

Ex-Army Builders Limited.

Trained by the best...

PAVING & GROUNDWORK CONTRACTOR.

HEALTH AND SAFETY AT WORK ETC 1974.

STATEMENT OF HEALTH, SAFETY & WELFARE POLICY.



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EX-ARMY BUILDERS LIMITED

PAVING & GROUNDWORK CONTRACTOR.

HEALTH AND SAFETY AT WORK ETC. ACT 1974.

STATEMENT OF HEALTH, SAFETY & WELFARE POLICY.

PART 1.

Statement of Intent

It is the firm policy of this Company to take all reasonable steps to ensure the **Safety, Health and Welfare** of all employees in fulfilment of its moral, legal and economic responsibilities.

These measures will also be aimed at protecting others who may be affected by our day to day working activities.

It is a management function to provide the right circumstances under which work may be carried out safely. However, all employees must understand that they have a legal duty not only to work in a safe manner, but also to co-operate with the management in any efforts to carry out their responsibilities.

The Company will maintain close co-operation with clients, suppliers and sub- contractors, Enforcement Officers and Safety Advisers to ensure, so far as is reasonably practicable, that procedures and practices are satisfactory. The Company will ensure that every possible assistance is given to clients in regard to safety requirements.

The Company will make every reasonable effort to promote amongst its employees a genuine awareness of safety matters and to create an understanding of the importance of safe working practices and the use of protective clothing and safety aids. Employees will be encouraged to involve themselves fully in the safety activities and the reporting of unsafe conditions or practices. Particular importance will be paid to the requirements of the **Construction (Design and Management) Regulations, Management of Health & Safety and COSHH Regulations** and employees will be required to abide by assessments made by the Company.

The Company will establish appropriate documentation procedures and will define responsibility and accountability for **Safety** at all levels. The Company is provided with the services of a **Safety Consultant** who is appointed to advise on all safety matters in accordance with the **Management of Health and Safety at Work 1999**.

The Company will permit such safety representation as prescribed under the **Health and Safety (Consultation with Employees) Regulations 1996** and the Safety Representatives and Safety Committees (Approved Code of Practice L87) and will consult with such Safety Representatives on all matters appertaining to health and safety.

This policy statement may be amended, monitored and added to from time to time and a copy will be issued to all employees. In addition, a copy will be displayed at Head Office.

Signed.....

John Ayres.
(Managing Director).

Date

OBJECTIVE OF THE HEALTH, SAFETY & WELFARE POLICY

PART 2

To recognise and evaluate hazardous areas within the Company's full range of activities and provide codes of practice to be followed as standard safe systems of working, which will identify.

- a. The need for employee training both on and off the job to ensure their competence in the task in a safe manner and also with the equipment.
- b. The need for provision of suitable approved safety clothing and equipment where required by the nature of the task.
- c. The need to promote a full involvement towards the health, safety and welfare forum providing the opportunity for employees and their representatives to be consulted.
- d. To identify areas or tasks exposing employees to health risks which can then preferably be removed or reduced as practicable with the provision of health surveillance to employees as necessary.
- e. To ensure that all statutory obligations are satisfied, and that a system or routine is developed to ensure maintenance of any required plant is fulfilled.

MONITORING

The Company will carry out active monitoring of health and safety by regular inspection and checking to ensure that standards are being implemented and management controls are working.

Re-active monitoring will also take place if things go wrong which will include investigating injuries, cases of illness, property damage and near misses.

MANAGING DIRECTOR

Will be responsible for the effective implementation of the Company's Health, Safety and Welfare Policy and will ensure that all employees observe the Company Safety Rules and:

1. **General**

- 1.1 Will ensure that the objectives of the Company's Health and Safety & Welfare Policy are fully understood and observed at all levels of management and by all personnel.

2. **Communication**

- 2.1 Will ensure that adequate channels of communication are maintained within the Company so that information concerning health and safety brought up by any employee is communicated to the appropriate member of management.
- 2.2 Will ensure that employees or their representatives are given the opportunity to offer advice on health and safety and involve them in planning.

3. **Training**

- 3.1 Will delegate responsibilities for health and safety matters to all levels of management within the Company and ensure that they are adequately trained and instructed to undertake such responsibilities.

4. **Funds**

- 4.1 Will sanction adequate funds, materials and equipment to meet the health and safety requirements of the Company.

5. **Insurance**

- 5.1 Will evaluate all risks within the Company relating to matters concerning health and safety and in particular, accidents, loss or damage to Company or risks to members of the public through any Company activity and ensure that the Company's liabilities are adequately covered by insurance.

6. **Control of Substances Hazardous to Health**

- 6.1 The Company will not carry out any work which is liable to expose any employee to any substance hazardous to health unless an assessment has been carried out by a competent person.

7. **Noise**

- 7.1 Will monitor the work activity in relation to excessive noise levels. and will arrange where necessary for a competent person to undertake an assessment where noise levels are believed to be over 85 dB (A) being the First Action Level under the Noise Regulations.

8. **Manual Handling**

- 8.1 Will ensure that an evaluation of the manual handling activities of the Company are undertaken to avoid the risk of injury to the back.

9. **Risk Assessment**

- 9.1. Will undertake a Risk Assessment of all work undertaken by the Company and where necessary produce a Method Statement or system of work to minimize any risk of injury to the worker or other persons affected by the work activity.

10. **Safety Checks /Systems of Work**

- 10.1 Will instigate regular inspections and the production of systems of work/method statements for high risk work activities of the Company and ensure that regular monitoring is carried out.

Accidents

- 11. Will ensure that accident records and reports are kept and all accidents investigated.

12. **Planning**

12.1 Will ensure early health and safety planning of work is undertaken and where the Construction (Design and Management) Regulations apply to construction work. Will co-operate with clients, planning supervisors, designers and sub-contractors.

13. **Occupational Health**

13.1 Will arrange where necessary, for advice and assistance on occupational health and ensure that employee's health is not affected by their work activity.

14. **Review of Policy and New Legislation**

14.1 Will regularly review and update the Company Safety Policy taking into account any new legislation. In addition, will implement the provisions of all E.E.C. Directives by the required dates.

DIRECTORS (If Applicable)

Will be responsible for the implementation of the Company's Health Safety & Welfare Policy and will ensure that all employees and sub-contractors engaged by the Company observe the Company Safety Rules and:

1. **General**

1.1 Will ensure that the objectives of the Company's Health, Safety & Welfare Policy are fully understood and observed at all levels of Management and by all personnel.

2. **Communication**

2.1 Will ensure that adequate channels of communication are maintained within the Company so that information concerning health and safety brought up by any employee or his representative is communicated to the appropriate member of management.

3. **Training**

3.1 Will delegate responsibilities for health and safety matters to all levels of management within the Company and ensure that they are adequately trained and instructed to undertake such responsibilities.

3.2 Will ensure that induction training is undertaken and where necessary, ie: 'Tool Box' or "Task Talks".

4. **Funds**

4.1 Will sanction adequate funds, materials and equipment to meet the health and safety requirements of the Company.

5. **Insurance**

- 5.1 Will evaluate all risks within the Company relating to matters concerning health and safety, and in particular, accidents, loss or damage to Company property or risks to members of the public through any Company activity and ensure that the Company's liabilities are adequately covered by insurance.

6. **Control of Substances Hazardous to Health**

- 6.1 The Company will not carry out any work which is liable to expose any employee to any substance hazardous to health unless an assessment has been carried out by a competent person.
- 6.2 Will introduce such measures which are appropriate to prevent or control the risks by means of revision of the work premises, substitution of substances for less harmful ones or design means to reduce exposure.
- 6.3 Take steps to ensure that control measures are used and equipment is designed, situated and properly maintained with all procedures being observed.
- 6.4 Will ensure that adequate protective clothing and equipment will be provided and properly maintained for all personnel using such substances.
- 6.5 Will ensure that any health and safety information concerning substances will be communicated to all those using the substances.
- 6.6 Will provide adequate instruction and training for each worker to ensure that they are fully aware of the risks and the precautions to be taken and what to do in cases of emergency.
- 6.7 Will make the necessary arrangements and will, where necessary, arrange for monitoring to be carried out by competent personnel and health surveillance to be undertaken with regular records kept.

7. **Safety Monitoring**

- 7.1 Will monitor the safety performance of the Company and senior staff to ensure those safety standards are being met.

8. **Systems of Work/Risk Assessments**

- 8.1 Will arrange for Risk Assessments in relation to work activities and ensure that all personnel are instructed concerning safe systems of work.

9. **Safety Rules**

- 9.1 Will ensure that all personnel know what safety equipment is provided by the Company and ensure that personnel are familiar with its use.
- 9.2 Will ensure that vehicles and personnel carriers are supplied with a First Aid Box and Those personnel are advised of the procedure for the replenishment of First Aid Boxes

10. Accidents

10.1 Will ensure that all injuries, diseases and/or dangerous occurrences are reported on F2508 & F2508A and that the Accident Book (B1 510) is completed for any injury or accidents resulting in lost time.

Health

11.1 Will arrange for health considerations to be made prior to appointment of new staff

11.2 Will arrange for monitoring of the health of staff where required by Legislation.

SITE SUPERVISOR

1. General

1.1 Will ensure that all personnel under their control fully understand and observe all aspects of the Company's Health, Safety & Welfare Policy.

1.2 Will influence attitudes towards health and safety and lead others by personal involvement and example.

1.3 Will assist the Managing Director in implementing health and safety.

2. Safety Equipment

2.1. Will ensure that all personnel under their control know what safety equipment is provided, where it is kept and are familiar with its use. The Site Supervisor will make every effort to ensure that personnel use safety equipment as and when necessary and report any loss or damage to the person to whom they report.

2.2 Will ensure that all personnel under their control know what first aid and fire equipment is provided, where it is kept and what to do in case of emergency.

2.3 Will ensure that all necessary statutory documents and notices are provided on site.

3. Communication

3.1 Will ensure that any authorized information relating to health and safety is communicated to all persons under their control.

3.2 Will ensure that any matter concerning health and safety brought up by any of the personnel under their control are communicated to the Managing Director.

3.3 Will advise the Managing Director of any breach of statutory requirements or any item considered to be unsafe which is under their control and cannot be effectively dealt with.

3.4 Will ensure that all reportable injuries, diseases and dangerous occurrences are communicated to the **Managing Director**.

4. Systems of Work/Risk Assessment

- 4.1 Will carry out Risk Assessments in relation to work activities and ensure that all personnel under their control are instructed concerning safe systems of work.

5. Training

- 5.1 Will ensure that all personnel have been trained and instructed to perform all the tasks required of them and are made aware of the known hazards which may exist within the operation of these tasks.
- 5.2 Will ensure that new personnel fully understand the safe operation of plant, equipment and tools used at the direction of the company.
- 5.3 Will undertake induction health and safety training for employees.
- 5.4 Will provide training in relation to emergency measures and procedures.

6. Accidents

- 6.1 Will report all accidents and dangerous occurrences to the Managing Director.
- 6.2 Will ensure that details of all accidents, regardless of the nature of the accident, are entered into the Accident Book (B1 510).

7. Safety Checks/Monitoring of Standards

- 7.1 Will carry out periodic inspections of the site and ensure that safety standards are being met.

OFFICE WORKERS (If Applicable)

- 1. Read and understand the Company's Health, Safety & Welfare Policy and carry out your work in accordance with its requirements.
- 2. Ensure that the clothing and particularly the footwear you wear at work is suitable from a safety viewpoint.
- 3. Do not try to use, repair or maintain any office equipment or machinery or any substance or process hazardous to health for which you have not received full instructions or training.
- 4. Report any defects in office equipment or machinery immediately.
- 5. Find out the position of the first aid box.
- 6. Ensure that you know the procedure in the event of a fire.
- 7. Report any accident or damage, however minor.
- 8. Ensure that corridors, office floors, doorways, etc, are kept clear and free from obstruction.

9. Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
10. Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
11. Suggest ways of eliminating hazards and improving working methods.
12. Do not smoke in designated **"No Smoking"** areas and dispose of spent matches, cigarette ends, etc, properly.
13. Warn new employees, particularly young people, of known hazards.
14. Follow instructions laid down by management regarding the use of visual display units.

OFFICE MANAGER (If Applicable).

Will be directly responsible for implementing, monitoring and maintaining health, safety and welfare matters.

General

- 1.1 Will ensure that all employees under his/her control fully understand and observe all aspects of the Company Health, Safety & Welfare Policy.
- 1.2 Will influence attitudes towards health and safety and lead others by personal involvement and example.
- 1.3 Where required will exercise control over others to ensure safety standards are met.
- 1.4 Will ensure that all due regard is given to the protection of members of the public in relation to the work activity carried out.

2. Safety Equipment/Personal Protective Equipment

- 2.1 Will ensure that all employees under his/her control know what safety equipment and PPE is provided where it is kept and is familiar with its use. The **Managing Director** will make every effort to ensure that personnel use safety equipment as and when necessary and reporting any loss or damage to Mr. /Mrs.
- 2.2 Will ensure that personal protective equipment is worn.
- 2.3 Will ensure that all employees under his/her control know what first aid and fire equipment is provided, where it is kept and what to do in case of emergency.

3. Communication

- 3.1 Will ensure that any authorised information relating to health and safety is communicated to all persons under his/her control.
- 3.2 Will ensure that any matter concerning health and safety brought up by staff under his/her control is communicated to **Mr. J. AYRES . (M.D.)**

- 3.3 Will advise of any breach of statutory requirement or any item considered to be unsafe which is under his/her control and cannot be effectively dealt with.
- 3.4 Will ensure that all reportable injuries, diseases and dangerous occurrences are communicated

Systems of Work/Risk Assessments

- 4.1 Will ensure that all personnel under his/her control are instructed concerning safe systems of work/method statements.

5 Training

- 5.1 Will ensure that all employees have been trained and instructed to perform all the tasks required of them and are made aware of the known hazards which may exist within the operation of those tasks.
- 5.2 Will ensure that new personnel fully understand the safe operation of plant, equipment and tools used at the direction of the Company.
- 5.3 Will undertake an evaluation of manual handling activities and where necessary, give training to staff to prevent or avoid risk of injury.

6. Accidents

- 6.1 Will record all accidents and dangerous occurrences in **Accident Book. (B1 150)**.
- 6.2 Will investigate all accidents to prevent re-occurrence.

7. Safety Checks

- 7.1 Will carry out periodical inspections of work activities to ensure that health and safety standards are being met.
- 7.2 Will accompany the **Health and Safety Consultant** and co-operate with him when safety audits and inspections are made.

8. Electrical Equipment

- 8.1 Will ensure that all electrical equipment is inspected regularly by a competent electrician, and that details of inspections are recorded in compliance with the Electricity at Work Regulations 1989.
- 8.2 Will ensure that all defective equipment is taken out of use immediately.
- 8.3 Will prevent any unauthorised persons carrying out electrical repairs.

Noise

- 9.1 Will monitor the work activity in relation to excessive noise levels and will arrange in liaison with management for a competent person to undertake an assessment where noise levels are believed to be over 85 dB (A) being the First Action Level under the Noise Regulations.

10. Control of Substances Hazardous to Health

- 10.1 Will not allow any work to be undertaken by employees which is liable to expose them to risks unless an assessment has been carried out by a competent person.
- 10.2 Will ensure that employees have received training and instruction in relation to substances used. Will record details of any training given.
- 10.3 Will make available to employees COSHH Assessments on substances used and any necessary personal protective equipment required. Will record details of any personal protective equipment issued.
- 10.4 Will arrange for health surveillance for employees put at high risks.
- 10.5 Will monitor the use of substances by employees to ensure health and safety procedures are being observed.

11. Facilities

- 11.1 Will ensure that the workplace and all company vehicles are provided with a first aid box to the standards of the Approved Code of Practice and that procedures are laid down for checking and replenishing contents. The names of the first aiders to be displayed.
- 11.2 Will ensure that each company vehicle is provided with a fire extinguisher and this is maintained on an annual basis.
- 11.3 Will ensure that fire extinguishers are provided in readily accessible places and are maintained on an annual basis.
- 11.4 Will ensure that adequate welfare facilities are provided at the workplace.

COMPANY SAFETY DIRECTOR. (M.D.)

Will be responsible for co-coordinating health and safety matters as follows:

1. General

- 1.1 Will co-coordinate with the **Safety Consultant** on all health and safety matters.
- 1.2 Will co-ordinate with the **Safety Consultant** to ensure that awareness of all current and pending **New Regulations** and any changes in the Safety Policy of the Company.

2. Training.

- 2.1 Will liaise with the relevant staff to provide and arrange training on matters of health and safety. This includes safety induction training for all new employees.
- 2.2 Will attend any joint employer/employee meetings at which matters of safety etc, are to be discussed.

3. Accidents

- 3.1 Ensure that absences due to accident, injuries or disease at work are constantly reviewed.
- 3.2 Will monitor any occurrences to ensure that accident reporting and recording procedures are working correctly.
- 3.3 Will liaise with the **Safety Consultant** on investigation of accidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

4. Equipment

- 4.1 Will ensure that fire and other equipment is receiving regular, adequate inspection and service.

5. First Aid

- 5.1 Will assess the risk in liaison with the Appointed Persons on the workplace requirements as required by the Approved Code of Practice for First Aid.

Safety Inspections

- 6.1 Will undertake regular inspections of the working places to ensure that healthy and safe working procedures are being undertaken maintained and supervised.
- 6.2 Will arrange for periodic audits by **Safety Consultant**.
- 6.3 Will arrange in liaison with management for the inspection of new and unusual processes or methods of work which may give rise to the risk of new hazards.

7. Monitoring

- 7.1 Will assist the **Safety Consultant** in establishing the necessary procedures and records for the successful monitoring, reporting and control of the Company's obligations as an employer, in respect of health, safety and welfare considerations.

COMPANY CAR DRIVING

- 1. Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.
- 2. Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- 3. Ensure before reversing that there are no obstructions or people behind the vehicle.
- 4. Report all accidents or damage, however minor.

5. Ensure any traffic violations you are involved in which result in yourself being prosecuted, are reported.
6. Ensure your vehicle is serviced in accordance with the manufacturer's requirements.
7. Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc, at least every week.
8. Do not drink alcohol or take medication which could affect driving ability before driving a Company vehicle.

ALL PERSONNEL - (All personnel and sub-contractors):

1. Must fully observe the rules of the Company Health, Safety and Welfare Policy.
2. Must report all safety hazards noticed on site or malfunction of any item of tool or plant immediately to Management.
3. Must conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
4. Must be **sensibly and safely dressed** for their particular working environment.
5. Must conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
6. Must use all **safety equipment and all protective clothing** as may be provided.
7. Must avoid any improvisation of any form which could create an unnecessary risk to their personal safety and to the safety of others.
8. Must maintain all tools and equipment in good condition and report defects to Management immediately they occur.
9. Must report all accidents to Management whether injury is sustained or not.
10. Must attend any training or '**Tool Box**' talks designed to further the needs of health and safety.
11. Must become acquainted with all processes, materials and substances used in connection with the work.
12. Must become aware of the fire evacuation procedure and the position of fire alarms and fire equipment.

3In liaison with the immediate Supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by the site or workplace activities.

14. Must not partake in drinking alcohol or drugs whilst at work.

In addition, to the above responsibilities, the Health and Safety at Work Etc, Act 1974 places legal duties and statutory responsibilities on all employees. These are:

Section 7 of the Health and Safety at Work Etc, Act 1974 states~

a) To take all reasonable care for the health of himself and of persons who may be affected by his acts or omissions whilst at work. b) To co-operate with his employer to enable the employer to carry out his legal duties or any requirement as may be imposed.

Section 8 of the Health and Safety at Work etc. Act 1974 states:

No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare.

PROCEDURE FOR REPORTING OF ACCIDENTS BY EMPLOYEES

1. Accidents

Any employee who is involved in any accident shall:

1.1 Report the facts as soon as possible to the **Managing Director/Site Supervisor** before leaving work to return home.

If taken to hospital, ask a colleague, if present to report the incident on your behalf or request that the hospital do this for you.

1.2 If unable to inform a member of Management, give your name and necessary details to a member of staff and request that he/she report the accident on your behalf.

1.3 Complete Accident Book. If unable to do this for any reason, seek help from a staff member

2. **FAILURE TO REPORT ACCIDENTS CAN LEAD TO LOSS OF INDUSTRIAL INJURY BENEFIT ETC.**

3. Employees are also reminded that:

3.1 Failure to wear or use protective clothing or safety equipment provided or available,

OR,

3.2 Failure to follow laid down safety working practices,

CAN LEAD TO,

a) Reduction or loss of benefits which may be payable following an accident.

AND/OR

b) Disciplinary procedure being taken for breach of your contract of Employment with this company.

SAFETY TRAINING

The Company is provided with safety services by a **Safety Consultant** who is appointed to advise on all safety matters and to assist the Company in complying with all health and safety legislation.,.

The **Safety Consultant** will carry out inspections on request, in the company of the **Managing Director**. It remains the duty of the **Managing Director** (and other Management) to organise the site in such a manner so that the work is carried out to the required safety standards, as prescribed by the **Health and Safety at Work, Etc, Act 1974**, and in accordance with the company safety rules.

The **Managing Director** will be advised of faults or dangerous conditions by the **Safety Consultant**. A Site Safety Report will be issued as and when appropriate. It will remain the duty of the **Managing Director** to order the rectification of faults to working procedures and, if necessary, halt the work until a dangerous situation has been eliminated.

The **Safety Consultant** will in no way override that responsibility unless instructed by the **Managing Director**.

In the main, the role of the **Safety Consultant** will be an advisory capacity, and he will bring to the attention of the **Managing Director** any unsafe working which he becomes aware of.

In the event of an accident, the **Safety Consultant** will be notified so that an investigation can be carried out. The **Safety Consultant** will attend the site and carry out a thorough investigation and where necessary, take written statements from witnesses and from supervisors. Any statements, photographs and written reports will be sent to the **Managing Director**. No information will be divulged relating to the Company without the express permission of the **Managing Director**.

The **Safety Consultant** will also assist on the provision of safety training at all levels within the Company.

GROSS MISCONDUCT

Any employee found to have acted in any of the following ways could be liable to dismissal (please note this list is not exhausted).

1. Wilfully breaching the Company health and safety rules or company safety policy.
2. Removing any guard or protective device without permission of Management.
3. Operating any machine, plant or equipment without the necessary training or authority
4. Mis-using items provided for first aid.
5. Recklessly interfering or misusing anything provided in the interests of health and safety or welfare at work.
6. Misusing any chemical, flammable substance, toxic material etc.
7. Smoking in designated "**No Smoking**" areas or whilst using flammable substances.
8. Taking part in horseplay or entering into practical jokes,

9. Making false declarations or interfering with evidence following an accident or dangerous occurrence.
10. Misuse of compressed air, electrical or pneumatic equipment.
11. Overloading any lifting equipment.
12. Private work undertaken with Company equipment.

FIRST AIDERS

The Company will nominate sufficient number of "appointed Persons" as required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice.

The duties of these persons will be:

1. Ensure that the contents of the first aid kit are maintained to the standards under the Approved Code of Practice.
2. Ensure that the prescribed notice is prominently displayed giving the location of the

First Aiders and the Box.

3. Ensure that the statutory guidance for First Aid is kept in the box or displayed.
4. Assist Management in assessing the requirements for first aid in the workplace.
5. Where necessary, to give basic first aid treatment and list action taken in the Accident Book. In addition, keep a record of **First Aid treatment given.**

FIRE WARDEN

The Company will nominate and train a sufficient number of Fire Warden(s) to assist in the fire procedures of the Company and:

1. Ensure that persons within his/her designated working area are aware of the measures to be taken in the event of fire.
2. Arrange from time to time in liaison with the **Health and Safety Consultant** and **Managing Director** for a fire drill.
3. Regularly test fire alarms and maintain a record of such tests.
4. Regularly make fire safety tours of the premises. (If Applicable)
5. Maintain a register appertaining to all fire measures within his/her working area.
6. Be aware of the location of fire hydrants if there are any.

STATEMENT OF HEALTH, SAFETY & WELFARE POLICY

PART 3

Abbreviated Safety Rules And Arrangements

SAFETY RULES AND ARRANGEMENTS

General

The purpose of this document is to define the safety rules which apply to all employees and sub-contractors in accordance with the requirements of the Health and Safety at Work etc. Act 1974. It is the duty of every employee to observe the following rules and behave in a manner that it is safe and reasonable towards fellow employees, the Company, its suppliers, customers and visitors.

Failure to comply with the following general rules will render employees liable to disciplinary action, such as warnings and where no improvement, possible dismissal. The list is a brief outline of working practices and more detailed working procedures will be produced and are available from Management

Working Practices

- 1.1 Employees must not use any machinery, plant or equipment for which guards have been provided without those guards being in the authorized position and in full working order. Any faults or damage to guards must be reported a supervisor immediately.
- 1.2 Employees must not clean any machinery, plant or equipment whilst it is in motion.
- 1.3 Employees must not leave any machinery, plant or equipment running, unless specifically instructed to do so.
- 1.4 Employees under the age of 18 years must not operate any dangerous plant, machinery or equipment (lifting appliances or hoists) unless they have been trained or are being trained under supervision. Personnel under 18 must not act as Banks person.
- 1.5 Personnel must not use any damaged or faulty tools, machinery, plant or equipment. Any damage or faults must be reported to Management immediately. Employees may not make temporary or running repairs unless specifically instructed to do so.
- 1.6 Personnel must use all highly flammable liquids in accordance with the instructions and return them to storage when not in use.
- 1.7 Personnel must not attempt any electrical repairs or maintenance to any machinery, plant or equipment unless qualified and authorised to do so.
- 1.8 Personnel must not attempt any repairs to any machinery, plant or equipment unless qualified and authorised to do so.
- 1.9 When portable electrical tools and appliances are used on site, only 110 volt equipment must be used in connection with a CTE transformer.

- 1.10 All plugs, sockets, connectors and couplers used in connection with portable tools must comply to B.S. 4343 and be of a weatherproof design and construction. The use of ordinary domestic type fittings is not permitted.

2. **Observance of Notices and Written Instructions**

- 2.1 Personnel are expected to read all authorised company notices on matter concerning health and safety.
- 2.2. Personnel must observe and comply with any safety instructions displayed on Company premises and construction sites.
- 2.3 Personnel must only operate machinery, plant and equipment in accordance with the appropriate manufacturers or the company's operating instructions.
- 2.4 Personnel must only handle and use hazardous substances in line with the appropriate manufacturers or the company's operating instructions.
- 2.5 Personnel must observe all relevant traffic controls when working on clients premises and when applicable, on construction sites.

3. **Accidents/Injuries. Diseases and Dangerous Occurrences**

- 3.1 Personnel must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. Upon returning from treatment they must report the incident to the Office Staff or First Aider, who is required to enter details of any injuries in the First Aid Record Book.
- 3.2 Personnel must report all accidents or dangerous occurrences as soon as is practicable.
- 3.3 Personnel must notify the **Managing Director** of any incident in which damage is caused to the Company's or client's property.

4. **Protective Clothing and Equipment**

- 4.1 Personnel must use all items of protective clothing and/or equipment as may be provided by the Company and as required by manufacturers' instructions, on all necessary occasions. This protective clothing and/or equipment must be used as instructed and returned to a place of safe keeping at the end of the day. All faults, damage or loss must be reported immediately to the **Managing Director**.
- 4.2 Safety helmets must be worn by all personnel on construction sites as laid down by the Head Protection Regulations.

5. **Fire Precautions**

- 5.1 Personnel must familiarize themselves with the Company fire evacuation procedure and the appropriate assembly point. When working in an occupied factory or office premises, employees must ensure that they are aware of fire exits and assembly points.

- 5.2 Personnel must not obstruct any fire-fighting appliance, fire exit, fire hydrant or any fire escape route.
6. **Housekeeping**
- 6.1 Personnel must keep gangways and work areas clear and in a clean and tidy condition.
- 6.2 Personnel must clear up all rubbish, scrap or waste materials which should not be allowed to accumulate within the work area.
- 6.3 Personnel must clear up any spillage of liquid as soon as is practicable.
7. **Working Conditions**
- 7.1 Personnel must wear clothing suitable for the job they are doing. Where long hair can become a safety hazard it must be contained.
- 7.2 Personnel must not run except in an emergency.
8. **Company Vehicles**
- 8.1 Before attempting to drive any company vehicle, personnel must satisfy themselves that it is in a safe and roadworthy condition. Any faults or apparent potential hazards must be reported to the **Managing Director**. A visual check should be carried out to ensure that the vehicle is not obstructed before moving off.
- 8.2 Personnel must not drive, any company vehicle for which they do not hold the appropriate driving licence.
- 8.3 Personnel must not drive their vehicle recklessly or at a speed likely to cause danger to their fellow employee's or themselves.
- 8.4 Personnel must observe all speed restrictions, traffic controls, road signs and parking restrictions.
- 8.5 Personnel must keep their vehicle in a clean and tidy condition.
- 8.6 Personnel must not carry unauthorised loads and must not overload their vehicle.
- 8.7 Any authorised driver proven to be in an intoxicated condition will be suspended immediately.

STATEMENT OF HEALTH, SAFETY & WELFARE POLICY

(PART-4)

(APPENDICES)

REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES REGULATIONS 1985

The following is a summary of the main duties imposed:

The Regulations require that when any of the following events occurs, the responsible person must report it in writing to the Enforcing Authority and must keep a record of it and in the case of an event of type a); b); or c); the responsible person must first of all notify the Enforcing Authority about it immediately, by the quickest means (eg, by telephone):

- a. The death of any person, whether or not he or she is at work, as a result of an accident arising out of or in connection with work.
- b. Any person suffering a specified major injury or condition as a result of an accident arising out of or in connection with work.
- c. One of a list of specified dangerous occurrences arising out of or in connection with work.
- d. A person at work being incapacitated from his or her normal work for more than three days as a result of an injury (an 'over three day' injury) caused by an accident at work.
- e. The death of an employee if this occurs sometime after a reportable injury which led to that employee's death, but not more than one year afterwards.
- f. A person at work being affected by, one of a number of specified diseases, provided that a doctor diagnoses the disease and that the person's job involves a specified work activity. The responsible person who is required to report these matters would be the employer of an injured person, a self-employed person, someone in control of premises where work is carried on or someone who provides training for employment.

The person responsible for notification must notify the Authority by the quickest practicable means in relation to a death or specified major injury. This would normally be carried out by telephone. A record of the call and details of whom spoken to should be logged. The new form F2508 should then be completed and sent within 10 days. For reporting a case of diseases, form P-508A should be used.

As you will already have realized from item a), the Regulations also affect people who are not themselves at work but may be affected by work activities. Also included are people receiving training, pupils, students and Youth Training Scheme Operatives.

Full details of the Regulations are laid down in the Health and Safety Executive Booklets which should be kept on site for further information,

STATEMENT OF SAFETY POLICY

I confirm that I have received a copy of the **Ex-Armybuilders Statement of Safety Policy** in respect of the **Health & safety at Work Etc, Act, 1974** and undertake to read, comply and co-operate with the Company to achieve the objects of the Policy.

NAME:
(PLEASE PRINT)

SIGNED:

DATE:

COMPANY HEALTH & SAFETY POLICY

CONTENTS

Part 1 - Statement of Health, Safety & Welfare Policy (General Intent of the Company)

Part 2 - Statement of Health, Safety & Welfare Policy (Safety Organisation and Control)

Part 3 - Statement of Health, Safety & Welfare Policy (Safety Rules and Arrangements)

Part 4 - Appendices

Prepared By:
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For:
Ex-Army Builders Limited.

Reviewed and amended as required by Legislation,
and changes in Company procedures.