



Health & Safety Policy

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General Statement of Policy

Lawson Construction (the Company) is committed to the prevention of injury and ill health and the achievement of continual improvement in Occupational Health and Safety (OH&S) Management and OH&S Performance.

The Proprietor and Management Team recognise and accept responsibility for providing, so far as reasonably practicable, a safe and healthy place of work and environment for all staff and other persons who may be affected by the Company's acts or omissions.

The Company will ensure that sufficient resources, both financial and physical, are available so that the management of OH&S can be implemented effectively and will endeavour to achieve and maintain the highest possible standards of *occupational* health, safety and welfare.

To actively promote *and implement* its OH&S Commitment, the Company will:

- a) **Set objectives and targets in a formal Management Programme to drive Continual Improvement of OH&S Performance**
- b) **Ensure that the organisation meets or exceeds the minimum legal requirements of all applicable OH&S Legislation**
- c) **Endeavour to comply with all other requirements, to which it subscribes, that relate to its OH&S hazards**
- d) **Ensure that safe systems of work are adopted by staff and others carrying out work on behalf of the Company**
- e) **Provide instruction, information, training and supervision, as necessary, to ensure the health and safety of staff and others**

[Continued below]

- f) **Ensure that all equipment provided by the Company is suitably maintained and safe for use**
- g) **Investigate all accidents and OH&S incidents with a view to improving and/or minimising the risk element**
- h) **Appoint Safety Representatives and provide them with the necessary facilities, information and training**
- i) **Expect and require from any subcontractors that may be used, full compliance with the Company's *general OH&S and Pre Qualification Questionnaire* requirements and *site specific directions concerning OH&S*, such as permits to work**

All personnel will be given training and guidance in OH&S policy and 'best H&S practice', as appertaining to the business, and new starters will receive such instruction during their induction to the Company.

This Policy is reviewed at the regular OH&S/Quality/Environmental Management System Review Meetings and implemented via adherence to the processes and practices of the Integrated Management System and through the use of formal Corrective and Preventive Action processes.

This OH&S Policy Statement will be communicated within the Company: to *staff by way of Induction and periodic briefings*; to on-site subcontractors *as work pre-requisite*; and will also be made freely available to the Public on request. A copy of the Company's full Health and Safety policy document will similarly be made available.

Note: For the purposes of this policy, Lawson Construction will be referred to as 'the company'

Legal Duties and Responsibilities of the Employer

It is the duty and responsibility of the employer under the **Health and Safety at Work etc Act 1974, section 2.1 and 2.2a-e** and this policy to:

1. Ensure as far as is reasonably practicable the health, safety and welfare at work of all employees.
2. Provide and maintain plant, equipment and systems of work that are as far as is reasonably practicable safe and without risk to health.
3. Make arrangements for ensuring so far as is reasonably practicable, safety and absence of risk in connection with the use, handling, storage and transportation of articles and substances.
4. Provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of employees.
5. As far, as is reasonably practicable maintain any place of work in his control in a safe and without risks condition and maintain access and egress from it in a safe and without risk condition.
6. Provide and maintain a far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of employees.

Legal Duties of Employees

In addition to the previously described general responsibilities, the Health and Safety Work etc Act 1974 places legal duties on all employees. These are:

Section 7 'Health and Safety at Work etc Act 1974'

- To take reasonable care for the health and safety of them and other persons who may be affected by their act or omissions at work.
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 'Health and Safety at Work etc Act 1974'

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

You should bear in mind that a breach of health and safety legislation by an employee constitutes a criminal offence and action may be taken by an enforcing authority against an individual, which can result in heavy penalties, i.e. fines and/or imprisonment.

Individual Responsibilities

The full responsibility for Health and Safety within the company rests with FV Lawson. This named person will ensure sufficient resources both financial and physical are available so that the policy and arrangements can be implemented effectively.

To ensure that the policy is implemented and maintained so that the company keeps within the requirements of the Health and Safety at Work etc Act 1974 the above named person may delegate duties to other members of staff who will support him in his responsibilities

These persons may also delegate duties to other people to ensure that the requirements of the policy are fore filled and carried out with due diligence.

Delegation of the individual duties and responsibilities to other members of staff does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the Health and Safety at Work etc Act 1974.

The person(s) responsible for ensuring the policy is put into practice on a day-to-day basis and also responsibility for liaison with the enforcing authorities is:

The Appointed Health and Safety Officer - Amanda Lawson (TECH IOSH)

The above person's responsibilities and actual duties and arrangements are set out below:

- Comply with the Health and Safety at Work etc Act 1974, status, statutory instruments, approved codes of practice and industry recognised guidelines.
- Ensuring the monitoring of the OHSAS 18001 Occupational Health and Safety Management System
- Ensuring the policy and day-to-day Health and Safety practices are kept up to date
- Identifying and controlling Health and Safety risks arising from activities and substances hazardous to health
- Make the management of health, safety and welfare an integral part of the company
- Identify and provide instruction, training and supervision to all employees
- Review operational performance using appropriate measures. Review accident investigation reports and audit information
- Consult with and maintain good relations with employees.
- Trained and competent provider of First Aid
- Maintenance of Plant, Equipment and systems of work
- Waste Management
- Consult and maintain good relations, provide, competent help and advice to Health and Safety Executive and other relevant organisations

Responsibilities Summary:

Who is responsible for what?

- Frank Lawson, as overall managing director, has overall responsibility for health and safety in the company;
- Amanda Lawson has the responsibilities outlined above
- F G Lawson Site Manager, and Steven Jones, as supervisor, must make sure safe systems of work are always followed and carry out regular monitoring;
- Every member of staff must co-operate in following safe procedures, report problems and make suggestions for improvements;
- Our contractors and suppliers must provide us with all necessary safe information and co-operate with our health and safety requirements, this will be done by way of a Contractors Questionnaire

NOTICES

All notices whether on the company's premises or elsewhere issued in accordance with the health and Safety at Work Act 1974 must be obeyed.

All employees, visitors and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions on how we may improve our health and safety within the company should be communicated to your superior, without delay for assessment and feasibility.

The Health and Safety (Consultation with Employees) Regulations 1996

Where there are employees, who are not represented by safety representatives under The Safety Representatives and Safety Committees Regulations 1977 amended 1997 the employer must consult those employees in good time of matters concerning health and safety at work in particular:

- The introduction of any measures in the work place, which may substantially affect the health and safety of employees.
- The employer's arrangement for appointing or nominating an employee representative and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the employer is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology

To allow the company to carry out this duty, consultation will be the responsibility of the appointed safety advisor.

Identifying and Managing Health and Safety Risks

Risk Assessments

Regulation 3 of The Management of Health and Safety at Work Regulations 1999, require that an employer must make a suitable and sufficient assessment of risks to the health and safety of his employees and those not in his employment to which they are exposed whilst at work or may arise from contact with or connection with his undertaking.

If the employer has 5 or more employees then the assessments must be in writing. These must be site specific and not generic

The person responsible for carrying out the risk assessments is the Health and Safety Officer, Amanda Lawson

- The findings of the risk assessment will be reported to all employees
- The risk assessments will be available to all employees.
- Responsibility for implementation of the risk assessments and any controls that are required rests with the nominated person.
- The effectiveness of the risk assessment will be monitored by the Appointed Safety Advisor, the site manager and site supervisor. Any deficiencies will be reported to the person responsible for carrying out the risk assessments.
- The person responsible for carrying out the review of the risk assessment is the Health and Safety Officer

Control of Substances Hazardous to Health

The control of Substances Hazardous to Health Regulations 2002 require that an assessment of the risks involved with using these substances must be carried out and **where 5 or more people** are employed the assessments must be in writing.

Hazard data sheets must be obtained for all substances used, and kept on file. Manufactures have a legal obligation to provide them.

The person responsible for carrying out the COSHH assessments is the Health and Safety Officer, Amanda Lawson

- The findings of the COSHH assessments will be reported to all employees
- Employees will be either prevented to exposure to substances hazardous to health or, where this is not reasonably practicable, adequately controlled exposure.
- Controls shall be, in order of priority, by engineering controls, by providing ventilation and organisational controls then, as a last resort, providing suitable personal protective equipment.
- Where engineering controls are undertaken, the appointed safety advisor will carry out thorough examinations and testing on a regular basis.
- Responsibility for implementation of COSHH assessments and any controls that are required rests with the nominated person.
- The effectiveness of the risk assessment will be monitored by the Health and Safety Officer, site manager and site supervisor. Any deficiencies will be reported to the person responsible for carrying out the COSHH assessment.
- All COSHH assessments will be reviewed regularly, or if there are any changes that affect the validity of the risk assessment, whichever comes sooner
- Suitable records of any monitoring shall be kept for 40 years if personal exposures occur, or five years otherwise.
- Procedures to deal with accidents, incidents and emergencies involving hazardous substances will be provided. These procedures will be available to accident and emergency services and will be provided to all employees and displayed on site.

Biological Hazards

Control of Infection

To control the risks associated with biological hazards such as viruses' from blood faeces and urine there must be infection control policy.

The person responsible for the Infection Control policy is the Health and Safety Officer and Site Manager/Site Supervisor

The Infection Control Policy addresses issues such as:

- Education and training of staff in infection control issues
- Protocols on hand washing
- Service user isolation
- Aseptic procedure
- Disinfection and decontamination
- Ill health reporting and recording
- Monitoring, surveillance and auditing
- Prevention of exposure to blood borne viruses including prevention of sharps injuries.
- Use of personal protection equipment
- Generation, collection and disposal of waste
- Legionella

Drugs and Alcohol

The Company will develop a Drugs and Alcohol Management System. The purpose of the system will be to ensure the Drugs and Alcohol tests are carried out on company employees when it is suspected that the following events may have occurred:

- Reporting for work having just consumed alcohol or under the influence of drugs.
- Reporting for work in an unfit state due to the use of alcohol or drugs.
- Whilst at work, being in the possession of, or deal in, alcohol or drugs
- Consuming alcohol or taking drugs at work

The management system shall include appropriate disciplinary measures that comply with Group HR standards.

Moving and Handling

The Manual Handling Operations Regulations 1992 require that all Moving and Handling tasks must be avoided where reasonably practicable, where this is not so, then an assessment of the risks to employees must be carried out. An employee while at work has to make proper use of any system of work provided for their use. This is in addition to other responsibilities under the Health and safety at Work etc Act 1974. All Manual Handling tasks will be risk assessed according with company procedure

Personal Protective Equipment

The Personal Protective Equipment Regulations 1992 state that Personal Protective Equipment must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided must be adequate and suitable for the task. The equipment must not place the user at risk. It takes into account the ergonomic requirements, the characteristics of the workstation and the health of the wearer. It will fit the wearer correctly by adjustments if necessary.

An assessment of personal protection equipment will be carried out and where a need is identified, the equipment will be freely available. Where a need for PPE is provided then employees must use the equipment provided. This is a legal requirement under the Health and Safety at Work etc Regulations 1974 section 7 and the Personal Protective Equipment Regulations 1992

All employees will use PPE provided in accordance with instruction and training provided. Return it to the accommodation provided after use. Report any lose or defect.

All contaminated PPE must be disposed of using the correct waste disposal procedure.

Lighting

Lighting will be suitable and sufficient taking into account the task being carried out, where required additional lighting will be used where people use work equipment.

Working at Height

All working at height tasks will be risk assessed and arrangements put in place for

Eliminating or minimizing risks from working at height.

Safe systems of work for organising and performing work at height.

Safe systems for selecting suitable work equipment to perform work at height.

Safe systems for protecting people from the consequences of working at height

Lifting Operations and Lifting Equipment

The aim of the Company is to reduce the risks to people's health and safety from lifting equipment provided for use at work.

Lifting equipment will be:

Strong and stable enough for its particular use and marked to indicate safe working loads

Positioned and installed to minimise risk.

Used safely by planning the work, organised and performed by a trained competent person.

Subject to ongoing through examination and where appropriate, inspected by a competent person.

Work Equipment

The **Provision and Use of Work Equipment Regulations 1998**, as amended by **The Health and Safety (miscellaneous amendments) Regulations 2002** requires that all equipment used for work must be suitable for the task and is used without risks to Health and Safety. When choosing work equipment a number of factors must be considered, these include

- The task that the equipment is to be used for
- The environment where it is going to be used
- Who is going to use it?
- The equipment must comply with the minimum safety standards laid down in **Supply of Machinery (safety) Regulations 1992** and other British and ISO standards and must be CE marked.

FV Lawson is responsible for the supply, procurement and repair of work equipment.

Records of repair and maintenance must be kept and inspection of other work equipment that may deteriorate with use. Work equipment must be maintained in a good state of repair, efficient working order and good working repair. When checks are made priority must be given to Safety, Operating efficiency and performance and the equipments general condition.

When work equipment is exposed to conditions causing deterioration that is liable to result in deterioration it must be inspected at regular intervals and or when exceptional circumstances occur.

Employees who use work equipment will have:

- Health and Safety Information
- Where appropriate written instructions about the use of the equipment
- Training for Health and Safety in methods which, should be adopted when using the equipment any hazards, and precautions that should be taken to reduce the risk.

Measures must be taken which prevent access to dangerous parts of machinery or to any rotating part. Stop the movement of any dangerous part or rotating part if a person enters a danger zone. Measures to prevent this will include the measures taken that are reasonably practicable and should consist of the following:

- The provision of fixed guards enclosing all parts of the dangerous machine.
- The provision of other guards or protection devices.
- Suitable information, instruction and training.
- All guards used/supplied must be suitable for their purpose, be of good construction, sound material and adequate strength.
- Be maintained in good working order and repair.
- Not increase risks to health and safety
- Not restrict or impede the view of the person or employee operating the equipment.
- Be constructed to allow persons to override guards to maintain or operate equipment

Any electrical work equipment that is used outside must be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of an accident.

All controls must be clearly visible and marked appropriately where possible. They must not expose the operator to risk to their health and safety except where necessary. Work equipment must incorporate warnings or warning devices.

Any maintenance carried out on equipment that may be hazardous to the maintainer or people in his vicinity must be carried out under a permit to work system.

The **Workplace (Health Safety and Welfare) Regulations 1992** are designed to provide all employees and contractors with a safe place to work with adequate welfare facilities.

Workplace inspections that identify defects and omissions early must be carried out at regular intervals, when defects and omissions are identified, and then a time scale and person responsible for repair or implementation must be set.

Portable and Hand-Held Electric Tools

All portable and hand-held electric tools will be selected according to the principles of risk control and will be suitable and sufficient for the task required.

A reduced low voltage system will supply power tools on site

The maximum voltage for portable and hand-held electric tools will be 110 volt centre tapped to earth.

An appropriate maintenance system will be adhered to for all portable electrical equipment.

- User Check - Weekly
- Visual Inspection - Daily
- Combined inspection and test before first use and thereafter at three - monthly intervals equipment will be P.A.T or as necessary.

Control of Contractors

All workplaces use contractors from time to time, for example Joiners, plumbers and other trades people. They must be controlled so that they work in a safe manner and do not cause any employee to be at risk. At the same time, they must be protected from any hazards from the activities within the workplace. FV Lawson Construction will develop a system for compiling an approved contractors list and a set of permit to work forms to enable the contractor to carry out his work safely.

A copy of the company's Safety Policy will be available to all sub-contractors who wish to see it. They will be expected to abide by the safety policy for all their operations whilst sub-contracting to this company

First Aid

The Health and Safety (First Aid) Regulations 1981 require the employer to provide adequate provision and trained people to administer first aid if required. The number of trained first aid people and amount of provision is dependent upon the type of industry and the number of employees.

- All accidents are to be reported and entered in the accident book
- All accidents must be investigated and remedial actions identified to prevent reoccurrences the level of investigation will depend up on the seriousness of the accident
- An adequate supply of first aid equipment will be held and inspected at regular intervals. This will be recorded accordingly

On induction all employees will be briefed on arrangements for first aid

Reporting of Injuries Diseases and Dangerous Occurrences Regulation 1995

Under RIDDOR 1995 some work related accidents, diseases and dangerous occurrences must be reported to the Incident Contact Centre.

Incidents that must be reported are:

- Fatalities but not death by natural causes
- Major injuries- broken legs, back injuries etc
- Any injury that may cause an employee to be off work for more than 3 days

Records must be kept of any reportable accident disease or occurrence. The record must include information such as:

- The name and Occupation
- A brief description of the circumstances or disease
- Date and Method of reporting
- Incidents and diseases can be reported by post on forms F2508 and F2508A

Near Misses

All near misses will be investigated to ensure that they do not lead to an accident.

Please refer to RIDDOR Procedure

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 set a number of requirements for fire safety one of which is that a fire risk assessment must be carried out by all occupiers of buildings. The person responsible for fire safety is the Appointed Safety Advisor.

Employees must familiarise themselves with any site that they work on so that in the event of an emergency/evacuation they can leave the building safely. Employees must not block fire exits or doorways.

If hot work is carried out a fire watch procedure will be put in place.

Please refer to the fire risk assessment and fire procedures

Waste Management

The Environmental Protection Act places a 'Duty of Care' on producers of waste to ensure that it is disposed of correctly. The duty has 5 aspects:

- To prevent the keeping, treatment or disposal of waste without a licence
- To prevent the escape of waste
- To transfer waste only to an authorised person
- To ensure that there is clear labelling and information of the waste
- To retain documentary evidence

The appointed person will be responsible for the development and implementation of a written system and procedures for the identification, segregation and disposal of the waste.

The waste management system will be audited and reviewed annually to ensure that the system works and is being adhered to.

Transport

The safe transportation of employees is important to the company to ensure that the vehicles and users are safe at all times. The company will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

- Only authorised employees will be allowed to drive company vehicles.
- All drivers will hold a full UK driving license. Some licences may have minor offences, such as speeding
- All drivers must report any ill health, which may impair their driving abilities, road accidents and any fines and driving endorsements received. They will then be removed from the authorised drivers list. Any drivers wishing to be reconsidered for driving must produce suitable evidence.
- All vehicles will have a valid Road Fund Tax disc
- All vehicles will have valid fully comprehensive insurance for the extent of the vehicles use
- All vehicles will have a current MOT certificate
- A competent garage will service all vehicles regularly
- Privately owned vehicles may only be used on company business if covered by fully comprehensive insurance and at the Managers discretion
- Privately owned vehicles used for company business must have all the relevant documentation.

All accidents involving vehicles must be reported

Please refer to the LC Road Safety Procedure

Training

It is the duty of the company to provide its employees with whatever is required in order that they carry out their job in a safe way so that they are protected from hazards and that they do not cause anyone to be harmed by their activities.

The types of training that will be provided:

- Induction training for all new employees
- Job specific training for all new employees or employee who transfer to other jobs
- Health and Safety training for all employees who have been given specific tasks in the policy and allow all employees to carry out their jobs safely
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and kept.

Health and Safety training must include;

- Risk and COSHH assessment for those employees who are required to carry out assessments by the policy
- Moving and Handling
- Use of Personal Protection Equipment
- Safety awareness
- Fire prevention and safe use of fire equipment
- Any other training that may be relevant to their tasks or safety

This policy is reviewed on an annual basis, unless there are any changes in personnel, legislation or Lawson Construction procedures and working Techniques

<u>Signed:</u>		<u>Signed:</u>	
<u>Name:</u>		<u>Name:</u>	
<u>Position:</u>		<u>Position:</u>	
<u>Date:</u>		<u>Date:</u>	