



## 1. General statement of intent

The Company recognises and accepts its responsibilities as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and all other persons who may be affected by the company's operations.

The Company will work to ensure a consistently high standard is maintained in pursuing this policy whilst paying due regard to the requirements of health, safety and welfare legislation.

So far as is reasonably practicable the company will...

- i) Provide and maintain plant in accordance with legislation and guidance, that is safe and without risk to health;
- ii) Ensure substances used in the workplace are handled, stored, transported and used in a safe manner;
- iii) Ensure the level of supervision, information, instruction and training is adequate to enable employees to work safely;
- iv) Work to create a positive approach to health, safety and welfare throughout the operations of the company;
- v) Establish and maintain arrangements for consultation with employees.

The Company acknowledges its duty to carry out risk assessments and to co-operate with others who may be affected by the actions of the company's employees, to protect the health and safety of all those so affected.

Employees are also reminded of their duties to act safely and to work within the guidelines detailed in the company policies and procedures and any specific site safety instructions. Employees are encouraged to report any hazard or defect to their immediate manager or to the Safety, Health, Environmental and Quality (SHEQ) Manager and are not expected to carry out work which is unsafe.

Employees are expected to co-operate fully with the management team in all health and safety matters. Serious or repeated contraventions of this policy, or the arrangements and procedures contained in the Company Management System will result in disciplinary procedures being implemented as appropriate. A copy of this policy is given to all new employees on commencement of employment.

This policy statement and all health and safety arrangements contained in the Company Management System are to be reviewed and revised at least annually as part of the management system review, to ensure the Company is working within current legislation and towards best practice.

The Company is committed to continual improvement of its health and safety performance and ensures that procedures and training arrangements are in place to achieve this objective.

Signed -

P R Hobbs, Managing Director

Dated – January 2011

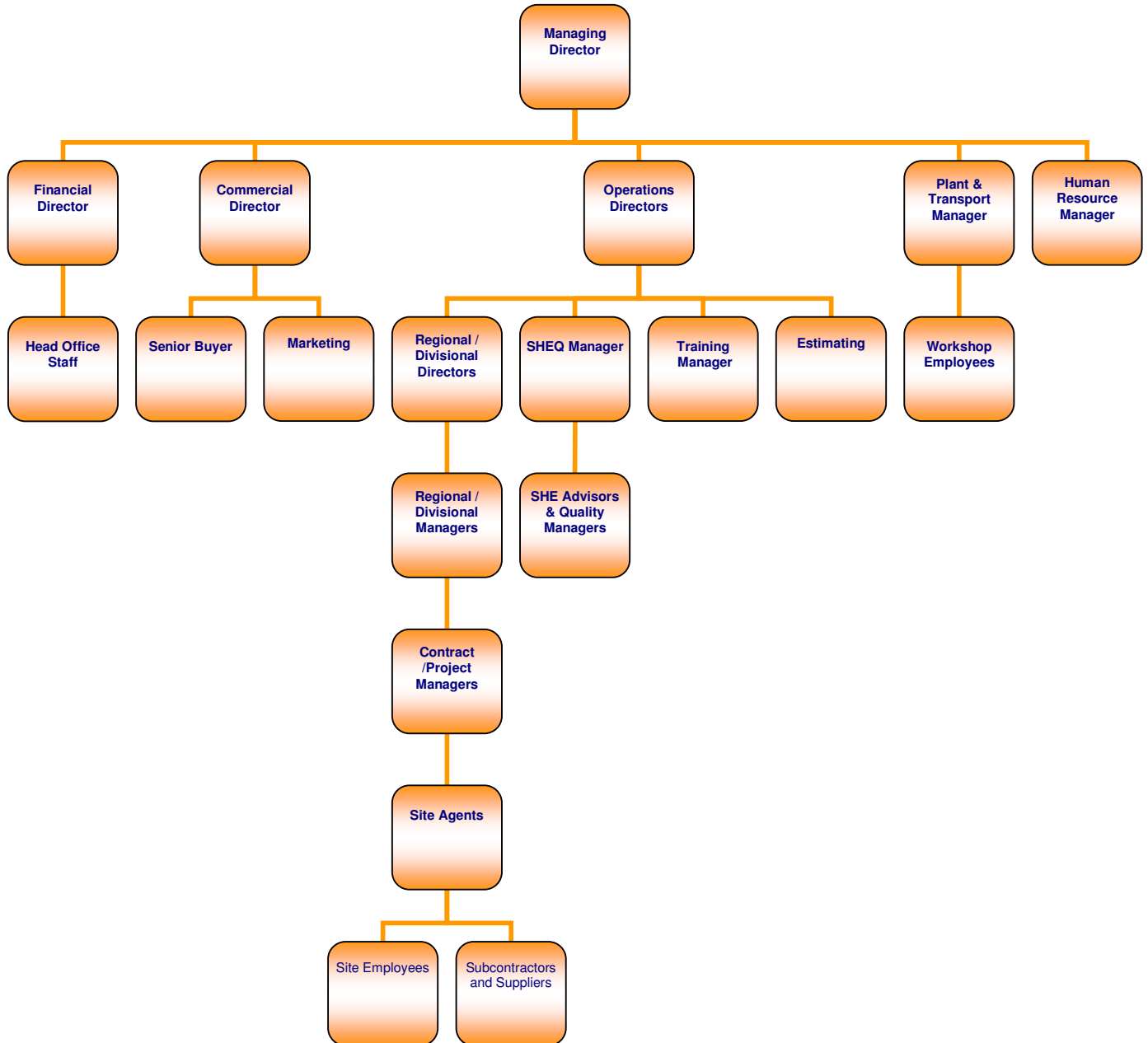
Date of next review - January 2012



## 2. Organisational structure

The organisational chart shown below outlines the basic structure by which health and safety, issues will be managed and controlled.

Additional organisation charts are included within the Company Management System which show each section of the organisation in more detail, (see MS-FM-08 for relevant charts)





### 3. Health and safety responsibility statements

The statements provided below outline the key health and safety responsibilities for each of the key posts identified within the company organisation chart shown in Section 2 - Organisational Structure.

#### Managing Director – Responsible for...

1. Approving the health and safety policy and for implementing arrangements for keeping it under review.
2. Ensuring that procedures are developed in order to implement the health and safety policy which ensure compliance with statutory requirements and other obligations.
3. Ensuring that tenders take into account health and safety requirements and that adequate allowance is made for the provision of adequate resources, (prior to submission).
4. Ensuring that all sub-contractors appointed by the Company are fully competent to fulfil their obligations under health and safety legislation, prior to their appointment.
5. Ensuring that all persons are competent to fulfil their assigned tasks.
6. Ensuring that breaches of the health and safety policy are investigated and, where appropriate, that disciplinary procedures are instigated.

#### Financial Director – Responsible for...

1. Ensuring that adequate resources are made available to effectively implement the health and safety policy.
2. Implementing any relevant requirements of the health and safety policy.
3. Dealing with any industrial injury claims which might arise out of a workplace accident or incident and providing a point of liaison for insurers.
4. Managing the insurance requirements of the Company.

#### Operations Director – (Director responsible for Health and Safety) – Responsible for...

1. Ensuring that adequate arrangements for implementing the health and safety policy are in place in accordance with the requirements of the Company Management System.
2. Ensuring that all areas of the business comply with any relevant internal procedures, statutory requirements and other obligations which are relevant to their operations.
3. Ensuring that tenders take into account health and safety requirements and that adequate allowance is made for the provision of adequate resources, (prior to submission).
4. Ensuring that all work is properly planned and resourced in accordance with the requirements of the Construction (Design & Management) Regulations 2007.
5. Ensuring that all sub-contractors appointed by the Company are fully competent to fulfil their health and safety obligations, prior to their appointment.
6. Ensuring that adequate arrangements are in place for monitoring the health and safety performance of the Company and our suppliers and sub-contractors.
7. Ensuring that health and safety is represented at Board level meetings.

**Regional / Divisional Managers and Contracts Managers** – Responsible for...

1. Implementing the health and safety policy at project level and ensuring compliance with any relevant internal procedures, statutory requirements and other obligations which are relevant to their operations.
2. Ensuring that tenders take into account health and safety requirements and that adequate allowance is made for the provision of adequate resources, (prior to submission)
3. Implementing the arrangements to provide a Project Management Plan in accordance with the requirements of the Construction (Design & Management) Regulations 2007, and liaise with designers as required.
4. Ensuring that all sub-contractors appointed by the Company are fully competent to fulfil their obligations under health and safety legislation, prior to commencing works on site.
5. Ensuring that all persons under their control are competent to fulfil their assigned tasks.
6. Monitoring the health and safety performance of the site through site visits and progress meetings.
7. Providing a point of contact for the Client in order to discuss site health and safety issues relating to the project.

**Safety, Health, Environmental and Quality Manager** – Responsible for...

1. Providing health and safety advice to the Directors and other members of staff and sub-contractors.
2. Reviewing the general health and safety training requirements to ensure that the correct competency levels for health and safety are maintained
3. Ensuring that the Company Management System is maintained to ensuring compliance with any relevant statutory requirements, industry standards and other obligations which are relevant to the operations of the Company.
4. Carrying out pro - active and reactive monitoring of site activities through audits and inspections and providing reports to management on the findings.
5. Providing any relevant notifications and reports to the Health and Safety Executive in accordance with the requirements of the RIDDOR Regulations.
6. Undertaking investigations and providing reports for any significant event which could have a detrimental affect on the health and safety performance of the Company.
7. Attending various meetings (both project and safety related) in order to provide advice and feedback on health and safety related issues.
8. Prepare and deliver health and safety training courses internally.

**Health & Safety Adviser** – Responsible for...

1. Providing health and safety advice to members of staff and sub-contractors.
2. Ensuring that essential health and safety documentation is available for use on site.
3. Carrying out random site safety inspections and preparing formal inspection reports.
4. Attendance at meetings (both project and safety related) in order to provide advice and feedback on health and safety related issues.
5. Reporting to SHEQ Manager on all health and safety management issues.

**Human Resource Manager – Responsible for...**

1. Maintaining records of any disciplinary action and advising on the progress of disciplinary procedures in relation to breaches of health and safety.
2. Assisting with any industrial claims which might arise.
3. Maintaining confidential medical records relating to occupational health

**Training Manager – Responsible for...**

1. Implementing a programme of formal and informal training to maintain the competency level of all employees.
2. Co-ordinating the provision and delivery of all health and safety training courses and maintaining any relevant details on the Company database.
3. Recording the details of any health and safety training that has been carried out and identifying the need for providing training updates.

**Project Managers and Site Agents – Responsible for...**

1. Implementing the requirements of the health and safety policy and for ensuring suitable levels of compliance with statutory requirements and other obligations are maintained.
2. Developing and maintaining the Project Management Plan on contracts which are carried out in accordance with the Construction (Design & Management) Regulations 2007.
3. Ensuring that all sub-contractors used on site are fully approved and competent to fulfil their obligations with regard to health and safety matters.
4. Implementing arrangements for monitoring the health and safety performance of sub-contractors during the construction phase of the contract.
5. Ensuring that all significant risks are adequately assessed prior to starting work and that any relevant control measures are implemented to reduce the risk.
6. Implementing arrangements to promote consultation with employees on matters of health and safety.
7. Preparing method statements for items of work which take into account the risk assessment findings in order to develop and implement safe systems of work
8. Ensuring that employees have had sufficient information, instruction and training to enable them to work safely.
9. Providing appropriate first aid cover and emergency procedures.
10. Implementing accident reporting arrangements in accordance with Company procedures;
11. Co-operating with all safety inspection requirements that are carried out by the company's Health and Safety Advisers or external enforcing agencies (i.e. the HSE), and implementing any remedial action that is deemed necessary to maintain acceptable standards.
12. Ensuring that any item of plant and equipment on the site has been inspected in accordance with the relevant internal procedures and statutory obligations.
13. Ensuring that all personnel under their control are sufficiently experienced and competent to fulfil their assigned tasks.

**Plant & Fleet Manager** – Responsible for...

1. Ensuring that all plant that is operated in the yard or within the workshop is only operated by competent persons.
2. Ensuring that all traffic routes and parking arrangements within the yard are properly organised and clearly marked.
3. Ensuring that all plant is supplied to site so that it is fit for use, in a safe condition and accompanied by any relevant certification.
4. Ensuring that all company equipment has been subject to statutory inspection and examination where required.
5. Ensuring that the storage and workshop areas are maintained in an organised and tidy fashion.
6. Maintaining vehicle and company driver records.

**All Employees** – Responsible for...

1. Complying with the requirements of the health and safety policy and associated arrangements.
2. Promptly reporting any defects, unsafe conditions, or unsafe acts to their immediate supervisor.
3. Only carrying out tasks that they are trained and competent to do.
4. Understanding and abide by all of the relevant safety instructions and procedures that are relevant to their job
5. Carrying out all tasks in accordance with the risk assessments and method statements that have been prepared and comply with any other Client requirements as appropriate.
6. Promptly report all accidents, dangerous occurrences and unsafe conditions to their immediate supervisor.
7. Using all personal protective equipment or other safety equipment provided in the manner for which it was designated.
8. Co-operate by participating during training courses, briefings and other health and safety meetings.
9. Co-operate fully during any investigation carried out by the Company Health and Safety Advisers, or any other external enforcing authority (i.e. HSE).
10. Reporting any illness, physical condition or injury which might affect their ability to work in a safe manner.
11. Maintaining a clean and tidy working environment.
12. Complying with the Company Drugs and Alcohol Policy.
13. Stopping work where the situation becomes so unsafe that there is a serious and imminent risk of any person becoming injured and reporting this to their immediate supervisor.



**4. Arrangements for the management of health and safety**

The company operates a Company Management System which contains all of the relevant policies, procedures, forms and guidance notes with which to implement the requirements of the health and safety policy.

A full index detailing the contents of the Company Management System is available in procedure MS-PR-01 – System introduction, Scope and Compliance Matrices.



**5. Acknowledgement receipt**

The receipt shown below must be returned to the Human Resources Manager to demonstrate that you have received and understood the contents of this policy.

Full Name.....

***I acknowledge receipt of the Company Health & Safety Policy and confirm that I have read and understood it.***

Signature.....

Name.....

Date.....