



GILLETT MORRISSEY

DESIGN ♦ BUILD ♦ RESTORATION

Company Health and Safety Policy

Health and Safety Policy

Statement of Intent

The Health and Safety at Work etc., Act 1974 imposes a statutory duty on employers to ensure, so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

The Company recognises that making appropriate provisions for the health, safety and welfare of its employees is an integral part of the Company's activities. Equally it is recognised that all employees have a statutory duty to take care of themselves and others that may be affected by their acts or omissions.

The Company accepts as a prime responsibility the need for adequate resources to provide, so far as is reasonably practicable, facilities, equipment, safeguards, methods of working and control measures which, when carried out correctly by employees and other authorised persons, will be conducive to their health and safety.

In pursuance of this policy, the Company requires:

- That all employees act responsibly whilst on the Company or any other premises in relation to all matters which may affect the health and safety of themselves, fellow employees and any other persons and co-operate with us in fulfilling our statutory duty.
- That all employees ensure that they make correct use of plant and equipment and adhere to safe working practices.
- A continuous programme of assessment and improvement aimed at preventing accidents or any other hazard to health.
- The preparation and implementation of training programmes for employees in safe working procedures and health hygiene.
- The provision of information, instruction and supervision to employees.
- The safe use, handling, storage and transport of articles and substances, which are inherently or potentially dangerous.

In addition to legislative responsibilities, it is the duty of management to ensure that adequate communication of all matters relating to health and safety are effectively communicated and understood by all employees, contractors and visitors.

Names and Signatures

Paul Gillett & Dean Morrissey

Position

Directors

Date

21/5/13

This policy (inclusive of the statement of intent, organisation and arrangements sections) will be subject to annual review or, more regularly, dependent upon legislation and/or operational change. All resultant changes will be brought to the attention of all our employees.

Environmental Management Policy

Statement of Intent

The management and all who work at the Company are committed to the care of the environment and the prevention of pollution.

The Company ensures that all its activities are carried out in conformance with the relevant environmental legislation.

The organisation seeks to minimise waste, promote recycling, reduce energy consumption, reduce harmful emissions and, where possible, to work with suppliers who themselves have sound environmental policies.

The Company routinely employs the most up to date construction techniques and materials, consistent with achieving an optimum balance of cost, quality and speed of construction.

- Projects will be designed to standards which achieve an attractive working environment,
- Materials for the external envelope and surfacing of any development will be carefully selected for low maintenance requirements throughout the useful life of the buildings,
- Design and construction quality will comply with all relevant environmental and quality assurance standards,
- Where applicable, landscaping and ecological schemes will be developed with the relevant parties,
- The use of recycled materials will be considered in all aspects of the development.

Names and Signatures

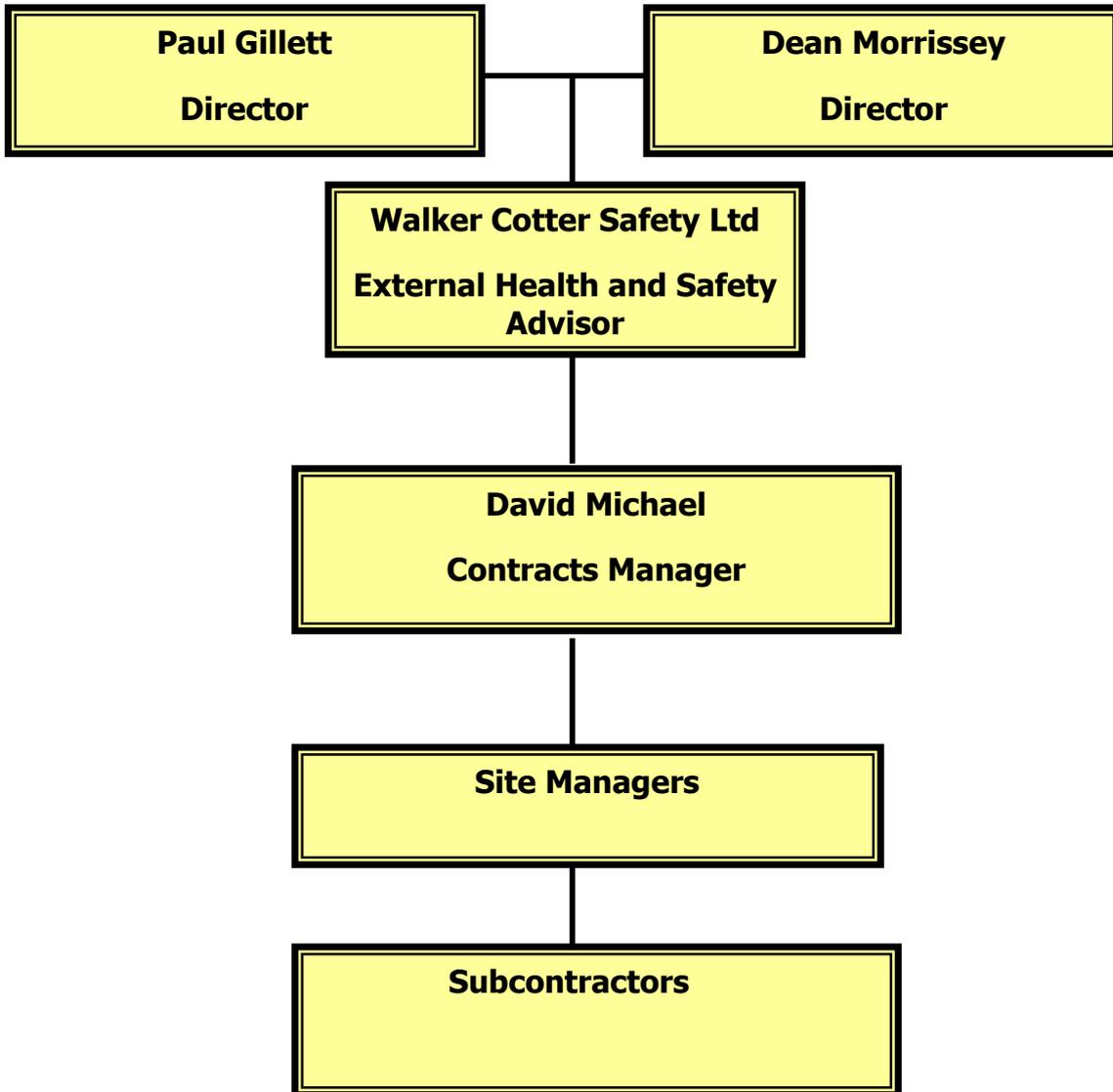
Position

Date

This policy (inclusive of the statement of intent, organisation and arrangements sections) will be subject to annual review or, more regularly, dependent upon legislation and/or operational change. All resultant changes will be brought to the attention of all our employees.

Company Health and Safety Organisational Structure

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ORGANISATION

The general responsibilities outlined below should be read in conjunction with the detailed responsibilities as mentioned in the responsibilities table in this section of the health and safety policy together with relevant aspects of specific job descriptions.

Directors

Directors have ultimate responsibility for all aspects of the health, safety and welfare of all its employees within the Company and are responsible for:

1. Enforcing and ensuring the effectiveness, implementation and update of the policy to achieve the highest possible standard for all persons within the Company.
2. Effectively discharging this responsibility in order that all persons understand and discharge their responsibilities in accordance with the Health and Safety at Work etc Act 1974 and other relevant health and safety legislation and guidance.
3. Providing the necessary support in terms of resources and time to allow the effective implementation of the policy and relevant training of all persons working for the Company.
4. Ensuring appropriate insurance cover for both the statutory and commercial needs of the Company.
5. Ensuring that health and safety is a prime consideration in all forward planning, including taking into account a manager's health and safety performance when making further management appointments.
6. Ensuring that all buildings, plant, equipment and systems of work are as safe as is reasonably practicable and operate within the requirements of the relevant health and safety legislation.
7. The provision of a safe means of access to and egress from the place of work.
8. Ensuring that any necessary reporting of incidents or accidents for the insurance company or the Health and Safety Executive are carried out where appropriate.
9. Ensuring that the operations performed at the Company do not present a nuisance to the public, such as excessive noise, dust or fumes.
10. Ensuring that the Company health screening programme (once implemented) is maintained and reviewed as appropriate.
11. Ensuring that risk assessments are produced, monitored and reviewed in accordance with the procedures.
12. Ensuring that, where the Company commissions any construction work as the 'client', the requirements of the Construction (Design and Management) Regulations are complied with.

13. Reprimanding any member of staff failing to satisfactorily discharge their health and safety responsibilities, in accordance with the 'Advisory, Conciliation and Arbitration Service' (ACAS) Code.
14. Setting a personal example when in or at the workplace by wearing appropriate protective clothing or equipment.
15. Liaising with others with regard to safety needs and standards.
16. Appointing an employee safety representative and organising appropriate training courses.
17. Arranging and attending at least on a rotational basis, regular safety meetings to discuss accident prevention, performance and possible improvements etc.

Note

Any additional responsibilities detailed for managers will be assumed in their absence, as appropriate.

Managers

Managers have a responsibility to provide leadership and to promote responsible attitudes towards health and safety and are responsible for:

1. Ensuring that this safety policy and other relevant safety policies are implemented to meet legal requirements and achieve the highest possible standard for all persons within the Company.
2. Ensuring that all those responsible to them understand and discharge their responsibilities in accordance with the Health and Safety at Work etc Act 1974 and other relevant health and safety legislation.
3. Liaising with others with regard to safety needs and standards.
4. Assisting in the evaluation of Company health and safety standards and future requirements.
5. Ensuring that all safe working procedures are communicated effectively to employees and that employees receive such information, instruction, training and supervision to ensure that all work proceeds according to legal requirements and procedures set out in this policy.
6. Monitoring the general operation and effectiveness of the safety policy.
7. Attending health and safety committee meetings when required.
8. Ensuring that all new employees receive induction training and further health and safety related training in all Company policies and safe working procedures, as required.
9. Monitoring relevant sections of the risk assessment programme and ensuring action points are addressed and actioned accordingly.
10. Monitoring workplace standards and working conditions under his/her control and taking action to remedy any shortcomings.
11. Providing safe arrangements for the handling, storage and movement of materials, equipment and substances.
12. Investigating accidents, with a view to prevention.
13. Ensuring that any necessary reporting of incidents or accidents for the insurance company or the Health and Safety Executive are carried out in line with the Company's reporting procedure.
14. Ensuring that permits-to-work have been issued to contractors/visitors prior to commencing high-risk activities.
15. Reprimanding any member of staff failing to satisfactorily discharge their health and safety responsibilities.
16. Setting a personal example when in the workplace by wearing appropriate protective clothing or equipment.

17. Ensuring that good housekeeping standards are applied.

18. Ensuring that prior to commencing work temporary employees are supplied with comprehensible information about any qualifications or skills required in order that the work can be carried out safely.

Note

Any additional responsibilities detailed for directors will be assumed in their absence, as appropriate.

Health and Safety Advisor Duties

The health and safety advisor must ensure that all tasks are performed with due regard for the health and safety of all those concerned and are responsible for:

1. Understand the Company Health and Safety Policy and appreciate the responsibility for health and safety allocated to each employee.
2. Develop appropriate health and safety policies and procedures and implement to enable the effective management of health and safety and control of risks to health and safety. Coordinate the identification, development, implementation and review of health and safety related policies and procedures.
3. Advise all employees on their responsibilities under the health and safety management systems.
4. Report, advise and liaise with Directors and others on health and safety matters..
5. Advise on training requirements of employees towards health, safety and welfare to enable the company to comply with its statutory duties.
6. Ensure that emergency safety equipment is in place and maintained.
7. Ensure that the HSE/ ICC (Incident Contact Centre) is notified of all reportable accidents.
8. Investigate reportable accidents and near misses and report findings to the Directors, when necessary.
9. Keep records concerning health and safety.
10. Set a personal example including wearing safety protective clothing or equipment when required

Employees

Employees must ensure that all tasks are performed with due regard for the health and safety of all those concerned and are responsible for:

1. Ensuring that they comply with their statutory duties and with the contents of the Company health and safety policy.
2. Ensuring that they are aware of the current risk assessment and they take adequate precautions to prevent accidents and injury to themselves or others.
3. Assisting with the investigation of accidents and dangerous occurrences occurring within their area and ensuring that they report any accidents, dangerous occurrences, incidents and near misses by advising the relevant manager.
4. Attending health and safety meetings when required.
5. Ensuring that manual handling is carried out in accordance with individual capabilities and safe working procedures.
6. Becoming conversant with safety documents and general rules relating to their work activity and the workplace.
7. Maintaining good housekeeping standards.
8. Liaising with others with regard to safety needs and standards.
9. Wearing the appropriate personal protective equipment where applicable.

Responsibilities Table

This table illustrates the personnel appointed to help ensure health and safety standards are maintained and improved.

Responsible person(s)	<i>Role</i>
Paul Gillett & Dean Morrissey	Overall responsibility for health and safety.
Paul Gillett	Responsible for ensuring the policy is carried out.
Walker Cotter Safety	Responsible for the provision of competent health and safety advice.
David Michael	Employee safety representative
Paul Gillett & Dean Morrissey	Provides consultation with employees.
Not applicable	Are health and safety committee members.
Paul Gillett	<p>Risk assessment</p> <ul style="list-style-type: none"> ▪ Undertake risk assessments e.g. manual handling, display screen equipment, fire, noise, hand arm vibration etc. ▪ Ensure that the action is taken. ▪ Review risk assessments.
David Michael David Canning	<p>First aid</p> <ul style="list-style-type: none"> ▪ First aiders. ▪ Appointed persons for first aid. ▪ Provision of replacement first aid stock. ▪ Accident - notification to HSE (RIDDOR).

Responsible person(s)	Role
<p>Paul Gillett & Dean Morrissey</p>	<p>Fire</p> <ul style="list-style-type: none"> ▪ Fire marshal(s). ▪ Escape route checks (daily). ▪ Fire extinguisher inspection (eg weekly). ▪ Fire alarm tests (eg weekly). ▪ Emergency evacuation (eg at least six monthly).
<p>Paul Gillett & Dean Morrissey</p>	<p>Information and training</p> <ul style="list-style-type: none"> ▪ Induction to the Company. ▪ Assessing competency of employees. ▪ Review of training requirements. ▪ Provision of specific training. ▪ Provision of Hire information. ▪ Provision of information for employees working at locations under the control of other employers. ▪ Production and issue of <u>method statements</u>, including monitoring that they have been properly implemented. ▪ Production and issue of <u>safe working procedures</u>, including monitoring that they have been properly implemented.
<p>Paul Gillett & Dean Morrissey</p>	<p>Supervision (including of young workers/trainees)</p> <ul style="list-style-type: none"> ▪ Arrangements. ▪ Carried out by. ▪ Monitored by. ▪ Supervision of employees working at locations under the control of other employers / on site. ▪ Young persons should not operate crushers.

Responsible person(s)	Role
<p>Paul Gillett & Dean Morrissey</p>	<p>Hazardous substances</p> <ul style="list-style-type: none"> ▪ Assessing new substances prior to purchase. ▪ Identification of all substances requiring a COSHH assessment and maintenance of the register. ▪ Undertaking COSHH assessments. ▪ Ensuring identified actions are implemented. ▪ Informing relevant employees about the COSHH assessments. ▪ Health surveillance co-ordinator
<p>Paul Gillett & Dean Morrissey</p>	<p>Work equipment</p> <ul style="list-style-type: none"> ▪ Identification of plant and equipment requiring maintenance (including maintenance of associated report files, the register and ensuring that all identified maintenance is implemented). ▪ Arrangements for certification and/or statutory inspection and test (including maintenance of associated report files, the register and ensuring that all identified maintenance is implemented). ▪ Ensuring the provision of safe electrical plant, electrical systems and electrical equipment and arranging adequate maintenance and test. ▪ Inspection of safety information when hiring equipment. ▪ Assessment of new plant and equipment prior to purchase. ▪ Defect reporting system. ▪ Withdrawal from use of defective equipment. ▪ Permit to work issue and control.
<p>Paul Gillett & Dean Morrissey</p>	<p>Personal protective equipment (PPE)</p> <ul style="list-style-type: none"> ▪ Selection. ▪ Issue. ▪ Inspection/maintenance.

Responsible person(s)	Role
Paul Gillett	<p>Contractors</p> <ul style="list-style-type: none"> ▪ Procurement of contractors (control of authorised contractors list and annual review, questionnaire assessments and contractor approval) ▪ Assessment/review of contractor's method statements and risk assessments.
Paul Gillett	<p>Transport</p> <ul style="list-style-type: none"> ▪ Authorisation of drivers. (ie for keeping list of authorised drivers up-to-date and assessment of them for addition to the authorised list)
Paul Gillett	<p>Workplace – Offices</p> <ul style="list-style-type: none"> ▪ Inspection of premises/offices and report writing (organisation of and/or carrying out of) ▪ Maintenance of workplace. ▪ Cleaning schedules. ▪ Asbestos management and register.
<p>Paul Gillett & Dean Morrissey</p> <p>David Michael</p>	<p>Workplace - Site</p> <ul style="list-style-type: none"> ▪ Ensuring the provision of suitable and sufficient fire safety, first aid and welfare facilities. ▪ Inspection of site and report writing. (organisation of and/or carrying out of) ▪ Maintenance of workplace. ▪ Cleaning schedules. ▪ Asbestos management and register.
	<p>Other</p>

Arrangements

1 General policy on health and safety

Company responsibilities are organised to ensure that all aspects of health and safety are addressed.

Systems are in place to ensure that the objectives of the Company's health and safety policy are fully understood and observed by management and employees.

Effective monitoring of this health and safety policy and its associated procedures will help to ensure any necessary changes are made to maintain this policy in line with Company procedures. The 'Health and Safety Policy and Procedures' up-dates are available on an annual basis, which helps to ensure the Company remains up-to-date with health and safety legislation. Health and safety is a prime consideration in forward planning for the Company.

Management accepts its overall responsibility for providing adequate information, instruction, training and supervision in order to ensure that the Company responsibilities are fulfilled. Channels of communication are encouraged, (as detailed on the Company's health and safety notice board), so employees can suggest ways in which the workplace can be made safer.

Good housekeeping is a key element in the provision of a safe place of work. Employees undertake general workplace housekeeping as they have a responsibility for the cleanliness of their own work areas. Arrangements exist for the following:

- Clean and safe working environment.
- Adequate welfare facilities.
- Suitable storage for clothing, tools and waste.
- Adequate office facilities and storage space.

Of great importance to personnel safety is the provision of adequate lighting, temperature, ventilation, workstations, seating, and floors. Maintenance of the workplace is the responsibility of the person detailed within the responsibilities table of section two.

Any defect or damage should be reported to the person as detailed within the responsibilities table of section two and a defect report commenced.

Consultation and Communication with Employees and Sub-Contractors

The company has a pro-active approach to health & safety, and recognises the benefits of employees having a significant input into the company's health & safety procedures. They also play a vital role in providing feedback on actual performance, and identifying ways of improving standards.

Health and safety matters raised on a daily basis, should be dealt with as they arise where possible, via the company's open door policy, at the health and safety meetings or discussed as an agenda item of any other appropriate meeting.

Where regular health and safety committee meetings are held they will cover, but not be restricted to, the following:

- Risk assessment review.
- Accident/incident reports.
- Health and safety training.
- Hazard spotting.
- Fire/emergency procedures.
- Any other business.

All employees will be informed of the proposed agenda Health and Safety Committee meetings and will be encouraged to submit topics or concerns for discussion.

On site the, company operates an open door policy for operatives to voice health and safety concerns with the site manager / company foreman. Any site-specific arrangements for consultation will be set out in the construction phase plan for the project.

Throughout the project, operatives and contractors will be encouraged to liaise with the site manager/foreman, to assist in the identification of any health & safety hazard that has not previously been identified.

If, in the fullness of time, trade union appointed Safety Representatives or other workforce elected Representatives of Employee Safety are elected, they will be encouraged to assist the company to maintain a safe and healthy workplace. This will be achieved by:

- a) Recognising safety representatives appointed in accordance with the Safety Representatives & Safety Committee's Regulations 1977 and providing them with every assistance to fulfil their role; and/or
- b) Recognising employees elected "representatives of employee safety" in accordance with the Health & Safety (Consultation with Employees) Regulations 1996.

Where the company employs, either directly or as sub-contractors, non-English speaking personnel a risk assessment will be undertaken to ensure that their safety can be effectively managed while undertaking work for the company. Where possible gangs of non-English speaking workers should be accompanied by an English speaking foreman who can act as liaison between management and the operatives.

Particular care must be taken to ensure non-English speaking workers receive an effective site induction before starting work and understand their safety method statement and risk assessment.

The directors and manager shall ensure:

- That all non English employees fully understand the company safety requirements and their duties covering safety, health and welfare whilst working in the office or on construction sites. This shall include any emergency procedures i.e. Fire drills. The language needs of non English personnel will be adequately catered for during induction, other training and supervision.
- Ensure organisational budgets allocate funding for translation of materials and interpreting cost so these strategies can be used when required.
- Use safety symbols and signs and ensure that workers know what they mean.

Competent Advice

As an employer the Company must appoint a competent person(s) or organisation(s) to provide the Company with appropriate health and safety advice. The Company uses a number of sources of health and safety advice and may appoint others as necessary depending on activities and risk assessment. The principal source of competent health and safety advice is named in the responsibilities table in Section 2.

Employee responsibilities

Failure to comply with and observe the health and safety rules and safe working procedures will be regarded as a breach of the employment contract and will result in disciplinary action being taken and/or compulsory retraining.

2 Risk assessment

Risk assessments are a legal requirement under the Management of Health and Safety at Work Regulations. Risk assessment is the examination of work practices to establish whether the precautions in place are sufficient or whether more should be done to prevent harm. As an employer you should aim that no one gets hurt or becomes ill.

The HSE defines:

Hazard as anything that has the potential to cause harm (e.g. chemicals, working from ladders, etc).

Risk is the likelihood that somebody will be harmed by the hazard.

As a small/medium company you may feel confident about what is involved with the assessment and can therefore undertake the assessment. If you are not confident then assistance can be sought from your health and safety consultant.

Risk assessment process

- Identify the hazards.
- Establish who might be harmed and how.
- Evaluate the risks. Decide whether existing precautions are adequate or whether additional precautions may be required.
- Record your findings.
- Review your assessment and where necessary revise.

Risk assessments will be produced for the Company's activities and reviewed if and when any significant changes arise in work activities or personnel. It is the responsibility of management (refer to the responsibilities table in section 2) to ensure that the risk assessments are produced and reviewed as appropriate (at least annually) and any changes brought to the attention of the persons who may be affected. Where generic assessments of risk are utilised, procedures should be in place to ensure the assessments are made (site) specific prior to the commencement of work.

Manual handling

Employees should not undertake handling tasks where excessive twisting, stretching, or stooping is involved or where the handling may cause injury. Manual handling assessments should be completed by the person detailed within the responsibilities table of section two.

The Company is committed to reducing the number of staff injured whilst lifting and handling (lifting, carrying, pushing, pulling) to a minimum. In order to achieve these aims, the Company will ensure that manual handling tasks are assessed and that sufficient resources are made available should the assessment identify the need for a change in the method of work, for example, by changing to mechanical lifting techniques.

Control Of Substances Hazardous to Health (COSHH)

Employees who work with hazardous chemicals should be provided with a copy of the COSHH assessment. Specific assessments should be completed by the person detailed within the responsibilities table of section two.

Display Screen Equipment (DSE)

Employees using computers should be made aware of the risks associated with the use of DSE and provided with a copy of the DSE assessment. This is the responsibility of the person as detailed within the responsibilities table of section two.

Fire

Fire risk assessment(s) should be documented and up-dated as soon as changes occur which may affect the risk of fire and at least annually. Maintenance of the fire risk assessment is the responsibility of the person as detailed within the responsibilities table of section two. Fire risk assessments carried out for site work and office should be reassessed to a predetermined schedule.

Noise

The Noise at Work Regulations 2005 require that employees are not exposed to excessive noise levels whilst at work. The requirement to ensure noise risk assessments are carried out and acted upon, is responsibility of the person detailed within the responsibilities table of section two. Any employees who's health could be affected by exposure to noise will be placed under health surveillance.

Where noise levels exceeds 80 db(A), hearing protection is to be made available to employees close to the noise, where noise levels exceed 85 dB (A) then hearing protection is mandatory.

Personal Protective Equipment (PPE)

The Personal Protective Equipment Regulations 1992 (as amended in 2002) require that assessments of PPE should be carried out to ensure the correct type of PPE are used, (refer to section 9). PPE assessments should be completed by the person detailed within the responsibilities table of section two. In many cases, the assessment will be incorporated into other assessments, e.g. COSHH assessments.

- Protective equipment shall be used, stored and maintained in accordance with manufacturer's instructions and the suitable training provided.
- Any damage, loss, fault or unsuitability of protective equipment shall be reported to the directors
- We will issue suitable protective equipment, free of charge, to directly employed employees and to replace any defects equipment, when necessary.

The elimination of risk will be the first consideration in the protection of employees. Only when a risk cannot be eliminated or controlled by engineering methods will the provision of PPE be considered. The hazards involved in construction projects will be analyzed, in order to ensure that the correct safety equipment is selected and used before attending construction sites.

All employees shall make full and proper use of personal protective equipment provided for them. This particularly applies when the relevant hazard exists or where the workplace precautions require it and/or regulation stipulated that they do so. Failure to do so may lead to disciplinary action

Hand Arm Vibration (HAV)

The Control of Vibration Regulations 2005 require that certain vibration duration limits are not exceeded by operatives. HAV risk assessments should be completed by the person detailed within the responsibilities table of section two. Any employees whose health could be affected by exposure to vibration will be placed under health surveillance.

Work at Height (WAH)

The Work at Height Regulations 2005 require that for work at height, you:

- Plan in advance
- Choose methods of work to avoid working at height
- Select the right equipment, plant and tools
- Make sure workers are trained to use the equipment safely
- Inspect to ensure that equipment is in good condition and properly maintained
- Carry out the task safely by effective supervision and management

Work at height risk assessments should be completed by the person detailed within the responsibilities table of section two

All employees are to avoid working at height activities so far as reasonably practicable and when work at height cannot be avoided:

- Suitable equipment or other measures to prevent falls shall be provided. The use of ladders, scaffold towers and MEWPs should be checked for damage before use.
- All employees shall be trained and competent to use the selection equipment provided.
- All work at height must be properly planned and organised, appropriately supervised and carried out in a safe manner as is reasonably practicable.
- Weather conditions that could endanger health and safety will be taken into consideration before work at height and postponed if necessary.

- An exclusion zone beneath the work area shall be created with the use of barriers to prevent unauthorised access.
- Signs warning of overhead work shall be displayed where appropriate

Lone Working

Lone workers are defined as those who work by themselves without close or direct supervision. Lone working will be designed out where possible and only where absolutely necessary it is to be undertaken. Where lone working is necessary, a specific risk assessment is required to be undertaken and appropriate control measures put in place by the directors.

3 Emergency procedures and disaster recovery

In the event of an emergency the evacuation procedures will be in operation. Employees must comply with the emergency procedures and fire precaution notices displayed on the notice boards.

Fire practice should be held on a regular basis (and at least once every six months in offices).

Records should be kept of evacuation drills, any detectors and fire alarm point tests (if applicable).

Fire extinguishers should be suitably mounted on a dedicated stand or on hooks located at designated locations.

Fire extinguishers should be inspected weekly and serviced annually.

Employees should not obstruct any fire escape route, fire equipment or fire doors.

Employees should not interfere with or misuse any fire equipment.

Employees should report any use of fire fighting equipment to the fire marshal.

A daily register should be maintained of all personnel within the building / on site.

Smoking rules should be explained as part of any induction training.

The Company and site inductions should detail the requirements of the emergency procedures. All employees should then familiarise themselves with the escape routes from their workplace. This will help to ensure that all employees are aware of their responsibilities and the procedures to be followed in the event of an emergency.

Evacuation

If a fire is detected then evacuation of the building should take place immediately. All personnel should stop work immediately and leave any plant/equipment in a safe manner before they depart.

All visitors/contractors should leave the building by the nearest available exit in a calm and orderly manner.

The person discovering the fire should raise the alarm immediately as detailed on the fire precaution notice and as explained in the induction training.

The fire marshal(s) should check the designated areas of the workplace to ensure the building has been evacuated.

A designated fire marshal should take the list of personnel, site register and visitors book or other suitable list to the fire assembly point.

Only employees trained in the use of fire fighting equipment should attempt to extinguish the fire. Only attempt to extinguish fire in circumstances where this can be undertaken without endangering yourself when the fire is of a minor nature.

Upon detecting a fire the fire brigade should be contacted by the designated fire marshal.

Evacuation should be in a direction away from the hazard. A safe route should then be taken to the fire assembly point and roll call taken by the fire marshal.

Upon arrival at the assembly point, immediate contact should be made with the fire marshal.

Management/ fire marshal should carry out any necessary liaison with the fire officers. Re-entering the building is prohibited until the 'all clear' has been given by the fire brigade (if applicable) or management.

Working in occupied premises

Arrangements will be made between employees and the occupants to ensure that in the event of an emergency appropriate action can be taken and all parties can be evacuated where necessary.

Before work commences the location of the cut off switches will be located for all of the services to the premises.

In the event of striking a live service it will be the responsibility our employees to ensure that the service is isolated and appropriate measure are taken to make good and make safe any damage.

Where work involves the removal or alteration of structural elements, no work will be undertaken until it has been risk assessed and appropriate control measures are in place to avoid the risk of unintended collapse.

4 Accidents and incidents

Employees should report all accidents, dangerous incidents, dangerous occurrences and near misses. Where appropriate they should be investigated and remedial action taken. It is vital that these accidents are investigated as quickly as possible. The longer the delay, the less likely it is the true facts will be ascertained.

An accident book will be kept and is made available to all employees. Following an accident the appointed person/first aider should complete an accident investigation form and the accident book. In accordance with the Data Protection Act, the injured person's personal details should be removed from general view. When Health and Safety Executive (HSE) notification is required the Incident Contact Centre should be contacted:

Incident Contact Centre (ICC)

Caerphilly Business Park
Caerphilly
CF83 3GG

Phone: 0845 300 9923

Fax: 0845 300 9924

Internet reports: www.riddor.gov.uk or
www.hse.gov.uk

e-mail: riddor@natbrit.com

Management is responsible for informing the HSE. In their absence the first aider or appointed person for first aid should inform the HSE.

Where accidents/incidents occur on a clients or customers site, the employee concerned should inform the relevant manager as soon as practicable.

In the event of an accident

The first aider should be summoned and first aid administered. If a first aider is not available then administer emergency first aid in accordance with the guidelines issued by St John Ambulance/ Red Cross.

In the event of an ambulance being summoned, management should be notified immediately. In the event of transport being required, the first aider (appointed person) should make the necessary arrangements.

Where an accident is serious, or in cases where the person will be delayed in returning home, the next of kin will be informed. In the event of the individual not being able to notify the next of kin personally, this will be undertaken in the most appropriate manner by management.

In the event of a serious accident, the above emergency procedures apply.

Details of any treatment given should be entered in the accident book. In addition, the Company accident investigation and report should be completed. Data Protection; Accident information containing the injured person's personal details should be retained in a secure location, ie removed from the accident book.

In the event of a serious accident, the management should undertake a preliminary investigation to establish the true cause and where necessary, initiate steps to prevent a recurrence. A camera should be made available for this purpose.

The scene of the accident, which includes any plant or equipment, should be left undisturbed, unless there is an immediate risk to health and safety until the relevant manager has been contacted and advice is given on how to proceed.

The aim of every accident investigation is to prevent the recurrence of such an event and appropriate remedial action should be taken to ensure future safe operation. This may include additional on the job training, further development of the safe systems of work or the issue of job safety instructions. The accident book and a copy of the RIDDOR report should be retained on file for at least three years.

Reporting to the HSE under RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) the company has a statutory obligation to report certain types of incidents and accidents to the HSE via the Incident Contact Centre (ICC).

The key types of accidents/incidents are;

- A fatality
- A specified major injury (fracture of skull, spine or pelvis: fracture or amputation of limbs: loss of sight or penetrating injury to an eye: sever electric shock or any other injury which results in a hospitalisation for more than 24 hours)
- An injury which results in incapacity to work for more than seven days

This list is not exhaustive.

The following action shall be taken and recorded by the Directors:

Death, major injury, dangerous occurrence

For accidents the ICC shall be informed immediately by telephone and a written report on form F2508 submitted within 10 days.

Seven day injuries

Accidents which incapacitate employees from working for more than 7 days (excluding the day of the accident) a written report to the ICC or Local Authority, shall be submitted on form F2508 within 15 days.

Over three day injuries

The directors must still keep a record of the accident if the employee has been incapacitated for more than three consecutive days by entering the details into the accident book. You do not have report over-three-day injuries but you must keep a record of them

Member of public

An injury to a member of public which required hospital treatment (F2508 as above)

Acts of Violence

Any person employed by the company or visiting the office or site under the control of the Company, who following an act of violence requires hospital treatment or if an employee refrains from the work for seven days then an F2508 is required to be forwarded to either the ICC or Local Authority within 10 days.

Notifiable Diseases

A written notification that an employee is suffering from a notifiable disease. A formal report on a F2508a form shall be submitted to the ICC or Local Authority.

5 First aid

The names of trained first aiders/designated first aiders (appointed persons) should be recorded in the responsibilities table in section two. A written record of the first aider's certification dates and renewal dates should be retained.

The first aider/appointed person as detailed within the responsibilities table of section two should maintain the first aid kit(s) for the Company. They will ensure that a current emergency list of all telephone numbers for use in an emergency situation (e.g. hospital, ambulance, local doctor, fire brigade, and local police station) is available. An A-Z map should be provided for display on the health and safety notice board for all sites.

There should be adequate arrangements to ensure that first aid can be administered quickly to any injured person.

Notices should be displayed naming the first aider(s) and stating the location(s) of the first aid boxes. First aid boxes should be of sound construction and identified with a white cross on a green background.

First aid stock control and the replacement is the responsibility of the person detailed in the responsibilities table of section two. First aid stock is available by request from the same person. The contents of the first aid box should be restocked immediately following use. These boxes should be inspected on a monthly basis by the designated/trained first aider. The first aid box should only contain the items that a first aider has been trained to use and always be adequately stocked. They should not contain medication of any kind. Where sterile water or sterile normal saline is provided in sealed disposable containers they should not be re-used once the seal is broken. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

First aid boxes should be clearly identified, kept in a readily accessible location and contain first aid materials i.e. not medicines. First aid boxes should at least contain the following:

	Quantity	Travel kit
A general guidance leaflet on first aid	1	1
Adhesive dressings - individually wrapped, sterile (assorted sizes)	20	6
Eye pads - sterile, with attachment	2	N/A
Triangular bandages - individually wrapped	4	2
Safety pins	6	2
Wound dressings - medium-sized, sterile, individually wrapped, unmedicated (approximately 12 cm x 12 cm)	6	N/A
Wound dressings - large size, sterile, individually wrapped, unmedicated (approximately 18 cm x 18 cm)	2	1
Disposable gloves (pair)	1	1
Moist cleaning wipes, individually wrapped	N/A	6 at least

Notes:

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9 %) should be provided in sealed disposable containers. Once opened, the containers should not be re-used.

Special antidotes and equipment for specific hazards may be included in or near first aid boxes. Ensure first aiders are trained in their use.

Recording first aid treatment

Records of all cases treated should be detailed in a first aid treatment book and following an accident in the accident book. Each record should at least include the name of the patient, date, place, time and circumstances of the accident, details of the injury suffered and treatment given.

In addition to the completion of the accident book, the first aider may be required to complete the Company accident report. Any necessary action to prevent a recurrence should be initiated by management.

Precautions to be taken by first aiders

First aiders should always safeguard themselves against the possibility of coming into contact with body fluids by wearing gloves. They should wash the contaminated area as soon as possible. Similarly a first aider injured by an object itself contaminated with blood or other body fluids should wash the wound with a suitable cleaning solution.

Company staff who may be exposed to human waste products should also take precautions.

Location of Company First Aid Kits:

Reception area

6 Information, instruction and training

Responsibility for ensuring that all employees receive suitable and sufficient information, instruction, supervision and training at the commencement of employment and the provision of refresher training at appropriate intervals, resides with management as detailed within the responsibilities table of section two. Where appropriate, employees may receive additional training as a result of experience and feedback from, for example, accident/incident reports.

Hire arrangements – Responsibility for ensuring that all persons receive suitable and sufficient information, instruction, supervision and training on delivery of the plant or equipment, and the provision for an information back-up service when required, resides with management as detailed within the responsibilities table of section two. Where appropriate, persons may receive additional training as a result of experience and feedback form, for example, accident/incident reports.

Health and safety training is incorporated into the Company induction process and should be carried out as soon as possible. This part of the training ensures that all new starters are at least familiar with provisions for welfare, first aid and fire. Employees should sign a statement on their induction form to indicate that they have read and understood the Company's health and safety policy. Arrangements for specific/specialised training identified by management should be recorded on the induction form/employees training record.

Management should ensure employees are not transferred or promoted from one job activity to another, or that they operate new plant or equipment, unless they have received training and sufficient instruction to enable them to perform their new tasks without risking the health and safety of themselves or others.

The health and safety training provided for management and staff should be recorded in the individual's training records.

Management, as detailed within the responsibilities table of section two, should retain records detailing the type and extent of information, instruction and training of employees.

Where guidance and/or information is needed in connection with competency standards and training requirements for employees, your advisor will be able to provide the relevant information.

Inspections

The company will ensure that frequency workplace inspections are undertaken in accordance with health and safety legislation. The formal inspection will be undertaken by the directors/ managers and help identify areas of strengths and weakness by inspecting:

- The premise
- Construction sites
- Machinery and substances
- Procedures
- People

Records of these inspections must be maintained, filed and kept with the directors. If during these inspections, if any deficiencies are identified on machinery or equipment, it should be taken out of operation and the Directors notified immediately.

7 Plant, equipment, materials and substances

The personnel detailed within the responsibilities table of section two have overall responsibility for ensuring that COSHH assessments are carried out on hazardous substances. The induction procedure will cover the required action to be taken on discovering asbestos in the workplace.

Hazardous Substances

Any hazardous substances shall be used in accordance with the appropriate legislation and manufactures recommendations and requirements. Safety data sheets will be assessed prior to any new substances being used.

The handling, storage and transportation of substances which may be flammable, toxic and corrosive shall be done in a safe manner without risk to health and where necessary with the use of personal protective equipment.

All staff members shall be informed of any substances they may use or handle. After handling hazardous substance personnel shall wash their hands prior to eating, drinking and smoking.

COSHH Assessments

A COSHH assessment shall be carried out for every substance brought into the office or onto construction sites in accordance with the Control of Substances Hazardous to Health Regulations. Copies of assessments and material data sheets shall be readily available to examine. A suitable and sufficient assessment should be made.

Plant Maintenance

The responsibilities table of section two details the personnel with overall responsibility for ensuring that plant and equipment has a planned maintenance schedule to ensure safe and efficient performance, this includes statutory inspection and testing. Where daily/weekly equipment safety inspections are required on equipment the relevant documentation is available for completion.

All electrical equipment should be subject to regular tests and visual inspection. An authorised electrician should undertake the electrical safety checks and any minor repairs. All such checks should be documented.

An authorised and competent person should undertake mechanical and major repair of equipment.

The authority for withdrawing defective equipment from use resides with the personnel detailed within the responsibilities table of section two.

Statutory inspections include, but are not restricted to, annual fire extinguisher checks and any plant and lifting equipment.

Hire arrangements – The responsibilities table of section two details the personnel with overall responsibility for ensuring that persons hiring plant and equipment have been informed of the required inspection and tests to ensure safe and efficient performance. Where daily/weekly equipment safety inspections are required on equipment the relevant documentation is available for completion.

Environment

The Company will ensure that vehicles, plant and equipment are well maintained, clean and are always operated within legal limits taking advantage wherever possible of engineering modifications to reduce pollution and emissions and to save unnecessary consumption of energy.

The Environmental Policy of the company is one of continual review and is subject to frequent development.

8 Permit to work

A permit to work is a control document, which sets out the work to be done and the precautions required. The responsibility resides with the responsible person who is familiar with the work procedures and issued to a person who is competent to undertake the work safely. The personnel detailed within the responsibilities table of section two will be responsible for issuing permits. The decision for the use of permits to be included in the work schedule will be detailed in the risk assessment and/or method statement.

The permit is valid for the day of issue only, giving written authority to start the work and specifying the time when the work should stop. Permits may be issued for hot works; work in, or the digging of, excavations; work in confined spaces; working on live equipment etc.

9 Personal protective equipment (PPE)

PPE is defined as all equipment (including clothing for protection against the weather) which is intended for use by a person at work and which protects against risks to health or safety. The Personal Protective Equipment at Work Regulations require that employers provide suitable PPE to those who may be exposed to risks to their health and safety free of charge. Management should ensure that sufficient resources are available for the purchase of and training in the use of PPE.

Records of selection, issue, inspection/maintenance, training and assessments should be retained.

Methods other than PPE should be considered to control the risk at source and provide protection to the workforce as a whole. The provision and use of PPE should always be considered as the last resort. Every effort should be made to reduce or eliminate hazards by considering the following options:

- Control the risk by enclosure.
- Remove the employee from exposure.
- Reduce the employee's risk of exposure e.g. by engineering controls.
- **And finally the introduction of PPE.**

Items of PPE will be subject to risk assessment. The risk assessment for PPE may form part of other assessments of risk, such as the COSHH assessment. Only equipment of an approved type and standard should be purchased.

Employees should:

- Use any PPE provided for their benefit.
- Report any loss, damage, fault or unsuitability to the personnel detailed within the responsibilities table of section two.
- Employees should not intentionally interfere with or misuse PPE provided. Disciplinary action will be taken if employees do not wear PPE when required to do so.

Management should actively encourage and insist on the wearing of PPE at all times where there is the risk of injury or where statutory provision applies.

The Company supplies items free of charge to employees. These items are for the individual's use during employment and remain the property of the Company.

10 Visitors

The Company attaches great importance to the health and safety of its employees and visitors. We aim to achieve a working environment that reduces risk to a minimum. All visitors should be accompanied by a member of staff and sign the visitor's book on arrival and departure. Visitors to construction sites should be given a visitor's induction and be accompanied at all times.

The Company will attempt to ensure that visitors and contractors abide by the Company rules and any other procedure. In this respect the Company will inform such persons of the rules for visitors upon their arrival and alert visiting contractors about the nature of the hazards associated with their work task. It will also be necessary to discuss how potential risks to our employees from work activities carried out by contractors can be avoided.

The types of issues to be concentrated upon will include:

- How and in what ways will the work task be undertaken?
- What work equipment, plant, machinery and substances will be used?
- What precautions will be taken to control and manage the risks?
- The timescales and related work procedures inherent in the task
- Reporting of arrivals and departures

As part of the control procedure, contractors will be required to sign a document in which they declare that they will accept and abide by our Company rules and procedures.

11 Work away from base

Where employees are required to work away from base the following will apply:

Drivers

All drivers should comply with the road traffic laws (in particular the speed limits) and ensure they have control of their vehicles at all times. It is an offence to drive a Company vehicle on the public highway without a valid licence and current insurance cover.

All Company vehicles should be serviced regularly and maintained to a high standard. It is the responsibility of all drivers to check their vehicle prior to use to ensure that it is road worthy. Care should be taken to ensure that the breaks and lights are in full operation. The driver and passengers irrespective of the length of the journey should use seat belts provided in company vehicles.

The trailer should never be overloaded and large items that are liable to shift during transport should be appropriately secured.

Drivers should ensure that they take regular breaks during long journeys. A first aid box and a small fire extinguisher should be kept in the vehicle.

Use of Mobile Phones by drivers

It is an offence to use a hand-held phone or similar device when driving the fixed penalty is £60 and 3 points will be added to the drivers' licence. The penalty can be increased on conviction in court. HGV and goods vehicle drivers can expect to face a higher penalty. Driver's still risk prosecution (for failure to have proper control) if they use hands-free phones when driving.

The regulations only apply to hand-held devices which is something that 'is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function'. Therefore, hands-free equipment is not prohibited; 'pushing buttons on a phone while it is in a cradle or on the steering wheel or handlebars of a motorbike is not covered by the new offence, provided you do not hold the phone'.

Any breach of these rules will be a disciplinary offence. If you refuse to take a call whilst driving you will not be disciplined. You must not send or access any form of text message, internet or video image whilst driving. If you park your car to make or receive a call, whether on a hands-free or hand-held phone, you should have the hand-brake on and the engine switched off.

Site work

All employees should observe the following when working at other premises:

Ensure that vehicles are parked with care in the appropriate parking areas not obstructing any emergency exits or walkways and that speed limits and directional signs are observed at all times.

Report to the relevant parties upon arrival and ensure their presence on the premises is known. Where required, sign the site register and enter the time of arrival and departure. Abide by the health and safety rules in force on the site and where relevant attend the site induction programme.

Upon arrival on site employees should make sure they are aware of:

- Emergency exits and assembly points.
- First aid facilities and trained staff.
- Fire points and fire action notices.
- Any smoking and hygiene rules in force on site.
- PPE requirements.

All operatives should be aware of, understand and sign the method statement and any associated assessments of risk for the work to be carried out, prior to work commencing.

Any plant and equipment taken onto site should be in a safe and serviceable condition with the relevant test / examination certificates (if applicable).

12 Transport

It is the responsibility of management to ensure that risk assessments addressing vehicle safety in the workplace are undertaken. Each activity associated with vehicles should address, but not be restricted to, the following:

- **Workplace:**

- layout for vehicle and pedestrian activities,

- parking areas,

- the suitability of traffic routes for the type and quantity of vehicles,

- maintenance of road surfaces,

- signage etc.

- **Vehicles:**

- ensuring vehicles are suitable for the work they are being used for, vehicles are fitted with the necessary safety features, there is regular planned maintenance etc.

- **Drivers and employees:**

- the selection and training of drivers/employees ensures they are capable of performing work in a safe responsible manner, drivers are experienced and competent, there is a planned programme of training, safe working practices are implemented etc.

- **Vehicle activities:**

- reversing is kept to a minimum, one way systems are implemented, reversing alarms, loading/unloading is undertaken in areas segregated from other vehicles/pedestrians etc.

Company transport will only be driven/operated by authorised employees with a relevant licence/training certificate. The management should hold a list of trained and authorised employees. Employees are responsible for carrying out the appropriate checks on their vehicles. Servicing and daily/weekly maintenance should be carried out in accordance with the manufacturers recommendations.

Employees must provide the Company with their driving licence and inform management of any endorsements, bans etc. Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operational ability. Driving under the influence of alcohol or drugs will not be tolerated.

The driver and passengers irrespective of the length of the journey should use seat belts provided within the company vehicles.

In case of breakdown whilst driving a company vehicle the person detailed for transport (authorisation of drivers) within the responsibilities table of section two should be contacted.

13 Employee welfare

Toilet & Washing Facilities

The directors/managers will seek to ensure that suitable and sufficient toilets and washing facilities are provided for all employees in accordance with the minimum requirements of Health and Safety legislation:

- Male and female toilets will be in a separate, lockable room.
- Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying (i.e. hand driers).

Drinking Water & Cooking Facilities

An adequate supply of drinking water and a suitable number of heating appliances for food will be provided for all employees.

Rest Areas

So far as is reasonably practicable the directors will provide all staff with seating in a rest area, where they may rest during normal work breaks.

Stress Policy

Work-related Stress has been defined as the reaction people have to excessive pressures or other types of demands placed on them. It is an occupational health issue. It can also involve issues of equality, personnel and work-life balance. The company will identify if and where stress is present in the organisation, the number of workers who are suffering, the underlying causes and areas most affected. When appropriate a plan of action will then be drawn up on how best to deal with the problem, prioritising the worst problems and those that can be tackled most quickly. Stress may manifest itself as high levels of sickness and absence, high accident rates, high turnover of staff, low morale, low productivity and bullying.

Through the risk assessment process, the company will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The Company acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- job design and lack of control of workload
- working environment
- relationships with others at work
- communication arrangements.

The company also recognises that there may be problems outside the workplace that will cause an individual member of staff to suffer from stress, and that these may affect an individual's health and performance within work. In this situation stress may occur as a result of work-related and non-work-related factors.

Where members of staff are suffering from stress, the company will provide the necessary mechanisms to promote a return to full health as quickly as possible. Members of staff are encouraged to refer themselves to any one of the following:

- line manager
- senior manager
- occupational health service* (* Where appropriate.)

All referrals will be dealt with in complete confidence. Members of staff will be offered any relevant counselling, help with stress reduction techniques and a full appraisal of their work situation.

Working hours

Excessive working hours can be regarded as a health and safety issue. Employers should monitor employees working hours and patterns (e.g. holidays, rest breaks and night work) to ensure compliance with the Working Time Regulations.

Bullying and violence

The Company will not tolerate arguing and fighting on the premises or site. Where violence is identified as part of the risk assessment control measures should be implemented. In some cases training for certain individuals should be considered.

Return to work

After a period of absence from work, the manager, employer, and doctor should assess the employee's suitability for return to work.

Disability

The Company should adopt an equal opportunities policy.

Young persons

Where young persons are employed, a risk assessment should be carried out as part of the health and safety induction to ascertain the level of additional supervision and training they may require. A list should be produced of all prohibited activities.

Refer to section 4.7 of this document for further guidance and information.

Pregnant women and nursing mothers

Wherever the work process, substances or conditions are of a kind which could involve risk by reason of her condition, to the health and safety of a new or expectant mother or her baby, employers must specifically assess the risks posed to the woman or her baby.

Where it is assessed that there is a specific risk to mother, or baby, the employer shall take such specific actions as are reasonable to alter the woman's working conditions or hours of work so as to avoid the risk.

Risk Assessment Procedure

On being notified of the pregnancy your employer shall notify the woman's. The Manager shall be responsible for carrying out the risk assessment for that woman.

The mechanics of carrying out the assessment are the same as those set out in the "Risk Assessment - General Section and the same hierarchy of controls should be applied.

Once completed the Risk Assessment should be distributed to:

Personnel Department - for retention on the woman's personnel file; and the woman; and a copy retained by the head of department/ site manager.

If it is not reasonable to alter the working conditions or the hours of work to avoid the risk then the employer shall suspend the woman from work for so long as it is necessary to avoid the risk.

Nothing in the regulations require the employer to take any action until she has notified her employer in writing that she is pregnant, has given birth or is breast feeding.

As with all assessments there is a need to keep them under review to ensure that they remain valid. This is of particular importance in the case of pregnant women whose ability to do certain tasks will change as the pregnancy develops. Frequent reviews of the assessment must be programmed.

The requirements relating to pregnant women and new mothers can be found in HSE publication "New and Expectant Mothers at Work – A guide for Employers" HS(G) 122

Drugs and alcohol Policy

The company recognises that alcohol and drugs have an impact on an individual's ability to work safely and correctly and therefore aims to provide an environment free from the inappropriate use of such substances and where employees are able to carry out their duties in a safe and efficient manner.

The consumption of alcohol by employees is inappropriate at any time whilst at work or before work where performance or safety could be adversely affected.

The use of drugs is inappropriate at any time before or during work whenever work performance or safety could be adversely affected.

The use of drugs prescribed by a doctor, which may affect your ability to perform your job must be notified in confidence to your manager. Temporary impaired performance may require temporary redeployment of those operating plant or working in a high risk environment.

The use of non-prescription 'over the counter' medicines, which may cause drowsiness or loss of co-ordination must be reported to your manager.

If management have reason to believe that any employee has either:

- consumed drugs/alcohol before coming to work;
- consumed drugs/alcohol during the working day; and / or
- arrived unfit to work due to the consumption of drugs/alcohol;
- has a work related accident while under the influence of drugs/alcohol;

that person will immediately face disciplinary procedures and where appropriate, support for their problem.

The company will attempt to provide employees with all necessary support and guidance if you think you have, or may be developing an alcohol or drugs problem. In the first instance you should approach your manager who will deal with your concerns in strict confidence.

Smoking

Smoking must take place in designated areas only and all smoke waste should be disposed of responsibly. Smoking whilst carrying out work activities is not permitted.

In order to maintain the professional image of the company, smoking will not be permitted in front of the premise/ construction sites. At all times, the professional image and reputation of the company must be paramount.

14 Construction (Design and Management) Regulations 2007

The company recognises its responsibilities under the CDM Regs 2007, whilst generally employed as Principal Contractor. The company accepts and discharges its responsibilities in order to achieve standards of health and safety performance in excess of the statutory minimum.

Where we are appointed as Principal Contractor, we will ensure effective management of health and safety throughout the construction phase of the project by planning, managing and co-ordinating work activities in order to ensure that hazards are identified and risks are properly controlled.

When the construction projects are notifiable, the company will ensure that client appoints a competent CDM Coordinator and co-operate with the CDM Coordinator, Designers and others as necessary and to comply with their duties.

15 Record keeping

The following records form the Company health and safety management system:

Details	Location of records
Health and safety policy and procedures manual	Head Office & Site Office
Risk assessments <ul style="list-style-type: none"> • Generic • Site specific • Fire • Manual handling • Display Screen Equipment (DSE) • Personal Protective Equipment (PPE) • COSHH (and substance records) • Young persons 	Head Office & Site Office
Pre - Construction Information and Construction Plans	Head Office & Site Office
Method Statements (Generic and Site/Job specific)	Head Office & Site Office
Safe Working Procedures	Head Office & Site Office
Health and safety audits, inspections and surveys	Head Office & Site Office
Accident books, reports and analysis	Head Office & Site Office
Fire log book	Head Office & Site Office
Plant / equipment / vehicle logs (eg maintenance)	Head Office & Site Office
Electrical inspections	Head Office & Site Office
Training records / Job history records / Certificates	Head Office & Site Office
Authorised/trained persons lists (Drivers of vehicles and plant and Sthil saw operatives)	Head Office & Site Office

Medical records / Health surveillance records	Head Office & Site Office
Health and safety committee meeting minutes (held every 4-6 weeks)	Head Office & Site Office
Other :	