

Health & Safety Policy (Extended Information)

2. Responsibilities

Overall and final responsibility for health and safety is that of:

Michael Melville

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Barrie Chiverton – Health & Safety Advisor - Competent Person

Ellen Bowden – Office

Site Supervisor – On Site Responsibilities

3. All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and that of others e.g. fellow employees; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement.)

4. Compliance with our duties under the Construction (Design and Management) Regulations 2015:

Designer Duties

- Preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during construction;
- the maintenance and use of a site once completed; and
- provide information to other members of the project team to help them fulfil their duties.

Principal Contractor Duties

- Plan, manage, monitor and coordinate health and safety in the construction phase of a project;
- liaising with the client and principal designer;
- preparing the construction phase plan;
- organising cooperation between contractors and coordinating their work

Ensure that

- suitable site inductions are provided;
- reasonable steps are taken to prevent unauthorised access;
- workers are consulted and engaged in securing their health and safety; and
- welfare facilities are provided.

Contractor Duties –

- Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.

- For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- For single-contractor projects, prepare a construction phase plan.

Worker Duties – Those who work for or are under the control of contractors on a construction site must:

- be consulted about matters which affect their health, safety and welfare;
- take care of their own health and safety and others who may be affected by their actions;
- report anything they see which is likely to endanger either their own or others' health and safety;
- cooperate with their employer, fellow workers, contractors and other duty holders.

5. Health and safety risks arising from our work activities

5.1 General risk assessment

A general risk assessment will be undertaken by:

- Barrie Chiverton

The findings of the general risk assessment will be reported to:

- Michael Melville

Action required to remove/control risks will be approved by:

- Michael Melville

Responsibility for ensuring the action required is implemented rests with:

- Michael Melville

Checking that the implemented actions have removed/reduced the risks will be done by:

- Barrie Chiverton

This general risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

5.2 Fire risk assessment

A fire risk assessment will be undertaken by:

- Barrie Chiverton

The findings of the fire risk assessment will be reported to:

- Michael Melville

Action required to remove/control risks will be approved by:

- Michael Melville

Responsibility for ensuring the action required is implemented rests with:

- Michael Melville

Checking that the implemented actions have removed/reduced the risks will be done by:

- Barrie Chiverton

This fire risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

5.3 Work at Height risk assessment

A Work at Height risk assessment will be undertaken by:

- Barrie Chiverton

The findings of the Work at Height risk assessment will be reported to:

- Michael Melville

Action required to remove/control risks will be approved by:

- Michael Melville

Responsibility for ensuring the action required is implemented rests with:

- Michael Melville

Checking that the implemented actions have removed/reduced the risks will be done by:

- Barrie Chiverton

The Work at Height risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

We will endeavour to remove the requirement for work at height whenever practicable. Where this cannot be avoided we will use the safest practical method for work at height based on a site risk assessment carried out by the site supervisor or employee. The assessment will be based on their knowledge, experience and training. If an employee considers the method of working if not suitable for the risk they should report this immediately to Michael Melville before commencing any work.

5.4 Display Screen Equipment risk assessment

A Display Screen Equipment risk assessment will be undertaken by:

- Barrie Chiverton

The findings of the Display Screen Equipment risk assessment will be reported to:

- Michael Melville

Action required to remove/control risks will be approved by:

- Michael Melville

Responsibility for ensuring the action required is implemented rests with:

- Michael Melville

Checking that the implemented actions have removed/reduced the risks will be done by:

- Barrie Chiverton

This Display Screen Equipment risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

5.5 Manual handling risk assessment

A manual handling risk assessment will be undertaken by:

- Barrie Chiverton

The findings of the Manual Handling risk assessment will be reported to:

- Michael Melville

Action required to remove/control risks will be approved by:

- Michael Melville

Responsibility for ensuring the action required is implemented rests with:

- Michael Melville

Checking that the implemented actions have removed/reduced the risks will be done by:

- Barrie Chiverton

This manual handling risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- reducing weights
- reducing the frequency of manual handling
- the use of additional manpower
- through the provision of suitable equipment to assist in the operation
- the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

5.6 Noise risk assessment

A general noise risk assessment will be undertaken by:

- Barrie Chiverton

The findings of the noise risk assessment will be reported to:

- Michael Melville

Action required to remove/control risks will be approved by:

- Michael Melville

Responsibility for ensuring the action required is implemented rests with:

- Michael Melville

Checking that the implemented actions have removed/reduced the risks will be done by:

- Barrie Chiverton

This noise risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

5.7 Asbestos risk assessment

An asbestos risk assessment will be undertaken by:

- Barrie Chiverton

The findings of the asbestos risk assessment will be reported to:

- Michael Melville

Action required to remove/control risks will be approved by:

- Michael Melville

Responsibility for ensuring the action required is implemented rests with:

- Michael Melville

Checking that the implemented actions have removed/reduced the risks will be done by:

- Barrie Chiverton

This asbestos risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

5.8 Personal Protective Equipment

A Personal Protective Equipment (PPE) assessment will be undertaken by:

- Barrie Chiverton

The findings of the PPE assessment will be reported to:

- Michael Melville

Action required to remove/control risks will be approved by:

- Michael Melville

Responsibility for ensuring the action required is implemented rests with:

- Michael Melville

Checking that the implemented actions have removed/reduced the risks will be done by:

- Barrie Chiverton

This PPE risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to your Line Manager

5.9 Hazardous substances (COSHH) risk assessment

The responsibility for identifying all substances which need a COSHH assessment rests with:

- Michael Melville

A hazardous substances risk assessment will be undertaken by:

- Barrie Chiverton

The findings of the hazardous substances risk assessment will be reported to:

- Michael Melville

The responsibility for ensuring that all relevant employees are informed about the COSHH assessments rests with:

- Michael Melville

Action required to remove/control risks will be approved by:

- Michael Melville

Responsibility for ensuring the action required is implemented rests with:

- Michael Melville

Checking that the implemented actions have removed/reduced the risks will be done by:

- Michael Melville

Checking that new substances can be used safely before they are purchased will be done by:

- Michael Melville

This hazardous substances (COSHH) risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.

An inventory of all substances and materials hazardous to health is held at head office.

6. Consultation with employees

Employee representatives are:

All employees

Consultation with employees is provided by:

Annual staff meeting where health and safety is a standing item and weekly Tool Box Talks which conclude with open discussion on health & safety

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

7. Safe plant and equipment

Equipment/plant needing maintenance will be identified by:

Michael Melville

Ensuring effective maintenance procedures are drawn up is the responsibility of:

Michael Melville

Ensuring that all identified maintenance is implemented is the responsibility of :

Michael Melville

Any problems found with plant/equipment should be reported to:

Michael Melville

Checking that new plant and equipment meets health and safety standards before it is purchased will be done by:

Michael Melville

8. Information, instruction and supervision

The Health and Safety Law poster is displayed at:

Office

Health and safety advice is available from:

Health & Safety Poster

Health & Safety Executive website

Michael Melville

Barry Chiverton

9. Competency for tasks and training

Training will be identified, arranged and monitored by: Michael Melville

Induction training will be provided for all employees by: Michael Melville

Job specific training will be provided by: Michael Melville

Specific jobs requiring special training are: Operation of Plant

Training records are kept by: Michael Melville

Training records are kept: Office

10. Accidents, first aid and work-related ill health

The first aid box(es) is/are kept: Office

The appointed person(s) are: Site Supervisors

All accidents and cases of work-related ill health are to be recorded in the accident file.by: Ellen Bowden

The record is kept in company documents folder Office

The responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority rests with: Michael Melville

11. Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will do the following:

Daily and weekly checks

The responsibility for investigating accidents rests with:

Michael Melville

The responsibility for investigating work-related causes of sickness absences rests with:

Michael Melville

The responsibility for acting on investigation findings to prevent a recurrence rests with:

Michael Melville

12. Emergency procedures: fire and evacuation

Escape routes are:

Various fire escapes located throughout each site

These are checked by:

Site Supervisor

Fire extinguishers are located:

Fire points throughout each site

13. Review

This health and safety policy will be reviewed on or before 5th January 2027