

# **HEALTH AND SAFETY POLICY**

## **INTRODUCTION**

Honeywood Contracts Limited is committed to upholding this Health and Safety Policy, to the implementation of the Health and Safety at Work Act 1974, and that the management of Safety, Health and Welfare is a responsibility equal to any other function.

## **GENERAL POLICY STATEMENT**

It is the policy of Honeywood Contracts Limited to:

- Provide a place of work that is safe, without risk to the health and welfare of all its employees, independent contractors and the general public, so far as it is reasonably practicable
- Provide safe systems of work
- Provide appropriate training, instruction, information and supervision
- Seek to continually improve its Safety, Health and Welfare performance
- Monitor the performance of activities against this safety policy statement
- Make regular reviews of this safety policy and make improvements where possible
- Consult with employees and contractors periodically to ascertain what measures should be taken to increase awareness of Health and Safety, and to ensure that all necessary measures are taken to make this policy effective
- Comply fully with all legislation.

## **RESPONSIBILITIES**

Responsibility for the implementation, operation and satisfactory performance of the Safety, Health and Welfare Policy lies with the company management. Ultimate responsibility lies with Mr D P Braxton who is a Director of the company.

Each employee has a duty to co-operate and ensure that this policy is effective and to offer all necessary assistance to ensure the Health and Safety at work of all employees.

Where we employ subcontractors we request that they must appoint a person to be responsible for the implementation of their Health and Safety Policy.

Safety, Health and Welfare is a diverse and continuously developing subject. To ensure continuous conformity with all regulations regular advice is sought from the Health and Safety Executive, the CITB, the Chartered Institute of Building, our solicitors and insurance representative and other organisations.

## **ARRANGEMENTS**

**Awareness** – It is the policy of Honeywood Contracts Limited to make all who are at risk aware of the health hazards, the reason for control in working practices and the part that they, as individuals, have to play in maintaining a safe and healthy working environment.

**Hazard Identification, Risk Assessment and Protective Measures** – It is the policy of Honeywood Contracts Limited to identify hazards that can be reasonably foreseen, ensure that an assessment of risk is recorded and that Preventive and protective measures are communicated and implemented.

**Hazard Identification** – On all sites and offices, hazard identification has been carried out (Form HW 666 – Hazard Identification). This includes any areas common to, or shared with, other employers or areas which are off site but constitute a workplace for employees of this establishment.

**Risk Assessment** – Following identification of hazards, a risk assessment will be completed (Form HW 667 – Detailed Risk Assessment) and in accordance with the following principles:

- The application of careful thought
- The considerations of all persons likely to be affected, all foreseeable adverse effects, the effectiveness of existing measures and the type and competence of the workforce
- Where appropriate, fuller assessment will be carried out or professional advice obtained and recognised techniques of measurement used
- Reassessment is undertaken at appropriate intervals or when changes occur which affect activities in the workplace
- All necessary assessments are carried out with regards to manual handling and lifting to ensure full compliance with the regulations
- Assessments are carried out in order to establish any fire precautions required to meet the appropriate regulations.

**Application of Protective and Preventive Measures** – Protective and preventive measures are adopted which either remove risk altogether or reduce unavoidable risk to a minimum (Form HW 669 – Information for Employee). Further, protection and prevention are assured by adapting working activities, improving working methods, ensuring that all those exposed to risk are fully educated and adopting a coherent policy and approach to ensure an active health and safety culture throughout the organisation.

### **Control of Substances Hazardous to Health (COSHH) Regulations**

Under the COSHH Regulations the company carries out the following requirements:

1. Assesses the risks to health arising from the work (Form HW 690a – Hazard Identification and Evaluation of Risk to Health)
2. Decides what precautions are needed
3. Prevents or controls the risks (Form HW 690b – Preventing or Controlling Risk)
4. Ensures that the control measures are properly used and maintained, keeping records for at least five years (Form HW 675 – Record of Substances Hazardous to Health)
5. Monitors exposure of workers and carries out health surveillance where necessary, keeping records for 40 years.
6. Informs, instructs and trains employees about the risks and precautions required.

### **Personal Protective Equipment (PPE) 1992**

For every operation and procedure, a full PPE assessment is carried out to determine and record the correct equipment required to adequately protect employees involved to prevent risk to health and safety (Form HW 698).

### **Training**

Appropriate training is continuously given to all employees to enable them to implement and to thoroughly supervise the adoption of this policy.

### **Accident Reporting**

As soon as an accident occurs it is immediately reported to the manager responsible who is then responsible for entering the incident into the accident book.

Management will then be responsible for carrying out an accident analysis, the results of which will then be published to all company representatives.

Accident reporting procedures are detailed on Form HW 699.

### **Safety Inspections**

Management regularly makes safety inspections of all sites.

### **First Aid**

All management personnel are qualified first aiders, along with 90% of the operatives that the company employs. First Aid boxes have been issued to all employees to carry in their vehicles at all times in case of emergency. (See examples of First Aid certificates.)

### **Statutory Equipment Inspection**

All equipment owned and used by the company is inspected by W G Waller, the company's PAT inspector, every three months. It is the responsibility of the management to inform the PAT inspector of any plant or equipment that is returned from site broken. (See certificate for PAT inspector.)

### **Electrical Safety**

All electrical works carried out for the company are by NIC EIC approved contractors.

## **THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS 1994** **OUR POLICY**

In response to the implementation of the above regulations, we recognise that we have additional responsibilities with regards to the management of health and safety. We can assure all of our clients that we will allocate adequate resources to ensure the health and safety of all parties throughout all stages of the project. The following is a list of what we consider to be our additional responsibilities under these regulations.

### **General Responsibilities**

In conjunction with our clients we will plan, co-ordinate and manage health and safety throughout all stages of the project. We consider that these regulations apply to all of our projects no matter what their size.

## **Our Responsibilities**

When tendering for the project we will make an allowance for the provision of health and safety equipment. This will be added as a percentage included within our overheads and profit allowance added to our base costs to arrive at the tender figure. The current figure we allow for safety is 3% of the project costs. However, if during the tender stage we can foresee additional health and safety requirements we will adjust this figure.

We will produce a construction programme for each individual project. In compiling this programme we will use labour constants which take into account the new regulation requirements.

We undertake to work with the planning supervisor in developing the health and safety plan and co-ordinating the activities of all contractors to ensure that they comply with health and safety legislation. We will develop and implement the health and safety plan throughout all stages of the works.

Regular consultations will be held with employees and the self employed with regards to health and safety. We will provide regular training and information as required. All subcontractors will be required to show that they carry out their duties under these regulations.

We will implement a risk assessment method to ensure that all potential high risk operations are identified and a suitable method of work is established before this work is undertaken. We will ensure that all contractors will have all information regarding potential risks on site.

Throughout the duration of works on site we will ensure that all contractors comply with any site rules which have been set out in the health and safety plan.

Health and safety performance will be regularly monitored.

All of our sites are secured at the end of each working day, and we will at all times make sure only authorised people are allowed onto the site.

If the project is notifiable under the Health and Safety at Work Act 1974, we will display the notification to the HSE on site.

Throughout the project we will continually pass on information to the planning supervisor for the health and safety file.

**This policy statement is distributed to all company employees and is available to all interested parties. It is revised as often as may be appropriate.**

**D P BRAXTON  
Director**