



## Company Health and Safety Policy

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### Contents

#### **Section 1**

Policy Statement

#### **Section 2**

Organisation for Implementation

#### **Section 3**

Arrangements for Implementation

Reviewed – 12<sup>th</sup> March 2010

## 1.0 **POLICY STATEMENT**

C A Blackwell (Contracts) Limited commits itself to implementing the Health and Safety at Work etc., Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, those who work with or for the Company, and other persons who may be affected by the Company's activities.

The Company recognises its duties under the Construction (Design and Management) Regulations 2007, in planning, co-ordinating and managing health and safety throughout its involvement in a construction project.

The Company will seek to eliminate, by all reasonably practicable means, accidents and hazards in or arising from its activities and create and maintain safe and healthy conditions of work.

Financial provision will be made to implement the Policy and for health and safety training to enable employees to comply with their duties under the Policy.

The Company will ensure that hazards are identified and risk assessments carried out and the significant findings recorded.

The Company will follow systems and methods of work under which work may be carried out safely. Appropriate safety advice and training will be given to all employees.

S. R. Clarke, Managing Director, is responsible for ensuring implementation and review of the Company Health and Safety Policy.

The duties and responsibilities of Directors, Managers and Employees are described within the organisation for implementation of this Policy.

Managers and Supervisors are required to ensure that the Company's safety procedures contained in the Company's Manuals for Health and Safety are observed, and they are required to liaise with the management of other Contractors and Sub-Contractors where their activities interface with the Company's activities, to achieve safe places of work.

All employees are required to make themselves aware of the Company Health and Safety Policy, to observe all rules of safety and safety procedures applicable of their place of work, and to use the protective equipment provided by the Company.

Every employee has a duty to act responsibly and to do everything they can to prevent injury to themselves and to other people. The success of this Policy depends upon the active co-operation of all employees in fulfilling their responsibilities for health and safety.

Employees who fail to comply with their responsibilities will be dealt with in accordance with the Company's disciplinary procedure.

The Company will consult with employees regarding matters affecting health and safety via safety induction, tool-box talks and safety meetings convened as necessary.

S. E. Jones, Health and Safety Manager and P. D. Smith, Health and Safety Advisor will advise Directors and all employees on matters regarding health and safety and on the implementation of this Policy.

A Safety Group comprising the Health and Safety Manager and other appointed employees will meet regularly to monitor and review Company safety procedures and make recommendations to the Managing Director.

The Company Health and Safety Policy will be reviewed biennially.

The Company Health and Safety Policy will be brought to the notice of all employees at their safety induction and will be displayed in the offices or canteens at all work locations.

**Signed :**



S.R. Clarke

Managing Director

12<sup>th</sup> March 2010

## **2.0 ORGANISATION FOR IMPLEMENTATION**

### **2.1 RESPONSIBILITIES OF THE DIRECTORS**

The Directors have responsibility for the effective implementation of the Policy and included within their duties will be to:

- (i) Ensure that they and their Managers and Supervisors understand and implement the Policy.
- (ii) Ensure that financial provision is made to implement the Policy to provide safe systems of work, safety equipment and welfare facilities.
- (iii) Ensure that financial provision is made for health and safety training and that all employees receive adequate training and instruction to enable them to comply with their duties under the Policy.
- (iv) Appoint competent persons to carry out the requirements of current statutory legislation applicable to the Company's activities.

### **2.2 RESPONSIBILITIES OF ASSOCIATE DIRECTORS and OPERATIONS MANAGERS**

Associate Directors and Operations Managers have the responsibility for the effective implementation of the Policy within the sphere they control, and included within their duties will be to:

- (i) Ensure that they and their Site Managers and Supervisors understand and implement the Policy.
- (ii) Ensure that they and their Site Managers and Supervisors have received adequate training and instruction so that they are aware of their duties under the Health and Safety at Work etc. Act 1974, and are able to conform with Regulations and safety procedures and other relevant legislation.
- (iii) Liaise with Site Managers and Supervisors to identify requirements for training and to make provision for training to be undertaken.
- (iv) Ensure that the requirements of current statutory legislation applicable to the Company's activities are carried out.
- (v) Ensure where work is Sub-contracted that (Sub) Contractors are assessed to ensure that they are competent and adequately resourced to carry out the work.
- (vi) Ensure that hazards are identified and that Risk and/or C.O.S.H.H. assessments are carried out as necessary by a competent person, and the significant findings recorded.
- (vii) Ensure that the control measures identified are implemented.



- (viii) Assist their Site Managers and Supervisors in resolving health and safety problems, which may arise within the sphere of their control.
- (ix) Assist the Health and Safety Manager in carrying out his duties and ensure that any advice given by him with regard to safety procedures is implemented.
- (x) Ensure that health and safety matters relating to the sphere they control are included in the agenda of meetings where appropriate.
- (xi) Monitor safety performance within the sphere they control, rectify procedures as necessary, and set a personal example.
- (xii) Plant Managers: In addition, ensure compliance with the Plant Managers and Plant Supervisors Manual for Health and Safety.

### **2.3 RESPONSIBILITIES OF SITE MANAGERS AND ALL SUPERVISORS (FIRST LINE MANAGERS)**

Site Managers/Site Supervisors are responsible for the effective implementation of Safety matters within the work area they control, and included within their duties will be to:

- (i) Ensure that they and personnel within their control, including hired plant operators and the like, have received adequate training and instruction to know and undertake their duties under the Health and Safety at Work etc. Act 1974, and are able to conform with Regulations and safety procedures, and other relevant legislation.
- (ii) Ensure that appropriate safety induction is provided to each person within their control before that person commences work.
- (iii) Ensure that copies of the Company Health and Safety Policy together with posters and regulations, complying with the statutory requirements, are displayed at suitable locations.
- (iv) Ensure compliance with the Site Managers and Site Supervisors Manual for Health and Safety.
- (v) In the case where the Company is the Principal Contractor, ensure that thorough research is undertaken prior to issue of Permit to Work, including liaising with owners of mains, cables and services.

In the case where the Company is a (Sub) Contractor ensure that Permits to Work are obtained from the Principal Contractor.

- (vi) Monitor safety performance in work areas, rectify procedures as necessary, and set a personal example.
- (vii) Assist the Health and Safety Manager in carrying out his duties, and accompany him on his inspection of work and welfare areas. Implement any advice given by the Health and Safety Manager.



- (viii) Ensure that equipment is suitable by design, construction or adaptation for the operation which it is to undertake, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER 98).
- (ix) Ensure that all plant, machinery, equipment, tools etc., are maintained in good condition.
- (x) Ensure that site-specific emergency procedures are prepared, notices displayed and personnel informed.
- (xi) Ensure that appropriate and prompt action is taken to investigate and rectify any safety problems referred by others.
- (xii) Ensure that all accidents and dangerous occurrences are investigated and reported and appropriate measures are taken to prevent re-occurrence.

## **2.4 RESPONSIBILITIES OF EMPLOYEES**

Employees have a responsibility to assist in the effective implementation of the Policy within their work area and included within their duties will be to:

- (i) Understand and be aware of their responsibilities contained in the Company Health and Safety Policy and Employees Safety Handbook.
- (ii) Undertake any necessary training and instruction and generally assist management in carrying out its duties under the Health and Safety at Work etc. Act 1974.
- (iii) Only operate items of plant or equipment for which they have been trained or authorised to use.
- (iv) Report to their Manager or Supervisor, any defects which might affect the safe operation of plant or equipment, including defective warning devices.
- (v) Report to their Manager or Supervisor, all accidents or personal injuries or any dangerous occurrences or hazards in their normal work operations.
- (vi) Work in accordance with safe procedures, method statements and permits to work.
- (vii) Take due care for the health and safety of themselves and for other persons who may be affected by their acts or omissions.
- (viii) Take due care of, and not misuse, any item of protective equipment provided by the Company in the interest of health, safety and welfare.
- (ix) Observe and comply with signs, notices and rules applicable to their workplace.



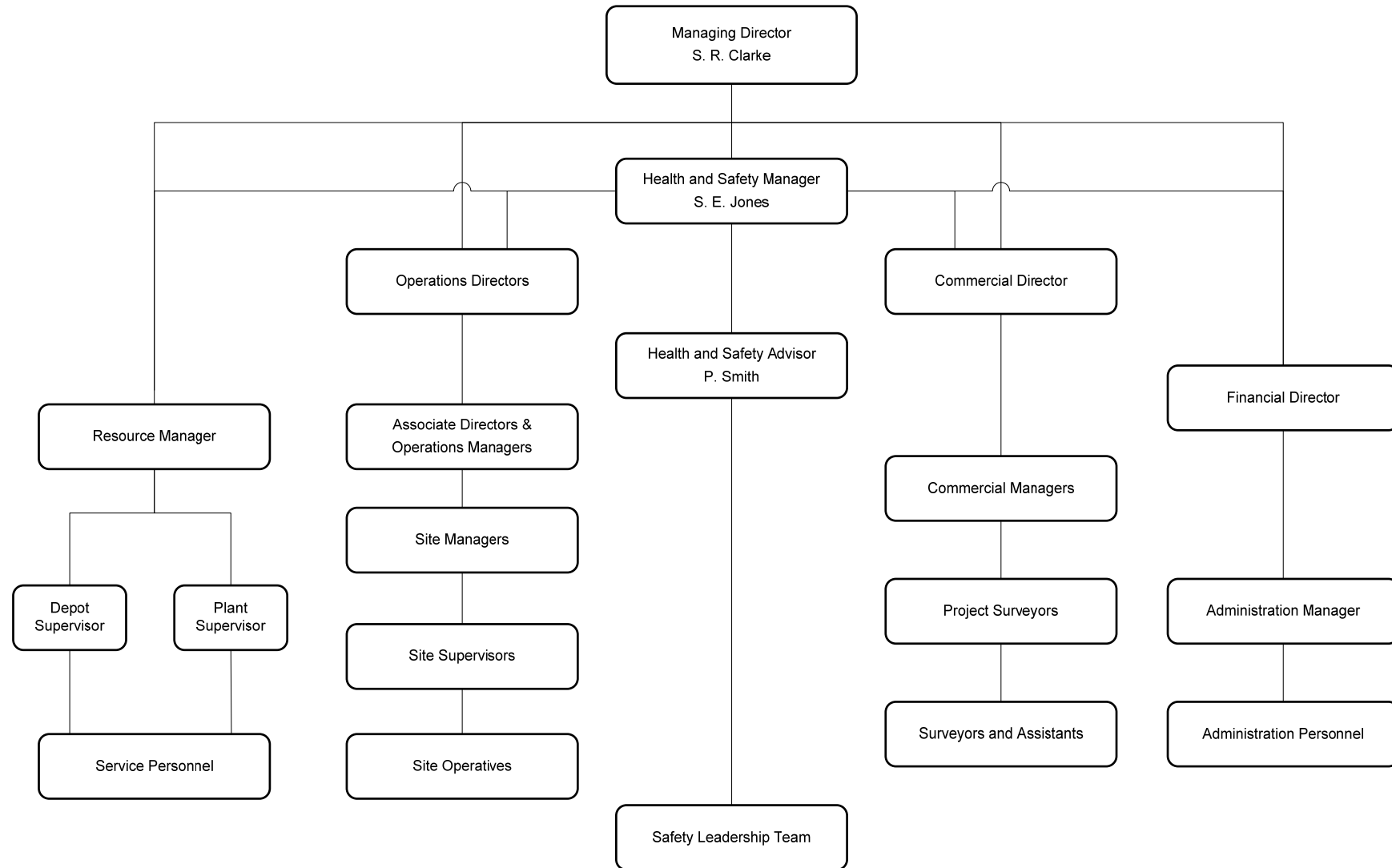
## **2.5 RESPONSIBILITIES OF THE HEALTH AND SAFETY MANAGER AND HEALTH AND SAFETY ADVISORS**

The Health and Safety Manager and Health and Safety Advisors have responsibility to:

- (i)** Advise the Directors and all levels of management on matters relevant to safety affecting all employees, work areas, sites and activities including, and any changes in health and safety law affecting their sphere of operations.
- (ii)** Ensure that the safety training needs of the Company are brought to the attention of the Directors, implement as directed and inform them of progress and completion of training.
- (iii)** Ensure that statutory examinations are undertaken in accordance with the prescribed requirements.
- (iv)** Regularly visit all sites and other areas of Company's activities to:
  - (a)** Check that all relevant safety regulations are being complied with and that approved procedures are being observed.
  - (b)** Ensure that hazards are identified and that Risk and C.O.S.H.H. Assessments are completed and recorded, provide advice on making assessments and their implementation where necessary.
  - (c)** Draw the Managers or Supervisors attention to any area of operations where the safety of employees and others affected by the works can be improved.
  - (d)** Advise on the introduction of any specific job safety requirements,
  - (e)** Liaise with the Safety Supervisor of other contractors or sub-contractors operating on the same site on all matters affecting the safety of employees.
  - (f)** Monitor and record safety performance of sites, and advise on necessary remedial actions.
- (v)** Maintain contact with the Health and Safety Executive and its inspectors and ensure that all necessary reporting and recording procedures are implemented.
- (vi)** Ensure that the Company is kept abreast of modern industrial safety techniques by liaison with the British Safety Council and similar organisations.



## 2.6 HEALTH AND SAFETY MANAGEMENT STRUCTURE



### **3.0 ARRANGEMENTS FOR IMPLEMENTATION**

#### **3.1 SAFETY INFORMATION AND PROCEDURES**

The Company provides safety information in the following documents and procedures:

##### **3.1.1 Company Health and Safety Policy**

The Company Health and Safety Policy shall be displayed in offices or canteens at all work locations.

##### **3.1.2 Site Managers and Site Supervisors Manual for Health and Safety**

This Manual shall be issued to Directors, Operations Managers, Site Managers and Site Supervisors. It contains information, advice and guidance on the control of risks associated with the Company's operations. It is to be used as a practical aid in the planning and management of all activities and for establishing and maintaining safe systems of work.

This Manual is intended to be an integral part of good working practice, and forms the basis of carrying out Risk Assessment required by the Management of Health and Safety at Work Regulations 1999.

##### **3.1.3 Plant Managers and Plant Supervisors Manual for Health and Safety**

This Manual shall be issued to Directors, Plant Managers, Plant Supervisors and Site Managers.

It contains all the procedures which are to be followed in relation to the maintenance and repair of plant and vehicles and the other activities which are undertaken within the Company's Plant Division.

##### **3.1.4 Construction Health and Safety Manual**

Copies of this manual published by the Construction Industry Publications Ltd are held in the Company's head and regional offices.

##### **3.1.5 Site Safety Pack**

The Site Safety Pack consists of two volumes and shall be issued to the Site Manager at the commencement of a new Project.

Volume 1 contains information for reference: H.S.E. guidance notes, information sheets and leaflets, C.O.S.H.H. assessments, and other general safety information.

Volume 2 contains posters etc., which are to be displayed, registers etc., which are to be completed, accident book and accident forms, and various other forms and information for issue.

### **3.1.6 Display of Posters**

Various posters and notices shall be displayed at suitable locations.

These include:

- ♦ H.S.E. Health and Safety Law poster
- ♦ Company Health and Safety Policy
- ♦ H.S.E. Form F10 for the project (as Principal Contractor)
- ♦ First Aid Poster
- ♦ Certificate of Employers Liability Insurance
- ♦ Fire Action poster
- ♦ Fire Prevention poster
- ♦ HFL and LPG Regulations 1972
- ♦ Protect your hearing
- ♦ Abrasive Wheels - Dangers and Precautions
- ♦ Electric Shock poster
- ♦ Lifting Gear - Colour codes
- ♦ Effects of Mineral oil on the skin

### **3.1.7 Health and Safety Plan**

In the preparation and presentation of tenders or similar documents, the Company will take account of health and safety issues.

The Company is committed to fulfilling its role as Principal Contractor pursuant to the Construction (Design and Management) Regulations 2007.

As Principal Contractor, the Company will take over and develop the pre-tender information and co-ordinate the activities of all contractors so that they comply with health and safety law.

The Health and Safety Plan is to provide those involved in the Management of the Project with information on the measures proposed to meet the safety requirements of the Project and to ensure safe working practices.

Reference to and compliance with the Blackwell 'Site Managers and Site Supervisors Manual for Health and Safety' should provide sufficient guidance to enable the hazards encountered on the Project to be safely managed. Abnormal hazards should be referred to the Health and Safety Manager for advice.

The Health and Safety Plan will be reviewed and updated as the Project develops, further design work is completed, information from the Sub-Contractors starting work becomes available, unforeseen circumstances or variations to planned circumstances arise etc.

On completion of the construction phase of the Project, the Plan effectively ceases. The Principal Contractor will pass information as required to the CDM Co-ordinator for the relevant points to be included in the Health and Safety File.

As a (Sub) Contractor, the Company will provide the Principal Contractor with information about its arrangements for controlling risks to health and safety arising from its work.

### **3.1.8 Risk Assessments**

Risk Assessments shall be undertaken and reviewed pursuant to the 'Management of Health and Safety at Work Regulations 1999'.

The purpose of an assessment is to identify the actions necessary to control risks.

The Directors will appoint a competent person or persons to undertake and review Risk Assessments for each project.

The Company procedure for Risk Assessment is contained within the Company manuals for Health and Safety.

Risk Assessments shall be supplemented by more detailed Method Statements where necessary to demonstrate that the hazards identified by Risk Assessments have been negated or reduced to an acceptable level by the implementation of appropriate control measures. Risk Assessments shall be cross-referenced to Method Statements.

### **3.1.9 C.O.S.H.H. Assessments**

C.O.S.H.H. Assessments shall be undertaken and reviewed pursuant to the C.O.S.H.H. Regulations 2002.

Selected C.O.S.H.H. Assessments of hazardous substances have been made by the Company and these are issued to all sites. The hazards to be encountered and precautions to be taken when handling, storing and disposing of hazardous substances shall be brought to the attention of appropriate personnel.

The Site Manager shall ensure that suitable C.O.S.H.H. Assessments are made in respect of all hazardous substances used on a project. Manufacturer's Hazard Data Sheets and H.S.E. Guidance Notes shall be referred to when compiling a C.O.S.H.H. Assessment.

### **3.1.10 Method Statements**

Method Statements shall be prepared prior to work commencing in an area and shall be circulated to personnel involved in the operation to let them know in advance precisely what is to be done. The Method Statement shall contain information about the controls, which are to be implemented to ensure that all foreseeable hazards are safely managed. Method Statements shall be cross-referenced to Risk Assessments.

A Method Statement may cover all the major activities to be undertaken during the project or specific operations within the project.

### **3.1.11 Permits To Work**

A Permit to Work shall set out the work to be done in a defined area, the hazards which will be encountered and shall state what precautions have been taken and what restrictions are imposed.

For work on sites, Permits to Work are particularly relevant for work undertaken in the vicinity of underground or overhead services.

Permits to work in defined areas must be issued before work commences and each Permit to Work must be valid for the time the work is to be undertaken. Permits to Work, including updated Permits to Work, must be obtained, as necessary, when acting as a (Sub) Contractor, particularly when circumstances change in the working area. When acting as a Principal Contractor, Permits to Work, including updated Permits to Work, as necessary, must be issued.

The Company has a standard procedure contained in the Company Manuals for Health and Safety for issuing or obtaining Permits to Work, as appropriate, which must be adhered to.

### **3.1.12 Employees Safety Handbook**

This Handbook shall be issued to all employees at their safety induction.

The Handbook contains information and advice on safety matters associated with the Company's normal activities.

The employee is required to acknowledge receipt of the Handbook and confirm that they will follow the instructions and advice contained in it.

### **3.1.13 Safety Handbook for the Maintenance and Repair of Plant and Vehicles**

This Handbook shall be issued to all personnel involved in the maintenance and repair of plant and vehicles, and also those involved in related activities falling under the control of the Plant Manager. It contains safety advice and guidance to those engaged in activities associated with the plant department.

The persons to whom this Handbook is issued are required to acknowledge receipt of the Handbook and confirm that they will follow the instructions and advice contained in it.

### **3.1.14 Safety Induction**

For the purposes of safety induction, (sub) contractors personnel, hired plant operators, agency or self-employed operatives, etc, are considered as Company employees.

At the commencement of their employment and their transfer to another site or location, each employee shall undergo a safety induction talk given by their Manager or Supervisor, prior to commencing work.

On completion of the safety induction talk, the employee shall complete a Safety Induction Form.

The Company safety induction shall be carried out irrespective of whether any further safety induction is undertaken on behalf of the client or principal contractor.

### **3.1.15 Tool-Box Talks**

Tool-box talks shall be arranged by the Site Manager to discuss general safety awareness relative to a particular project or operation. The talks should be attended by those whose work is particularly affected by the subjects to be discussed. Opportunities shall be given for questions and discussions on the topics being addressed.

### **3.1.16 Safety Guide for Temporary Workers**

These personnel are not Company employees, but they can be providing services to the Company (e.g. visiting fitters, electricians, etc.).

Each person in this category shall be issued with this Guide at the commencement of their work, and is required to observe all safety notices and basic rules which are stated in the guide.

They are required to acknowledge receipt of the Guide and confirm that they will follow the instructions and advice contained in it.

### **3.1.17 Instructions to Earthworks Gangers**

These instructions shall be issued to gangers who have responsibilities for the earthworks operations within the work area designated to them.

In particular, each ganger is required to:

- ♦ Be aware of their responsibilities within the Company Health and Safety Policy and the Employees Safety Handbook.
- ♦ Ensure all plant and labour working in their area is doing so in a safe manner, that pedestrians are kept clear of the operating plant and vehicles are parked off the haul routes.
- ♦ Be aware of the locations of all overhead and underground services.
- ♦ Ensure safety at road crossings and that road crossings are kept clean.
- ♦ Ensure that they are in possession of written Method Statements, as required, and valid Permits to Work before work in an area is commenced.

### **3.1.18 Instructions to Personnel Working in Contact with Sewage, Refuse etc.**

The Site Manager shall advise personnel working in contact with sewage, refuse or contaminated ground, of the hazards to be encountered and the precautions to be taken against the risk of Leptospirosis (Weils Disease), and shall ensure that appropriate personal protective equipment is provided. In addition the card "Working with Sewage - the health hazards" shall be issued to those personnel.

### **3.1.19 Site Rules**

General Site Rules are contained in the Employees Safety Handbook, Section 1.0 - EMPLOYEES RESPONSIBILITIES. Specific Site Rules for each project shall be contained within the project Health and Safety Plan and employees made aware of them during induction.

### **3.1.20 Health Surveillance**

Health Surveillance of personnel is to be provided, where required under statutory legislation, as identified by Risk Assessment and or COSHH Assessment, in order to detect adverse health effects at an early stage thereby preventing further harm.

### **3.1.21 Manual Handling**

Manual handling should be avoided where practicable by job planning and the use of mechanical aids.

Personnel should not lift any load that may cause them injury. When lifting, they are to follow the advice in the Employees Safety Handbook and controls identified by risk assessment.

Risk assessments are to be completed for manual handling operations that present a significant risk of injury.

### **3.1.22 Asbestos**

- (i) The Company will audit its premises for the presence of asbestos in accordance with current legislation.
- (ii) If asbestos is found to be present (or thought to be) it must be recorded, along with an assessment of its condition and actions to be taken
- (iii) Inspection and monitoring of asbestos containing material left in situ will be carried out at regular intervals to determine its condition and if action is necessary.

### **3.1.23 Occupational Road Risk**

The Company accepts its responsibility for the health and safety of employees and takes steps to protect its employees driving on company business, requiring that vehicles are properly maintained and appropriate for the task. Each driver has the responsibility to protect the health and safety of themselves, their passengers and other road users.

Drivers are to plan their journey and allow sufficient time to reach their destination; taking into account traffic and weather conditions, short breaks are to be taken on long journeys to avoid tiredness and lapses in concentration.

Mobile phones may only be used when driving if they are hands-free and it is safe to do so. Calls are to be kept to a minimum.

Hand-held mobile phones may only be used once the vehicle is safely parked and the engine is switched off.

## **3.2 SAFETY TRAINING**

### **3.2.1 Information and Training**

The Company will provide its employees with information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, their health and safety at work in accordance with the Health and Safety at Work etc., Act 1974.

The training requirement for each project shall be identified and implemented as necessary.

Training will be organised by the Health and Safety Manager who will maintain records of training provided.

Copies of training records shall be made available to Site Managers, as appropriate.

### **3.2.2 Management and Supervision**

Safety Management Courses for Directors, Managers and Supervisors shall be arranged at appropriate times.

### **3.2.3 Safety Awareness**

All personnel shall receive safety awareness training through induction, toolbox talks and specific skills training including off site courses. It will be arranged for all operational personnel to sit the Construction Industry Training Board (CITB) Health and Safety Test, which must be passed to obtain or renew their skills cards.

### **3.2.4 Operation of Plant**

The Company is a CPCS Accredited Training Provider and an Accredited City and Guilds /CITB and S/NVQ Assessment Centre. A number of the Company's Managers and Supervisors are registered Instructors under the CPCS scheme and Assessors under the City and Guilds/CITB and S/NVQ schemes. Safety Awareness, Plant Training and Testing shall be carried out by these instructors.

All new operators shall be given an assessment before being allowed to operate plant. When an operator does not have a CPCS card or NVQ for the category of plant they are required to operate they shall be given an assessment. If they achieve the required standard they will be issued with the Company's Certificate of Authorisation for Operation of Plant. Arrangements should also be made for the operator to obtain a CPCS card when practicable.

An Operator who requires training should be registered under the CPCS Scheme if practicable or issued with the Company's Certificate of Authorisation for Operation of Plant marked "Trainee". When a trainee has achieved a satisfactory standard they shall be given an Achievement Test. If they pass the test, a CPCS card is to be applied for or the Company Certificate of Authorisation for Operation of Plant amended as appropriate.

### **3.2.5 Abrasive Wheels**

Only trained and certificated personnel are permitted to mount abrasive wheels. Arrangements shall be made for personnel to attend appropriate courses.

### **3.2.6 New Roads And Streetworks Act 1991**

Arrangements shall be made for personnel to be suitably trained to meet the requirements of the Act.

### **3.2.7 First Aid**

Courses shall be arranged for personnel to be trained to render first aid. These courses may be a four-day "First Aid at Work" course or a one-day "Appointed Persons" course.

The Operations Managers shall assess the requirements for the number of first aiders which are required at each site. A responsible person shall be appointed at each site to take charge of first aid matters on that site. The appointed person may not be a first aider but it is desirable that they shall have undergone a minimum of a one-day first aid training course.

### **3.2.8 Confined Spaces**

Work in confined spaces shall only be undertaken by employees who have been properly trained and shall be carried out in accordance with the Confined Spaces Regulations 1997.

### **3.3 SELECTION PROCEDURES**

The Company will ensure that:

- (i) All (Sub) Contractors, the self-employed and designers to be appointed by the Company are competent and will make adequate provision for health and safety.

(Sub) Contractors shall be required to complete a Health & Safety and Environmental Assessment Questionnaire and their responses shall be assessed to satisfy their competence.

- (ii) Suppliers of materials to the Company shall provide adequate health and safety information to support their products, including hazard data sheets where appropriate.

- (iii) Plant and equipment required for projects shall be properly selected, used and maintained.

### **3.4 COMMUNICATIONS AND CO-OPERATION**

#### **3.4.1 Site Management**

The Site Management team meetings shall include a heading of Site Safety on the agenda, and discussions minuted.

Risk Assessments shall be reviewed at these meetings.

#### **3.4.2 Client/Engineer**

Site progress meetings with the Client and/or Engineer shall be generally held at monthly intervals and include a heading of Site Safety on the agenda, and discussions minuted.

#### **3.4.3 Contractors (Sub-Contractors)**

Contractors shall be required to comply with their legal duties. Contractors shall provide method statements and risk assessments so that procedures can be agreed before work starts. Contractors may be required to attend project or site meetings, where discussions will be minuted.

Contractors who fail to comply with health and safety requirements shall risk having their contract determined in accordance with the contract conditions.

#### **3.4.4 Employees and Other Site Workers**

Safety Induction and procedures are covered in Sections 3.1 of this Policy.

#### **3.4.5 Health and Safety File**

All information which the Company is required to provide for inclusion in the Health and Safety File shall be under cover of correspondence.

### **3.5 ACTIONS TO BE TAKEN TO MINIMISE RISKS**

- 3.5.1** The advice set out in the Company's Site Managers and Site Supervisors Manual for Health and Safety and the Employees Safety Handbook supplemented by verbal advice given during safety induction training should ensure that foreseeable hazards are safely managed.
- 3.5.2** Site Management shall undertake and review Risk Assessment pursuant to the 'Management of Health and Safety at Work Regulations 1999'.
- 3.5.3** Hazards shall be particularly identified in relation to each project and controls put in place covered and developed by Method Statements in accordance with Section 3.1.10.
- 3.5.4** Due consideration and attention shall be given to all hazards.
- 3.5.5** Emergency procedures shall be established on each project:
- 3.5.6** The person responsible for obtaining or issuing Permits to Work on each Project shall be named in the Health and Safety Plan.

### **3.6 PERSONAL PROTECTIVE EQUIPMENT**

On sites, all personnel shall wear safety helmets and high visibility waistcoats/jackets at all times, except when in machine cabs or in offices or canteens.

Additional Personal Protective Equipment shall be issued as identified by Risk and C.O.S.H.H. Assessments.

The procedure for the issue, care and replacement of Personal Protective Equipment is contained in the Employees Safety Handbook, and described in the safety induction talk.

### **3.7 PERSONAL HYGIENE**

All personnel shall be encouraged to keep themselves, the work place, and the canteen facilities clean, and to thoroughly wash themselves after working, particularly before meals.

### **3.8 FIRST AID FACILITIES**

First aid requirements are to be assessed to ensure that adequate equipment and facilities are available to cover the number of personnel on site.

First aid kits shall be maintained in the Site Office, in the possession of Site First Aiders and, where appropriate, in the Site Supervisors vehicle.

The person appointed to take charge of first aid matters on a site shall ensure that first aid kits and equipment are maintained in a serviceable condition.

Details of the Site First Aiders and the address of the nearest Accident and Emergency Hospital shall be contained in the First Aid Posters in the Site Office and in the Canteen.

### **3.9 WELFARE FACILITIES**

Suitable and sufficient toilets, washing and general welfare facilities shall be provided and maintained in a clean and serviceable condition.

### **3.10 FIRE AND EVACUATION PROCEDURES**

**3.10.1** The Operations Directors shall nominate a Manager at each permanent office location who will be responsible for ensuring adequate procedures are in place regarding fire and evacuation.

**3.10.2** Each Site Manager shall be responsible for ensuring adequate fire extinguishers and procedures are in place regarding fire and evacuation on sites.

**3.10.3** Fire Prevention and Fire Action posters shall be displayed where they are available to all employees.

**3.10.4** It is the responsibility of all employees to ensure that fire exits and fire extinguishers are always accessible.

### **3.11 STATUTORY EXAMINATIONS**

**3.11.1** Lifting Gear - All items of lifting gear shall be thoroughly examined every six months and marked with the appropriate colour code indicating suitability for use during the current period. Notification of the current colour shall be displayed in offices and on notice boards.

**3.11.2** Lifting Appliances - All lifting appliances shall have a current 12 - month thorough examination report. All lifting appliances used as cranes shall have a 4 - yearly test and thorough examination.

**3.11.3** Pressure Systems - Pressure systems above 250 bar/litre shall have a Written Scheme of Examination and be examined in accordance with the scheme.

### **3.12 PLANT AND MACHINERY**

All plant, machinery and equipment shall be inspected, maintained and repaired in accordance with the Company's established systems and to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER 98).

### **3.13 ELECTRICAL EQUIPMENT**

Electrical installations and electrical equipment shall be installed, inspected and tested as appropriate by a qualified electrician in compliance with the Electricity at Work Regulations 1989.

Electrically operated tools shall be inspected visually before use for signs of damage and, if defective, labelled and put out of service for repair. All electrical connections shall be made by proper plugs and sockets. Makeshift connections and taped joints shall not be used.

### **3.14 COMPRESSED GASES**

Compressed gases must be stored, handled and used in accordance with the procedures contained in the Company's safety manuals and handbooks.

### **3.15 CONTRACTORS**

Other contractors operations within the work areas shall be considered and liaison with the management of other contractors shall be maintained to ensure safe working practices.

### **3.16 HOUSEKEEPING AND PREMISES**

Working areas shall be kept clean and orderly and free from obstructions.

Materials shall be stored so that they cannot slip, fall or roll.

### **3.17 WORKING AT HEIGHT**

Work at height, is work in any place at, above or below ground level where a person could be injured if they fell from that place.

The Work at Height Regulations 2005 require that before carrying out work at height the hierarchy of control measures must be applied to avoid working at height, to prevent any person falling or to mitigate falls by minimising the consequences by the use of work equipment.

Where work at height cannot be avoided it must be properly planned, organised and those involved in such work must be competent. The risks from work at height must be assessed, appropriate work equipment selected, used, properly inspected and maintained.

### **3.18 INVESTIGATION AND REPORTING OF ACCIDENTS**

Injuries of any nature shall be recorded in the Accident Book BI 510. It is the responsibility of the Site Manager and Site Supervisor to ensure that all accidents and incidents are investigated and reported in accordance with the Company procedures, as described in the Site Managers and Site Supervisors Manual for Health and Safety.

### **3.19 MONITORING**

**3.19.1** All aspects of Health and Safety shall be monitored as follows:

- (i) On a day to day basis the Site Manager and/or Site Supervisor shall monitor safety performance in the work areas, take appropriate action and set a personal example.
- (ii) The Site Management team shall discuss safety arrangements regularly.
- (iii) Internal site progress meetings shall include discussion on Health and Safety issues.
- (iv) Site progress meeting with the Client/Engineer shall include a heading of Health and Safety on the agenda.
- (v) Risk Assessments will be undertaken pursuant to the Management of Health and Safety at Work Regulations.
- (vi) Routine visits will be made to the site by the Health and Safety Manager, who will produce a written report of his findings, copies of which will be distributed to appropriate personnel.
- (vii) The Health and Safety Manager will implement an internal audit of Company health and safety procedures annually.

**3.19.2** The Company will review all systems and procedures at appropriate intervals, usually every two years.

**Signed :**



S. R. Clarke

Managing Director

12<sup>th</sup> March 2010

C A Blackwell (Contracts) Limited  
Coggeshall Road  
Earls Colne  
Essex  
C06 2JX



## **C A Blackwell (Contracts) Ltd**

### **Head Office**

Coggeshall Road, Earls Colne, Essex, CO6 2JX  
Tel 01787 223131 fax 01787 224391

### **Northern Regional Office**

7 Appleton Court, Calder Park, Wakefield, WF2 7AR  
Tel 01924 250132 fax 01924 251394

### **Midlands Regional Office**

53 Basepoint, Isidore Road, Bromsgrove, B60 3ET  
Tel 01527 888970 fax 01527 888973

### **Welsh Regional Office**

Phoenix Way, Swansea Enterprise Park, Swansea, SA7 9FZ  
Tel 01792 701348 fax 01792 701240

