



# **COMPANY POLICY FOR HEALTH & SAFETY**

**September 2015**



## **GENERAL STATEMENT OF POLICY**

**It is this Company's intention to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees or others who may be affected by its activities.**

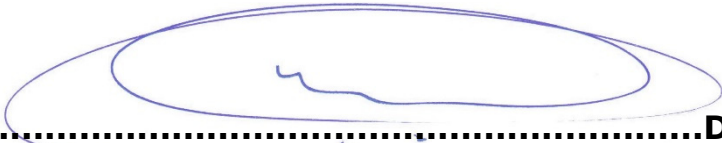
**The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.**

**Management and supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure the health and safety considerations are always given priority in planning and day-to-day supervision.**

**All employees and sub-contractors are expected to cooperate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.**

**The Board of Directors have appointed Mr Mark Hoare, Director, as having particular responsibility for Health & Safety and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.**

**The Policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the Policy and the way in which it has operated will be reviewed every year.**

**Signed..........Director**

**Date: September 2015**



## RESPONSIBILITIES

### 1. Mark Hoare, Director

- 1.1 Review the Company Health and Safety Policy and ensure that all employees, sub-contractors and all others associated with them, are aware of the existence, contents and location.
- 1.2 Ensure that all activities are carried out in accordance with the Health and Safety Policy.
- 1.3 Consider and implement as appropriate recommendations relating to the Company's Health and Safety Policy.
- 1.4 Administer the Policy throughout the Company.
- 1.5 Ensure the appropriate training is given to all staff as necessary.
- 1.6 Reprimand any member of the staff failing to discharge their responsibilities for health and safety.
- 1.7 Instigate liaison with external accident prevention organisations, encourage the distribution of safety literature throughout the Company.
- 1.8 Arrange for funds and facilities to meet the requirements of the Company Policy.
- 1.9 Set a personal example whilst in the office or when visiting sites.
- 1.10 Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.
- 1.11 Ensure that an assessment has been carried out of any substance or process hazardous to health used in the office and that appropriate control measures, training, instruction, protective clothing, etc. have been provided.
- 1.12 Ensure that staff required to use office machinery are trained in its use and are not permitted to carry out any repairs unless authorised.
- 1.13 Ensure that offices are laid out and maintained to ensure safety of staff and visitors.
- 1.14 Ensure that any defect reported in floors, floor coverings, stairs, electrical system,

etc. which could affect the safety of employees or visitors to the premises is attended to as soon as practicable.

- 1.15 Check that cleaners, window cleaners and maintenance personnel are carrying out their work in accordance with their agreed procedures and that they do not create hazards for any person working or visiting them.
- 1.16 Ensure that areas are kept tidy, clean and clear of debris.
- 1.17 Ensure that any oil spills or other slippery materials on floors, in car parks or other areas are cleaned up as soon as reported.
- 1.18 Ensure that the fire alarm system is checked and maintained by the Estate Managers. Maintain a record of checks carried out.
- 1.19 Ensure that a Fire Risk Assessment is undertaken for the offices, if necessary, and that all fire fighting equipment is maintained, fire exits kept clear, emergency lighting checked and fire drills organised on a regular basis. Maintain a record of checks carried out.
- 1.20 Ensure that first aid facilities are available.
- 1.21 Ensure that all office accidents are reported in accordance with the Company Policy.
- 1.22 Ensure that office staff work safely and do not take unnecessary risks.
- 1.23 Ensure all necessary welfare provisions are provided and maintained.

### 2. All Employees

- 2.1 Read and understand the Company Health and Safety Policy and carry out your work in accordance with its requirements.
- 2.2 Ensure that the clothing and particularly the footwear you wear is suitable from a safety viewpoint.
- 2.3 Do not use, try to use, repair or maintain any office equipment or machinery or any substance or process hazardous to health for which you have not received full instructions or training.



- 2.4 Report any defects in office equipment or machinery to Mr Mark Hoare.
- 2.5 Find out from Mr Mark Hoare the position of the first aid box.
- 2.6 Ensure you know the procedure in the event of a fire.
- 2.7 Report any accident or damage to Mr Mark Hoare.
- 2.8 Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.
- 2.9 Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- 2.10 Do not attempt to reach items on high shelves unless using steps.
- 2.11 Suggest ways of eliminating hazards and improving working methods.
- 2.12 Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends, etc. properly.
- 2.13 Warn new employees of known hazards.
- 3. Project/Site Manager**
- 3.1 Understand the Company Health and Safety Policy and ensure that it is brought to the notice of all employees, particularly Sub-Contractors. Carry out all work in accordance with its requirements and bring to the notice of Mr Mark Hoare any improvements or additions which you feel necessary.
- 3.2 Plan all work in accordance with its requirements and regularly review to establish if improvements or additions should be made.
- 3.3 Determine at planning stage:-
  - 3.3.1 The most appropriate order or method of working.
  - 3.3.2 Allocation of responsibilities between this Company, our employer and others on site.
  - 3.3.3 Provision of adequate safety and task lighting if required.
  - 3.3.4 Hazards arising from underground and overhead works.
  - 3.3.5 Welfare facilities required.
  - 3.3.6 Fire precautions.
  - 3.3.7 Any particular training or instruction required for site personnel.
  - 3.3.8 Temporary works provision e.g. scaffolding, etc.
  - 3.3.9 An assessment of the risk involved with the use of any substance or process hazardous to health.
  - 3.3.10 Operations which may result in noise levels where action is necessary.
  - 3.3.11 Areas on sites where safety helmets and/or spectacles must be worn.
- 3.4 Ensure details are obtained from Sub-Contractors of assessments of risk associated with substances or processes they intend to see which may be hazardous to health. Check that their planned control measures are vetted, will provide protection to others and that any necessary training, instruction, protective clothing, etc. have been provided.
- 3.5 Ensure that Sub-Contractors are informed of the proposed areas on site where safety helmets and/or spectacles will be worn.
- 3.6 Organise site so that the work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials.
- 3.7 Where necessary, issue written instructions setting out the method of work. Check that Sub-Contractors are working in accordance with their agreed Method Statement.
- 3.8 Know the requirements of any relevant legislation and ensure that it is observed on site.
- 3.9 Set a personal example when visiting site by wearing the appropriate clothing.
- 3.10 Ensure that any necessary notifications to local Authorities, Police, etc. as required are issued.
- 3.11 Ensure that Sub-Contract labour under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- 3.12 Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
- 3.13 Plan and maintain a tidy site.



- 3.14 Implement arrangements with Sub-Contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare.
- 3.15 Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- 3.16 Check that adequate protective clothing and equipment is being used on site and that it is suitable.
- 3.17 Check that adequate first aid facilities are provided on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.
- 3.18 Check that adequate fire precautions are provided for any site offices and that any flammable liquids or liquefied petroleum gases are stored and used safely.
- 3.19 Reprimand, or remove from site, as appropriate any site staff or labour, under your control, for failing to discharge safety responsibilities satisfactorily.

#### **4. Sub-Contractors**

- 4.1 All Sub-Contractors will be expected to comply with the Company Health and Safety Policy and must ensure their own Company Policy is made available on site whilst work is carried out.
- 4.2 All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- 4.3 Scaffolding used by Sub-Contractor's employees (even when erected for other contractors) must be inspected by a competent person appointed to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- 4.4 Sub-Contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
- 4.5 All plant or equipment brought onto site by Sub-Contractors must be for their sole use with other operatives on site being prevented from using it. It must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information on noise levels of

plant, equipment or operations to be carried out by the Sub-Contractor must be provided to the Project/Site Manager before work commences.

- 4.6 No power tools or equipment of greater than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
- 4.7 Any injury sustained or damage caused by Sub-Contractor's employees must be reported immediately to the Project/Site Manager.
- 4.8 Sub-Contractor's employees must comply with any safety instructions given by the employers Project/Site Manager.
- 4.9 Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health which will be used on site must be provided to the Project/Site Manager before work commences.
- 4.10 Sub-Contractors are to note that workplaces must be kept tidy and all debris, waste material, etc. cleared as work proceeds.
- 4.11 All operatives, Sub-Contractors, visitors, etc. on the Company's sites will wear safety helmets at all times unless instructed otherwise by site management.
- 4.12 Detailed Method Statements will be required from Sub-Contractors. The Method Statement must be agreed with the Project/Site Manager before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained.

#### **5. Company Car Drivers**

- 5.1 Make regular inspections of your vehicle for obvious defects and ensure any defects notified are rectified without delay.
- 5.2 Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for



- access purposes.
- 5.3 Ensure before reversing that there are no obstructions or people behind the vehicle.
  - 5.4 Report all accidents or damage, however minor, to Mr Mark Hoare.
  - 5.5 Ensure any traffic violations you are involved in which result in yourself being prosecuted are reported to the Company Secretary.
  - 5.6 Ensure your vehicle is serviced in accordance with the manufacturer's requirements.
  - 5.7 Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week.
  - 5.8 Do not drink alcohol or take medication which could affect driving ability before driving a vehicle.

## **ARRANGEMENTS**

### **1. Monitoring and review of Company Health and Safety Policy**

- 1.1 All employees will be expected to bring to the notice of Mr Mark Hoare any areas where the Company Health and Safety Policy appears to be inadequate.
- 1.2 At 12-monthly intervals, or other intervals as arranged, a meeting will be held to discuss the accident statistics for the previous year, the performance of the Company in accident prevention, compliance with its Policy, to establish areas where improvements in Company procedures, training, etc. could be made and to review and, where necessary, revise the Company Health and Safety Policy.

### **2. Responsibilities**

- 2.1 The Director with responsibility for Health and Safety is Mr Mark Hoare.
- 2.2 Mr Andy Hoare will be responsible as his deputy.

### **3. Communications**

- 3.1 The Company Health and Safety Policy shall be issued to all employees, other companies or individuals who may be involved in or affected by the policy.

- 3.2 A copy of the Company Health and Safety Policy shall be issued to each work place for general reference purposes.

## **4. Welfare and First Aid**

### **4.1 Standards Required**

- 4.1.1 The Construction Design and Management Regulations 2015 specify minimum requirements for welfare facilities on sites. The Health, Safety and Welfare Regulations 1992 identify minimum standards for office environments.

- 4.1.2 The Health and Safety (First Aid) Regulations 1981 together with Approved Codes of Practice and Guidance Note specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of personnel affected at each site or workplace.

- 4.1.3 Copies of the Regulations will be kept.

### **4.2 Planning Procedures**

- 4.2.1 All work will be tendered or negotiated taking into account the requirements of the above regulations and the Company Health and Safety Policy.

- 4.2.2 The Project/Site Manager will establish the welfare and first aid requirements before work starts, taking into account Sub-Contractors requirements if applicable.

- 4.2.3 If the Company is working as a Sub-Contractor the Project/Site Manager will arrange with the Main Contractor/Employer before Company Employees/Sub-Contractors are sent to site that all necessary welfare and first aid arrangements are provided.

### **4.3 Supervision**

- 4.3.1 The Project/Site Manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

- 4.3.2 Where the Company has arranged to use the facilities provided by another company the Project/Site Manager will report to Mr Mark Hoare any deficiencies in facilities provided by the other company.

### **4.4 Protection of Public**

- 4.4.1 All necessary measures required for the protection of the public will be allowed for and planned.



#### 4.5 Sub-Contractors

4.5.1 Sub-Contractors are required as a minimum standard to comply with the Company Health and Safety Policy. They must ensure that their own policy is available at all times whilst their work is in progress.

4.5.2 Sub-Contractors and their Employees must at all times and without delay carry out and comply with any safety instruction issued by this company.

4.5.3 Sub-Contractors shall ensure that all operatives and others employed by or under the control or supervision of the Sub-Contractor are provided with and wear protective clothing, footwear, safety helmets and such other protective equipment considered necessary or desirable.

#### 4.6 Notifications and Reports

4.6.1 The Project/Site Manager will inform HSE as necessary.

4.6.2 The Project/Site Manager must ensure that all necessary registers, inspection reports, etc. and other documentation related to Health and Safety are maintained and returned to Head Office on completion of the project

4.6.3 When a Prohibition or Improvement Notice is issued by an Inspector of an Enforcing Authority the person to whom it is issued must immediately comply with the notice and contact Mr Mark Hoare.

#### 4.7 Incident and Ill Health Reporting

4.7.1 All injuries or damage resulting from incidents on site or in other workplaces, however minor, will be reported by the Project/Site Manager to Mr Mark Hoare in the form of a written report.

4.7.2 In the event of a fatal or specified injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Health and Safety Executive must be notified online ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)) or by telephone to the Incident Contact Centre (0345 300 9923, Mon-Fri, 8.30am-5pm) immediately by the Project/Site Manager. In the case of an employee of another Company being killed or injured, this duty is placed on his/her employer. However, in order to ensure that this Company has fully complied with legal requirements, the Project/Site

Manager, will notify the Health and Safety Executive.

4.7.3 An Accident Book will be made available to ensure any injured employee can record details of his/her accident.

4.7.4 All fatalities, specified injuries, reportable diseases, dangerous occurrences and other notifiable injuries will be recorded by filing copies of reports or in a record book. These records will be kept by Mr Mark Hoare who is responsible for ensuring that all details are entered and that records are kept for an indefinite period.

#### 4.8 Guidance Notes

4.8.1 Guidance Notes shall form part of the Company Health and Safety Policy. A complete set of these notes will be held available in the workplace office.

4.8.2 Access to copies of individual Guidance Notes will be made available to any Employees, Sub-Contractors or recognised members of the public upon request.

4.8.3 The Guidance Notes will be subject to regular review by Mr Mark Hoare who shall be responsible for the distribution of amended or revised notes.

4.8.4 Mr Mark Hoare shall be responsible for identifying the need for additional Guidance Notes and distribution.



**Company's Safety Performance (RIDDOR information)**

	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
<b>Fatalities</b>	0	0	0	0	0	0	0
<b>Specified &amp; &gt; 7 day</b>	0	0	0	0	0	0	0
<b>Non Reportable</b>	0	0	0	0	0	0	0
<b>Average Employed</b>	7.5	6.9	6.5	8.7	8.2	8.9	10.2
<b>Man Hours</b>	14,400	13,248	12,480	16,704	15,744	17,088	19,584
<b>Frequency Rate</b>	0	0	0	0	0	0	0
<b>Incident Rate</b>	0	0	0	0	0	0	0

The Frequency Rate is calculated as follows:

$$\frac{\text{Total of Fatal, Specified \& > 7 day accidents} \times 1,000}{\text{Total Man Hours worked}}$$

The Incidence Rate is calculated as follows:

$$\frac{\text{Total of Fatal, Specified \& > 7 day accidents} \times 1,000}{\text{Average number Employed}}$$