessments are available on site and that the necessary information is provided to operatives prior to commencement of their work.
- Ensuring that induction safety training and site safety rules are brought to the attention of all employees, Sub- Contractors and self-employed under their control.



- Providing suitable and sufficient protective clothing and equipment to employees when required and ensuring its proper use.
- Ensuring fire prevention and emergency procedures are implemented and fully understood by all operatives on site.
- Taking appropriate measures to prevent the entry of any unauthorised persons onto the site of work.
- Ensuring work activities and misuse of work equipment / PPE do not endanger or put at risk any site operatives, occupiers or existing premises or members of the public.
- Ensuring adequate and sufficient welfare and first aid facilities are made available.
- Ensuring that persons under 18 years do not drive or operate any item of mobile plant or equipment.
- Ensuring all equipment and plant brought onto the site is accompanied with relevant statutory inspection/test certificates and that operators employed are competent with regard to its use and maintenance.
- Ensuring that any electrical supply is installed by a competent person and maintained in a safe manner.
- Ensuring that the impact of noise of the local environment and exposure to operatives is reduced to the lowest level, as far as reasonably practicable.
- Ensuring waste materials are disposed of correctly and where appropriate, by registered waste disposal carriers.
- Investigating and reporting all major injuries and dangerous occurrences.
- Co-operating with and taking immediate action with regard to any requirement of the Health & Safety Executive or the Company's appointed independent Safety Inspectors.
- Monitoring the performance of employees, Sub-Contractors and the self-employed in regard to compliance with the Company health & Safety Policy.

## **2.5 Site Managers**

Site Managers are accountable to the Project Managers and have a responsibility to ensure all work is carried out in a safe manner and in compliance with the Company Health & Safety Policy.

Site Managers are responsible for, but not limited to:-

- Ensuring that all operatives under their control, conduct their activities in a safe manner and comply strictly to the site rules in force, following safety Method Statement instructions, ensuring employees comply and fully use the necessary Health & Safety methods of control/safe systems of work.



- Ensuring that any work activity does not expose any risk to the health and safety of employees, other contractors in the immediate vicinity or members of the public.
- Ensuring that any defective plant or equipment is reported and taken out of use if the defects affect safe use.
- Ensuring fire-fighting equipment is nearby when carrying out “hot work” activities.
- Ensuring that personal protective equipment is used as required by site rules and/or procedures.
- Assisting the Company/Client Safety Advisors by providing appropriate action on their recommendations.
- Immediately reporting any accident, loss of plant/equipment however minor to the Site Manager.
- Co-operating with any instruction given by any appointed Safety Advisor.
- Maintaining a clean and tidy site at all times, taking necessary precautions to ensure minimal impact on the environment.

## **2.6 All Employees**

All employees (including Sub-Contractors) have a responsibility to co-operate with the Company and its employees, to enable them to comply with Health & Safety legislation.

Employees (including Sub-Contractors) are responsible for, but not limited to:-

- Have a duty to take reasonable care for their own safety, and or any other person(s), who may be affected by their work activities.
- Not misusing or interfering with anything provided with regard to safety, health, welfare and fire. Use and/or wear PPE as instructed. Look after and maintain equipment issued.
- Complying strictly to all site rules and safe working procedures and only operate plant and equipment for which they are trained.
- Using the correct tools and equipment for the task, reporting defective equipment.
- Employees misusing personal protective equipment will be subject to disciplinary action by the Company.

## **2.7 Sub-Contractors**

All Sub-Contractors employed or engaged to carry out the work shall:-

- When required, provide the Company with Risk Assessments and Safety Method Statements, and make adequate arrangements for subsequent inspection and monitoring of work activities.
- Comply with all provisions contained in the Company Health & Safety Policy.



- Comply with the arrangements, emergency procedures and regulations specified in the site rules.
- Ensure that their activities are carried out safely and without risk to health, and that such activities are conducted strictly in accordance with current Health & Safety legislation and best practices.
- Report all accidents, injuries and “near misses” to the Site Manager/Foreman.
- Ensure that all operatives are competent and are adequately supervised.
- Ensure that only authorised employees and Sub-Contractors having received a site induction talk are engaged in site work activities.
- Comply with instructions given by the Company/Client Safety Advisors.
- Sub-Contractors employing more than 5 persons will be issued with a Sub-Contractor H&S specification sheet from the Site H&S Journal.

### **2.8 Health & Safety Administrator [currently the Health & Safety Director]**

The Health & Safety Administrator is responsible for Health & Safety administrative duties and has the day to day responsibility to ensure that company health and safety policy documents are being prepared and provided on sites, and is accountable to the Director Responsible for Health & Safety

The Health & Safety Administrator is responsible for, but not limited to:-

- Ensuring sufficient supplies of site safety folders / journals and their contents are readily available for contacts.
- Maintain health & safety records and accident reports, records, documentation and project specific health and safety information
- Obtaining health & safety information from Sub-Contractors.
- Maintaining the Company accident book and reporting to the HSE when required.
- Ensure the suppliers of plant and equipment provide the necessary health and safety information.
- Prepare and maintain office health & safety records, work station assessments and check lists

### **2.9 Company Health & Safety Consultant**

The Company have engaged the services of MECsafe Limited

Northern office:  
4-6 First Avenue  
Armstrong House  
The Finningley Estate  
Hayfield Lane  
Doncaster DN9 3GA  
Tel: 01302 772368 Fax: 802116

Southern Office:  
Upper Floor  
7, Westway  
London  
W12 0PT  
Tel / Fax: 0208 749 6153

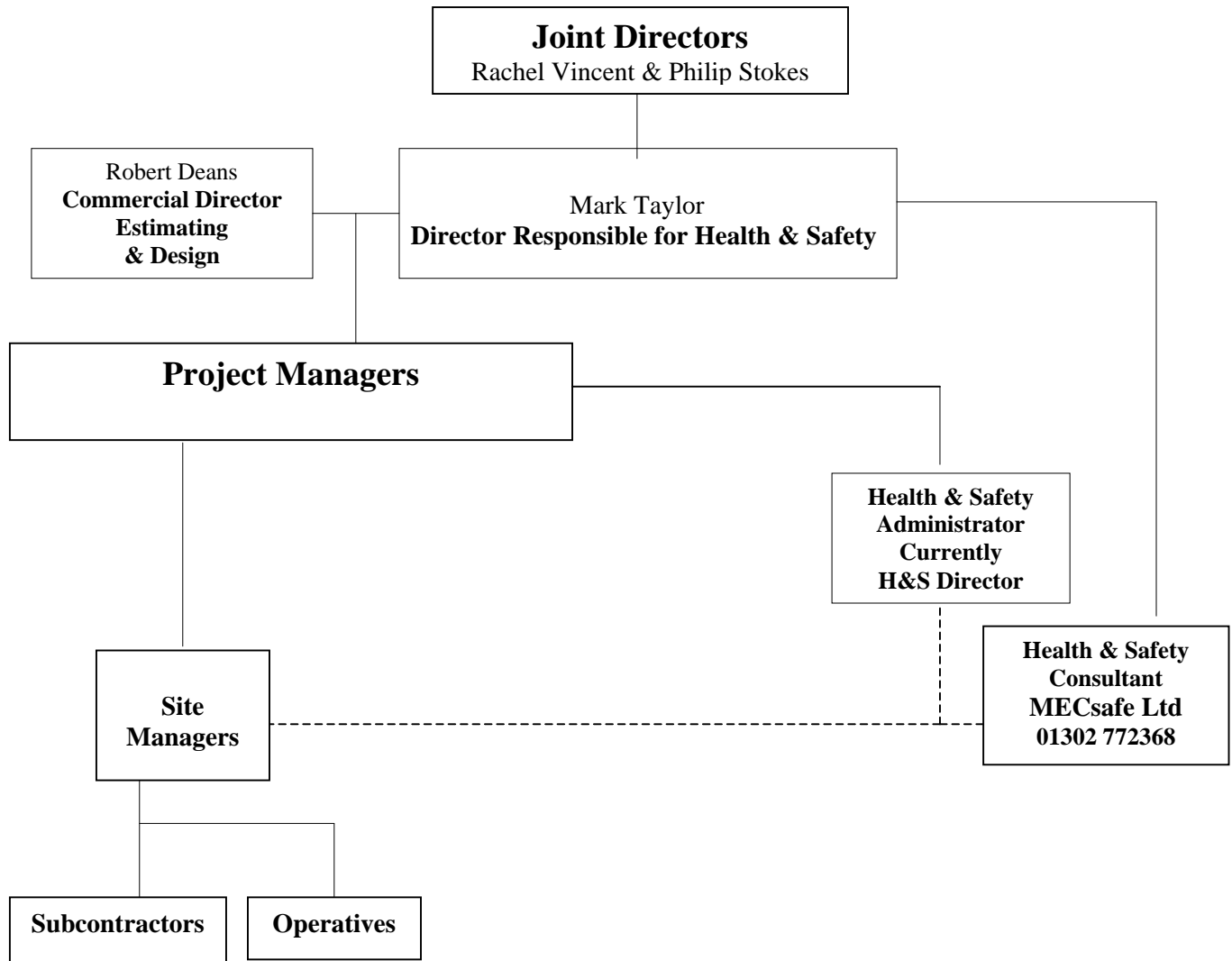


- When requested, carry out periodic health & safety site inspections of site activities & working procedures.
- To attend site based Health & Safety or any ad-hoc meetings as and when required.
- To assist, advise & investigate accidents, incidents or occurrence & advise on corrective action plan
- To advise & deliver health & safety training requirements.
- To advise where other contractors activities may be hazardous to site operations.
- Provide ongoing advice on health & safety matters to ensure the safety management system is updated and takes into account any new legislation, HSE codes and guidance.



# Organisation Chart [Health & Safety]

The following organogram illustrates the hierarchy of the Company management structure with regard to Health & Safety.



Line of responsibility and communication \_\_\_\_\_

Line of communication only -----



## **3.0 ORGANISATION – COMMUNICATION & PERSONNEL RESOURCES**

### **3.1 Competency**

- The Company will ensure that when selecting personnel and Sub-Contractors, due regard as to their competency in health and safety will be taken into account. The Project Managers are responsible for the verification of trade and health & safety competency within their individual work areas

### **3.2 Recruitment**

- All employees, Sub-Contractors and self-employed persons will be required to attend Company safety inductions.
- Young persons under the age of 18 will be informed of the statutory restrictions of work they are unauthorised to carry out, a young persons risk assessment will be produced where necessary.

### **3.3 Information, Instruction & Training**

- The principal source of Health & Safety information ie: relevant Health & Safety legislation, approved codes of practice and guidance is obtained from the HSE web site.
- Health & Safety information and general Health & Safety rules will be clearly displayed on site / office notice board, also relevant information for office staff will be displayed in the head office.
- Training and refresher training of all Company employees will be an on-going exercise, all Managers & Site Managers are to receive general health & safety awareness training. New employees are to receive pre-start induction training and task specific health and safety training as required. All training certificates and company health & safety induction records are to be filed in each employees personnel record folder.

### **3.4 Consultation**

- All employees including the self-employed:-
  - Have access to the Company Health & Safety Policy and all relevant Health & Safety Information.
  - Can discuss concerns over safe working conditions with any member of staff.
  - Are encouraged to discuss and offer advice on matters which affect their health and/or safety.
  - Given an opportunity to discuss any Health & Safety matters with visiting inspectors.
  - Are encouraged to consult directly with the appointed Company Safety Advisor.

### **3.5 Health & Safety Committee**

The Company shall ensure that when requested, employees and the self-employed are able to discuss Health & Safety matters. The company shall hold Safety Committee Meetings at sites on a regular basis.



## 4.0 POLICY ARRANGEMENTS

### 4.1 Hazard Identification

- The Company recognises the commitment to anticipate foreseeable significant hazards, to assess the risks and to plan preventative protective measures of control.
- The common tasks associated with the Company's activities where hazards may arise are:-

Abrasive wheel cutters	Hoists
Access and egress	Electrical installations
Access equipment/ladders	Lifting equipment
Asbestos	Material handling
Cartridge operated tools	Mobile elevated work platforms
Compressed air	Noise
Demolition	Mechanical installations
Temporary electrics	Use of power tools
Fire	Vehicles and lorries
Fuels, gases and flammable substances	Welding and "hot work"
Hazardous substances	Fork lift trucks
Grinding Machines	Painting
Cutting Tools	Use of mobile cranes

### 4.2 Risk Assessments

- Formal written Safety Method Statements and Risk Assessments will be provided for all Company work activities and where necessary for other unusual issues ie emergency planning etc. Sub-Contractors will provide Safety Method Statements and Risk Assessments on request, and/or adhere to Safety Method Statements issued by the Company. Where applicable, young persons risk assessments are to be produced and provided to the relevant parties.
- The Project Managers are responsible for the planning and preparation of risk assessments and applicable control measures for all works that occur on their respective projects.

### 4.3 Manual Handling

- The Project Managers are responsible for preparing assessments that are required for work tasks in their respective departments.
- All employees are to be instructed on the safe procedure for lifting during the pre-start health & safety induction, a safety chart showing safe lifting techniques is also to be displayed in the work shop and site notice board.

### 4.4 Hazardous Substances

- All hazardous substances used on Company premises or construction sites will be used in conjunction with a suitable and sufficient COSHH assessment.
- The Project Managers are responsible for preparing COSHH assessments that are required for use of hazardous substances and /or materials in their respective departments.



#### **4.5 Asbestos**

- No demolition works or building maintenance works are to proceed until an asbestos survey has been carried out. When required, all employees will be notified of the possibility of asbestos materials being present during site works and what to do and who to report to if they come across suspect material during their work, at the site induction session.

#### **4.6 Emergencies**

- Where construction projects are undertaken on occupied premises, arrangements will be made to ensure strict compliance with existing emergency procedures.
- The Company will provide adequate information and instruction to employees in respect of site emergency procedures.
- Arrangements for emergency procedures will be included in the Health & Safety Plan.

#### **4.7 Fire**

- Fire prevention systems including, where appropriate, including the development of a fire plan which will be implemented to meet fire safety requirements on site.

#### **4.8 Accident Reporting**

- The Project Managers are responsible for investigating & reporting of accidents which occur on their respective sites.
- HSE to be informed of any injury or dangerous occurrence classified under The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR) on Form F2508
- HSE to be informed of any work-related disease classified under (RIDDOR) on Form F2508A.
- All accidents to employees and Sub-Contractor personnel must be reported recorded in the Company accident book and Company accident investigation form. Any damage to Company owned or hired plant and equipment must be reported as a near miss incident to the Site Manager. If necessary the Company Health & Safety consultant will carry out full accident investigations.

#### **4.9 First Aid**

- The Company will provide sufficient facilities, equipment and trained persons to deal with accidents and injuries at work. At a minimum there will be one first aid appointed person on all sites.
- Sufficient first-aid boxes will be available, first aiders are responsible for carrying out regular checks to ensure boxes are maintained and fully stocked.
- All injuries are to be recorded in the Accident Book, which will be held at each site and one at the Company head office. All completed accident book entries must be forwarded to the Company head office. [via recorded mail delivery if posted]
- The names of nominated persons and the location of first-aid facilities will be predominantly displayed.



#### **4.10 Welfare**

- Welfare facilities will be provided to accommodate those conditions contained in the Construction (Health, Safety & Welfare) Regulations 1996.
- Such arrangements will be provided so far as reasonably practicable, to comply with Schedule 6 for:-
  - Suitable and sufficient sanitary conveniences.
  - Suitable and sufficient washing facilities.
  - An adequate supply of drinking water.
  - Suitable and sufficient accommodation for the storage of clothing.
  - Suitable and sufficient rest facilities.

#### **4.11 Environmental – Waste Disposal**

- Refer to appendices for company Environmental Policy Statement
- Works will be conducted so far as is reasonably practicable, so as not to cause a nuisance, with noise and/or dust.
- Special waste will be disposed of and notified to the appropriate authority as relevant.
- Special regard will be made to any implementation of the Environment Protection Act 1990.

#### **4.12 Environmental – Workplace**

- Where the first action noise level is reached 85 dB(a), operatives will be advised and suitable ear protection will be made available for use if required.
- Where the second action level is reached 90 dB(a), operatives must wear suitable ear protection to prevent any possible hearing damage. Signs will be displayed to identify hazardous areas of the workplace.
- The Company shall, as far as is reasonably practicable, ensure that the workplace has adequate ventilation and suitable and sufficient lighting where required.

#### **4.13 Health & Safety Plan**

- A Health & Safety Plan will be prepared when required by the Construction (Design & Management) Regulations
- The Health & Safety Plan will address the appropriate methods of control of the significant hazards identified by Designers/Planning Supervisor or by the Company during the construction phase of the project.

#### **4.14 Personal Protective Equipment**

- Personal Protective equipment will be issued to all company employees, minimum standard issue will consist of safety footwear, safety helmet, eye, ear and respiratory protection when required. Other specialist safety clothing and equipment will be issued as site and workshop work dictates.



#### **4.15 Work at Height**

- All works at height carried out on behalf of the Company will comply with the Construction [Health, Safety & Welfare] regulations 1996. Where necessary the appropriate safety equipment and /or plant will be provided to ensure safe systems of work at height are applied.

#### **4.16 Use of Mobile Cranes**

- All work carried out with the use of a mobile crane must be pre-planned and have a lifting plan prepared by a trained “appointed person”, all crane lifts must be fully supervised using a competent trained person.

#### **4.17 Monitoring**

- The Director Responsible for Health & Safety will arrange for regular independent work place safety inspections to be carried out by the company H&S Consultant to ensure performance standards are being adhered to. These inspections also take into account sub-contractor activities and safety documentation checks.

#### **4.18 Audit and Review**

- An annual audit will be carried out by the company Health & Safety Consultant, who will provide the Director Responsible for Health & Safety with a detailed report of policy compliance across all areas of the business.
- Findings and recommendations on the audit will be reviewed by the Joint Directors and the health and safety committee.
- Existing management systems, procedures and safe systems of work will be revised according to the significance of identified failures.
- The Director Responsible for Health & Safety shall ensure that all amendments are incorporated into the Health & Safety Policy and brought to the attention of all those employed by the company.