

Health and Safety Policy

Section 1- General Statement of Policy:

- 1.1. It is the Policy of the company to provide safe and healthy working conditions for all employees and ensure that the conduct of their work does not endanger anyone else.
- 1.2. The company will liaise and co-operate with clients, other contractors, with occupiers and with individual contractors as necessary to achieve the aims of this policy.
- 1.3. Facilities are available for employer/employee consultation on health and safety matters and the company will consult employees before giving them particular health and safety responsibilities.
- 1.4. The Eastern Builders Safety Group Ltd have been appointed to provide assistance in health and safety matters and when necessary the company will seek external advice to determine risks and precautions.
- 1.5. Employees will be provided with relevant information and necessary training in respect of risk to their health and safety which may arise out of their work or at their workplace.
- 1.6. Competent personnel have been appointed to discharge the company's legal duties and they will be afforded the necessary resources to carry them out.
- 1.7. Support and co-operation is necessary throughout the company in order for the objectives of the safety policy to be achieved.
- 1.8. The Director responsible for health and safety is Mr Mervyn Denney.

Section 2- Organisation for Construction

Work: Allocation of Responsibilities

Managing Director

- 2.1. Initiate the health and safety Policy for the prevention of injury and ill health and to set targets for the reduction of accidents and dangerous occurrences.
- 2.2. Arrange for the health and safety Policy to be amended and updated as required.
- 2.3. Appoint a safety Director to administer the Policy.
- 2.4. Carry out a regular review of health and safety arrangements and their implementation with the safety Director.

Safety Director

- 2.5. Administer the Policy or appoint a senior member of staff to do so.

- 2.6. Be aware of the requirements of relevant legislation and ensure they are observed on site.
- 2.7. Ensure all levels of staff receive adequate and appropriate training.
- 2.8. Insist safe working practices are regularly followed.
- 2.9. Liaise with the estimating department to ensure sufficient sums are allowed for health and safety at tender stage.
- 2.10. Make certain when budgeting, at planning stages and in production processes, that allowance is made for adequate welfare facilities, safe systems of work and suitable equipment to avoid injury and ill health.
- 2.11. Arrange proper reporting, investigation and costing of injury and ill health. Promote action to preclude re-occurrence and initiate analysis to discover accident trends.
- 2.12. Discipline any member of staff for failing to discharge the responsibilities allocated to them.
- 2.13. Instigate liaison with external health and safety organisations, encourage the distribution of pertinent information throughout the company.
- 2.14. Arrange for adequate funds and facilities to meet the requirements of the Policy.
- 2.15. Ensure arrangements are made for all site staff to be provided with adequate information concerning relevant sections of the health and safety Policy.
- 2.16. Set a personal example.

Contracts Manager & Section Managers.

- 2.17. Those appointed are responsible for the operation of the safety policy on their sites or area of operation.
- 2.18. Understand the company's Policy and appreciate the responsibility allocated to each grade of staff and employee.
- 2.19. Ensure that budgets are adequate to cover suitable methods of working and welfare facilities.
- 2.20. At the planning stage, ensure that sufficient information is received regarding matters which may affect health and safety in order to determine necessary arrangements.
- 2.21. Co-ordinate liaison and co-operation between the clients, sub-contractors and any other individual contractors who may be working on the same site on health and safety activities.

- 2.22. During preparation of the Construction Phase Plan ensure that necessary risk assessments are undertaken to establish working methods, to explain the sequence of operations, to indicate potential hazards and detail precautions to be adopted.
- 2.23. Check over working methods and precautions with site management before work starts.
- 2.24. Ensure that work, once started, is carried out as planned and that relevant legislation is observed on site.
- 2.25. Co-ordinate health and safety activities between all contractors who may be working on the same site.
- 2.26. Determine the cause of any accident, dangerous occurrence or near miss, investigate and recommend means of preventing re-occurrence.
- 2.27. Ensure that first aiders or appointed persons are available for each site.
- 2.28. Reprimand any member of the company failing to discharge satisfactorily the responsibilities allocated to them.
- 2.29. Make certain that site agents and foremen understand that management of health and safety on site will be taken into account when benefits and promotion are being decided.
- 2.30. Set a personal example at all times.

Plant Manager

- 2.31. Make certain all plant sent to site is safe and fully efficient, is guarded and equipped with safety devices and is tested in accordance with current legislation.
- 2.32. Ensure that periodic tests, inspections and maintenance are carried out.
- 2.33. Ensure that all repairs and maintenance work carried out on site is done in a proper manner and that emergency repairs are dealt with properly.
- 2.34. Promptly attend to all plant defects notified, or call the attention of site management to the need for dangerous plant to be put out of service until it can be properly repaired.
- 2.35. Ensure that, where appropriate, records of tests and examinations are available for site to check.
- 2.36. Ensure that, when necessary, personal protective equipment is supplied.

Site Manager

- 2.37. Those appointed are responsible to the contracts manager for ensuring the day to day implementation of the company's health and safety Policy and safe working practices.



- 2.38. Organise site so work is carried out to the required standard with minimum risk to men, equipment and materials.
- 2.39. Co-ordinate the activities of contractors.
- 2.40. Develop the Construction Phase Plan and provide relevant information to contractors.
- 2.41. Regularly monitor site rules and other instructions are being complied with.
- 2.42. See all health and safety legal requirements are observed on site. That all registers, records and reports are in order and as the 'competent person' ensure they are maintained.
- 2.43. Plan and maintain a tidy site.
- 2.44. Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.
- 2.45. Check that all machinery and plant, including power and hand tools, are maintained in good condition. When appropriate, check records of tests and examinations before allowing the machinery or plant to be used.
- 2.46. Make certain all operators are employed only on equipment for which they have been thoroughly trained.
- 2.47. Ensure all hazardous materials are properly marked to enable adequate precautions to be taken.
- 2.48. Make sure suitable personal protective equipment is available, where appropriate and this it is used.
- 2.49. Ensure all items of first aid equipment, as required by current legalisation are available and their location known to employees.
- 2.50. Ensure proper care is taken of casualties and know where to obtain medical help and ambulance services in the event of serious injury (nominate others to act in emergency).
- 2.51. Accompany Health and Safety Executive Inspector, Safety Adviser and Safety Director on site visits and act on their recommendations.
- 2.52. Release supervisors and operatives, when necessary, for on or off-site health and safety training.
- 2.53. Report all accidents, dangerous occurrences and near misses to the contracts manager in accordance with the reporting procedure.
- 2.54. See that new employees, new contractors and visitors, receive induction training, where appropriate.
- 2.55. See that fire risk assessments are completed for site.

- 2.56. Discipline those who fail to consider their own well being and that of other operatives.
- 2.57. Set a personal example.

Assistant Site Manager, Foremen & Supervisor

Assistant site managers, foremen and supervisors are responsible to the contracts manager or site manager for the day-to-day implementation of safety instructions on their specific areas of work.

- 2.58. Be familiar with current legislation applicable to the work on which these gangs are engaged and insist that safe systems of work are observed and monitored regularly.
- 2.59. Incorporate health and safety instructions in routine orders to see that they are obeyed at all times.
- 2.60. Not permit men to undertake tasks which have not been planned and for which a risk assessment has not been undertaken.
- 2.61. Commend operatives who, by actions and initiatives, eliminate hazards.
- 2.62. Discourage horseplay and reprimand those who consistently fail to consider their own well-being and that of others around them.
- 2.63. Report defects in plant or equipment, or any obvious health risk.
- 2.64. Set a personal example.

Operatives

Operatives are responsible for the health and safety of themselves and others who might be affected by their actions and for co-operating at all times on health and safety matters.

- 2.65. Use the correct tools and plant for the job, use the safety equipment and personal protective equipment supplied.
- 2.66. Keep tools and plant in good condition.
- 2.67. Report defects in plant or equipment, or any health risks to the supervisor.
- 2.68. Develop a personal concern for health and safety for themselves and for others, particularly newcomers and young people.
- 2.69. Avoid improving which entails unnecessary risk.
- 2.70. Warn new operatives of known hazards.
- 2.71. Refrain from horseplay and the abuse of welfare facilities.
- 2.72. Suggest ways of eliminating hazards.

2.73. Set a personal example.

Company Secretary

2.74. Ensure specific legal requirements are adhered to.

2.75. Obtain all necessary information to ensure that company is aware of changes in legislation and that steps are taken to comply.

2.76. Ensure that all liability is covered by insurance and advise the extent of which risks are acceptable.

2.77. Periodically review insurance cover and loss records. Advise when action is necessary to correct adverse trends.

2.78. Maintain employment and training records.

2.79. Office health and safety, welfare, fire prevention and security.

2.80. Providing individual premises and sites with certificates of insurances for display.

2.81. Set a personal example.

Eastern Builders Safety Group Limited

2.82. Provide support for the control of risk, including information and advice.

2.83. Promote and support compliance with and improvement on legislation requirements, including health and safety auditing.

2.84. When required prepare and present demonstrations/information and provide advice to support training related to health and safety.

2.85. Contribute to, and keep pace with advances in health and safety.

2.86. Carry out regular site inspections with a view to see that health and safety standards are maintained and improved. Ensure all health and safety legal requirements are observed on site and that all registers, records and reports are in order. Provide written reports on those situations needing attention.

Section 3- Arrangements for Construction Work:

3.1. Training

- a) Records
- b) Induction

3.2. Safe systems of work

- a) Risk assessments
- b) Method statements
- c) COSHH assessments
- d) Noise
- e) Site rules



- f) Permit to work
- g) PPE
- h) Manual handling
- i) Temporary works
- j) Office rules
- k) Work with asbestos containing material

3.3. Safe place of work

- a) First aid and medical provision
- b) Welfare facilities
- c) Emergency procedure
- d) Electrical safety
- e) Fire safety
- f) Signage
- g) Display screen equipment

3.4. Environmental control


3.5. Accident reporting and investigations

3.6. Mechanical plant and equipment

3.7. Communications and consultation

3.8. Monitoring

3.9. Sub-contractors

Signed:	
On behalf of TJ Evers Ltd	
Date:	18.12.2018