

Health and Safety Policy

Policy No

19

HEALTH & SAFETY STATEMENT OF INTENT

Groundsell Contracting Limited regards the Health, Safety and Welfare of the company's employees and those who may be affected by its activities as being of prime importance.

The following statement recognises our obligations under the Health & Safety at Work Act 1974, including all relevant regulations and approved codes of practice additional to the Act.

Groundsell Contracting Limited will therefore conduct its activities in order:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety
- To provide and maintain a safe environment and equipment
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

This policy is supported by Instructions, Procedures and Organisational Arrangements and is to be applied to all activities carried out by the company.

Groundsell Contracting Limited recognises that this safety policy cannot be successful without the active participation of all staff and must be observed by all members of staff at all times.

'Target Zero'

Groundsell Contracting Limited describe Health & Safety and 'target zero' as their number one value, their philosophy. Everything they do is based on the following 3 core principles. They believe...

- **Everyone has the right to go home unharmed**
- **All harm is preventable**
- **Everyone must work together to achieve this**

Backing up this philosophy are the Golden Rules which focus on daily behaviours that are common across all our activities. Put briefly, they are as follows:

1. **Respect the basics**
2. **Assess the risks**
3. **Check the site**
4. **Follow site requirements**
5. **Support each other**

It's this mindset and dedication to first-class safety which is credited with much of our success: there haven't been any major incidents involving our workforce because of our proactive approach to health & safety and making sure everything we can mitigate, we do.

HEALTH AND SAFETY AT WORK POLICY STATEMENT

It is the policy of Groundsell Contracting Limited to promote the highest standards of health and safety to prevent our employees, service users' visitors and sub-contractors suffering accidents and ill-health. We consider the statutory requirements of the Health and Safety at Work, etc Act 1974 and subordinate legislation to be the very minimum standards to be applied

The Company believe that the management of health and safety is one of the most important functions of management. The Company expect management, supervisory staff and all employees to carry out their duties in the full knowledge that the Company considers that health and safety must take priority

THE OBJECTIVE

To prevent, insofar as is reasonably practicable during the course of work and duties being undertaken, any accidental occurrence which may directly or indirectly result in: -

- Injury to any person.
- Damage to, or loss of any plant, equipment, property, material, goods or products.
- Delays in any process or operation.
- Events, which may otherwise be detrimental to efficiency and/or Company prestige.

SCOPE

The policy is applicable to every employee of Groundsell Contracting Limited

This policy will also apply to all persons having responsibilities, which relate to and necessitate their presence and the execution of their duties within the areas of Groundsell Contracting Limited lawful places of business.

These persons include Employees of Sub Contractors – consulting and maintenance companies, Self-Employed persons and any person having lawful business with the Company.

RESPONSIBILITY

The application and promotion of the policy is the responsibility of the Managing Director (Responsible Person).

Whilst duties and tasks may be delegated to sub-contractors the overall responsibility remains that of the Managing Director (Responsible Person).

PERSONAL OBLIGATIONS

Any employees, regardless of their status are expected to abide by the principles of this policy as and where applicable.

The Company also expect the full co-operation of all those mentioned within the Scope section of this policy to work in such a way that accidents involving themselves and others will be prevented.

APPLICATION

The following principles shall be applied to all operations undertaken by the Company and shall be the basis of any specific instructions, methods or systems that may be necessary in order to achieve this Policy objective.

PRECAUTIONARY MEASURES

Suitable and sufficient measures shall be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known suspected hazards associated with or arising out of the process, of any task or operation being undertaken.

The Company will take into account at every stage, those factors, which help to eliminate injury, damage and waste.

TRAINING INSTRUCTION AND INFORMATION

Any employee shall be made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them and where necessary shall be suitably trained or instructed to enable them to carry out their tasks in a safe and efficient manner.

Any employee will be trained in the safe use of plant/equipment, which they will be using for their work.

Where certification is not required, any employees will be instructed on how to use plant/equipment safely by the management who themselves have been instructed on how to use the plant/equipment properly and safely.

The requirements of any Statutory Legislation or Code of Practice applicable to the process or operations being undertaken and/or the premises in which they are undertaken shall be observed.

PLANNING AND CONTROL

All activities shall be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to the practicable minimum.

It is recognised that accident prevention is a joint responsibility of all those in the Scope section of this policy and that to understand their joint responsibilities, joint consultation will be necessary.

HEALTH AND WELFARE

Adequate provision shall be made for the Welfare needs of any employees whilst carrying out their tasks and duties and any hazard to health associated with the work shall be subject of strict precautionary measures.

The Managing Director (Responsible Person) shall review this Policy annually or as often as may be necessary due to any change in working practices etc.

STATEMENT OF ARRANGEMENTS FOR THE MANAGEMENT OF HEALTH AND SAFETY

The managing Director holds the overall responsibility for Health and Safety throughout the Company and has the day-to-day responsibility for ensuring that this policy is put into practice and shall enforce all matters relating to Health and Safety within the company.

These responsibilities include;

- Ensuring safe and healthy systems of work
- Ensuring compliance of Health and Safety Legislation and Regulations
- Ensuring that Risk Assessments and regular Health and Safety Audits are undertaken and that appropriate remedial action is taken
- Reviewing Health and Safety management within the Company
- Ensuring that the health and safety administrator, is kept fully informed at the earliest opportunity of all accidents, incidents and unplanned events relating to health and safety
- Ensuring that the health and safety administrator is informed in writing of the need to produce site specific risk assessments or other assessments which require more than the use of existing generic and dynamic risk assessments
- Allocating sufficient and adequate resources to Health and Safety activities
- Ensuring that all employees receive all necessary instructions and training in Health and Safety issues and are supervised as necessary

- Ensuring that where responsibilities are delegated, all staff concerned are notified accordingly and ensuring that they are given all necessary instruction and training to enable them to carry out those responsibilities
- Notifying all staff of any identified risks to their health and safety and giving appropriate instructions or training to minimise those risks
- Ensuring that all accidents and dangerous or hazardous occurrences are reported and recorded in the Company Accident/Incident book, fully investigated and where necessary reported to the HSE (Riddor).
- Ensuring that all possible Fire Precautions are taken.
- Ensuring an adequate supply of First Aid and other associated equipment is readily available and serviceable

In particular care must be taken to ensure that:

- Personal Protective Equipment is available and in serviceable condition
- The safety rules regarding COSHH are observed and that safety instructions are followed in the use of hazardous substances
- Spillages are cleared up immediately and the appropriate warning signs are used.
- Warning signs are used when cleaning is in progress or during any other hazardous activity
- Due care is taken to warn people of hot surfaces and hot liquids
- Due care is taken with Knives and blades and other sharp tools
- That all equipment is in good order and adequately maintained
- Warning signs and guards are fitted to prescribed dangerous machines and only trained and authorised personnel use such equipment
- All staff are trained in lifting techniques to comply with Manual Handling Regulations and that appropriate equipment is used for moving heavy objects.

(Health and Safety)

Health and Safety Administrator (part-time) who will act on the information and instructions given by the managing director, liaise with managers of the company and assist them in the implementation of this policy.

No fiscal budget is allocated to the administrator, any matters requiring financial expenditure must be reported to the managing director without unreasonable delay for action on the part of the company.

The health and safety administrator shall:

- act on the instructions and information provided by the managing director and assist as far as is reasonably practicable in the day to day administration of Company health and safety and relevant matters drawn to his attention, requiring urgent or immediate action, which may result in a threat to the safety of the workforce or persons affected by their actions, or the issue of 'notices' by the local authority, Fire Authority or Health & Safety Executive.
- To carry out routine and random recorded health and safety monitoring inspections of company premises, working sites and staff working practices.
- To monitor record keeping in relation to company health and safety matters.
- To maintain the company health and safety manual.
- To participate in consultation with staff as directed by the management on safe working practices and other related health and safety matters and report findings and recommendations to the Director of the company.
- To investigate as directed by management and report on accidents involving personal injury too staff, customers or persons having lawful business with the company, both on and off company premises and report the findings to the directors for action on their part.
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EMPLOYEES RESPONSIBILITIES

All employees have the responsibility to: -

- Co-operate with the Managing Director, Managers, supervisors (where appointed) and the Company health and safety administrator and observe instructions and advice regarding Health and Safety matters.
- Be responsible for making themselves familiar with and conforming to relevant safety instructions at all times
- Not to interfere with anything provided to safeguard their and others Health and Safety
- Take reasonable care of their own and others Health and Safety
- Report all Health and Safety concerns to the Managing Director (your position is protected by Law).
- Giving assistance as required in the investigation of accidents

Failure by an employee to comply with the aforementioned requirements may be treated as an act of indiscipline and may remove liability from the Managing Director or managers in the event of an accident.

Serious breaches under the Health and Safety at Work etc Act (section 8) may result in disciplinary action or dismissal.

GENERAL ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Health and Safety Induction training will be provided for all employees and suitable training records maintained by the company.

Additional specific job training will be identified and arranged as required with an external trainer(s).

The contracts manager (Responsible Person) will make arrangements for this training.

INFORMATION FOR EMPLOYEES

In compliance with the Health and Safety Information for Employees Regulations 1989 as amended a Health and Safety Law poster is displayed in the Companies office and an individual issue of the HSE leaflet (Health & Safety Law) is made to all employees.

HEALTH AND SAFETY RISK ASSESSMENTS

(Management of Health and Safety at Work Regulations)

The Managing Director (Responsible Person) or a competent person appointed by the company will undertake workplace risk assessments. The findings of all risk assessment shall be notified to all employees.

The scope of these assessments will include COSHH and Manual Handling

The Managing Director (Responsible Person) will be responsible for ensuring that the appropriate action is implemented and controls monitored and will approve any action required removing or controlling a risk.

Risk Assessments will be reviewed annually, in the event of staff changes or when the work activity changes.

Dynamic risk assessments will be job/site specific and undertaken by a supervisor who is trained and competent.

Consultation regarding these matters will be made with any employees of the company under the **Health and Safety (Consultation with Employees) Regulations**.

AMENDMENTS

Amendments to this Health and Safety Policy Document will be made when necessary, through the resources of the management who may invoke the assistance of a specialist or competent person in Health and Safety matters before making changes.

FIRST AID & ACCIDENTS

A risk assessment of first aid requirements has been undertaken

FIRST AID BOXES are located in all the company vehicles and the yard office

Personal First Aid kits are supplied to operatives carrying out high risk activities

The appointed person responsible for the maintenance of First Aid Boxes is ***the Managing Director***.

The **ACCIDENT REPORT BOOK** is located in the Company Office. (Preliminary Accident Report forms are carried on every Company Vehicle)

REPORTING OF ACCIDENTS

All accidents must be reported to the Director (Responsible Person) and the Company Health and Safety administrator.

ACCIDENT INVESTIGATION

The Director (Responsible Person), or a competent person appointed for the purpose will investigate accidents as appropriate. The findings of any investigation resulting from a serious personal injury accident or a "near miss" will be communicated to all staff.

INSPECTING AUTHORITIES

Full co-operation will be given at all times to officials of:

- Isle of Wight Council
- The Health and Safety Executive.
- Isle of Wight Fire & Rescue Service (*Technical Safety Officers*)
- Island Roads

MACHINERY AND EQUIPMENT

(Provision and Use of Work Equipment Regulations)

(Lifting Equipment Regulations)

The Director (Responsible Person) is responsible for identifying all equipment needing maintenance and will be responsible for ensuring that effective maintenance procedures are drawn up.

The Director (Responsible Person) will also be responsible for ensuring that all identified maintenance is implemented and will check that any new plant or equipment meets Health and Safety Standards before it is purchased.

A contractor approved by the Company will maintain machinery and any lifting equipment used by the Company that the law requires to be periodically examined and certified by Law.

No machine whatsoever, in use with the Company shall at any time have a fitted guard removed to improve its efficiency or for any other reason **WHILST IN USE**.

Care should be taken to ensure that when a machine is stripped down for cleaning, maintenance or any other reason that it is reassembled properly by a competent and authorised person.

No employee shall use any machine or equipment the property of the Company or otherwise without having first received the appropriate instruction from a person authorised to give instruction/training.

Only on demonstrating competency after instruction will an employee be deemed 'competent and authorised'.

Persons under the age of 18 years must not use or attempt to use, dismantle or clean cutting machines.

TOXIC / HAZARDOUS SUBSTANCES (COSHH)

Control of Substances Hazardous to Health Regulations

The Director (Responsible Person) is responsible for identifying all substances in use by the company, which require a COSHH assessment.

The Company office shall maintain a register of all identified hazardous substances used by or handled by the company. The status and location of all such materials shall be recorded in this register.

Staff using such substances will be provided with full information COSHH Risk Assessments and Safety Data Sheets as to the correct safe use, storage, fire precautions and first aid of such substances.

Manufactures recommended personal protective clothing and / or equipment shall be provided by the company and used by staff whenever hazardous substances are employed or handled.

All 'left over' materials are to be properly disposed of.

The Company environmental policy shall be adhered too at all times.

THREATS OF VIOLENCE TOWARDS STAFF

The company shall not tolerate violence towards staff and the Police shall be called to deal with any such incident. The company accept their responsibility towards the security and welfare of their employees. Therefore, it shall be the company policy to prosecute all offenders assaulting staff.

In the event of a violent incident developing, staff should make every effort to calm a situation to prevent injury to themselves, colleagues and customers present.

ATTEMPTED ROBBERY

In the event of an attempted robbery (Armed or otherwise), staff are instructed **NOT TO** attempt to attack, restrain or antagonise robbers or potential assailants.

Remain calm – your personal behaviour could make the difference between suffering a case of emotional shock at the event and possibly sustaining a severe physical injury from a potential assailant.

Follow all instructions given by the offender without question

Do not speak to an offender except in direct reply to a question from them.

Do not make any eye contact with an offender

Do not make any sudden moves, which may cause an offender to become violent towards you or any other person's present.

As soon as the robbery has taken place and the offender(s) have left the premises or scene call the Police using the 999 systems.

Before the arrival of the Police, write down everything you can remember about the robbery, the offender's description, any vehicle involved, weapons carried, what the offender or other persons said whilst the offence was taking place.

LONE WORKING

A company lone working policy is in place.

If the 'lone worker' does not make contact at the time expected, after a short period has elapsed contact by Mobile Telephone (where appropriate) should be attempted.

If this fails, urgent attempts to contact and establish that all is well must be made. This may well involve a further visiting the last known location of the missing person.

Should all enquiries to locate the lone worker fail the Police should be informed of the situation.

PERSONAL PROTECTIVE EQUIPMENT

The correct PPE (Personal Protective Equipment) for each operation shall be provided by the company and must be used at all relevant times.

Particular attention must be given to:

- The wearing of Eye Protection when required or necessary
- The wearing of Safety Helmets when required or necessary
- The wearing of Ear Protection when required or necessary
- The wearing of Foot Protection (Safety Shoes / Boots) when required
- The wearing of Hi-Vis jackets

- The wearing of protective gloves (including disposable type)
- The wearing of specialist PPE e.g. when using chainsaws
- The wearing of Harness and or other restraint devices when working at heights
- The wearing of lifejackets when working over, on or close to open water

The company will take disciplinary action against a member of staff who fails to use the PPE provided for the purpose.

COMPANY VEHICLES

It is the responsibility of the Director (Responsible Person) to ensure Company vehicles where appropriate have a valid Excise Licence, Insurance and MOT Certificates and scheduled mechanical servicing is carried out as per the manufactures/supplier's instructions and recommendations.

This will include all plant and equipment licenced under the Road Traffic Act 1968.

All mechanical/electrical faults should be reported to the Director (Responsible Person) or Contracts Manager and rectified without undue delay.

Only qualified drivers in possession of a valid Driving Licence are permitted to drive Company vehicles.

Unauthorised passengers may not be carried in Company Vehicles

Where appropriate heavy or unstable loads should be secured to the vehicle

NO smoking is permitted in Company vehicles at any time

Mobile equipment being towed by Company vehicles must display a correctly fitted trailer board and it must be ensured before moving off that all lights fitted to the board or trailer are in working order.

The correct registration mark of the towing vehicle must be displayed on the trailer board at all times.

USE OF MOBILE TELEPHONES

Mobile telephones may not be used by the driver of any Company vehicle that is being driven unless a suitable and sufficient 'Hands Free' kit is fitted. Mobile telephones may not be used within the confines of electrical sub-stations.

Breaches of this instruction may result in disciplinary action being taken by the company.

PORTABLE CLIMBING EQUIPMENT

(See also working at height)

When using Climbing equipment of any description great care must be taken to ensure that it is secure and on level ground.

Climbing equipment shall be maintained in good condition and free from any obvious defects.

Wherever possible the assistance of a colleague should be sought when removing items from high shelves or racking.

MANUAL HANDLING

Statement of Commitment

Groundsell Contracting Limited (hereafter referred to as the Company) recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for all its employees as required under the Health & Safety at Work Act 1974.

The Company recognises the inherent risks, which moving and handling poses to the individual.

Working together with our staff we are committed to addressing these risks in a proactive way by employing good risk management systems and ergonomic practice.

As far as is reasonably practicable, we aim to eliminate moving and handling activities where there is a risk of injury.

Where this is not possible, we aim to implement a range of actions supporting the continual development of safer handling practices and support mechanisms across the workplace.

The Company will make suitable and sufficient assessment of all such risks and will offer information, training, and supervision as necessary to minimise the risk to staff.

A detailed Manual Handling training note is available

YOUNG PEOPLE IN THE WORKPLACE

This policy considers young people in the workplace and takes into account the special considerations and requirements when compiling a risk assessment.

Such a risk assessment must take into consideration the type of work a young person may be required to undertake and the assessment *MUST BE TAILORED* to the individual.

The Young Persons Parents or Guardians must be informed of the contents of the Risk Assessment.

NEW AND EXPECTANT MOTHERS

This policy document recognises the importance of the Health and Safety of New and Expectant mothers.

If a worker becomes pregnant, they must without undue delay inform the Company through their Line Manager, who will arrange for a specific risk assessment tailored to the needs of the individual.

It will be necessary to keep this assessment under constant review throughout the pregnancy.

In assessing risks to new and expectant mothers, the company will take action to ensure that they are not exposed to any significant risk, including those to the unborn child or a child of women, who are breastfeeding, not just the risks to the mother herself.

DISCLOSURES IN THE PUBLIC INTEREST

The Public Interest Disclosure Act 1998 protects employees who raise legitimate concerns about specified matters. It makes provision about the kinds of disclosure which may be protected and the circumstances in which disclosures are protected. These rules are therefore intended to comply with the Act by encouraging employees to make disclosures about fraud, misconduct or wrongdoing to the Company, without fear of reprisal, so that problems can be identified, dealt with and resolved quickly.

For detailed information refer to the staff handbook

SMOKING ON COMPANY PREMISES

Smoking is not permitted in company buildings or company vehicles.

To comply with Legislation smoking is only allowed in **designated exterior areas** of the company's premises.

Smoking is prohibited by Law in the interior of business premises including Company owned (or leased) vehicles.

- Staff who smoke must clear up after themselves according to the following
 1. Staff must extinguish cigarettes outside and place in the metal bin provided
 2. The metal bin is to be emptied daily into the appropriate waste disposal bin

FIRE SAFETY

For detailed information please refer to the premises Fire Risk Assessment

Routes from premises which are designated as Means of Escape in the event of Fire will be kept clear at ALL TIMES.

Fire Action notices will be displayed unobstructed and maintained in a satisfactory condition.

Island Fire Alarms and Security maintain Fire Extinguishers provided throughout the Company on an annual maintenance contract.

COMPANY POLICY IN THE EVENT OF FIRE WITHIN THE PREMISES

See fire evacuation plan in the premises fire risk assessment

Fire extinguishers are located at designated Fire Points on the Company premises. Under no circumstances may they be relocated without the authority of the Directors.

Unauthorised relocation of Fire extinguishers may be contrary to the terms of any Risk Assessments or Insurance Policies.

VISITORS AND CONTRACTORS

A copy of this Health and Safety Policy shall be made available to all persons working temporarily on Company premises.

All contractors /sub-contractors and authorised visitors and those mentioned in the Scope Section of this Policy Document must agree to conform to the standards set out by the company by virtue of this document and risk assessments.

ELECTRICAL EQUIPMENT

Routine visual inspections will be carried out by a competent member of staff (or Contractor) appointed for the purpose by the Directors, on plugs and cables for loose connections and damage.

Portable Appliance testing will take place annually where required by a competent person appointed by the company.

The use of electrical extension leads and portable equipment is restricted and should only be used when no other alternative is available.

Trailing leads so connected shall be routed in such a way as to offer minimum opportunity for accidents to occur through foot entanglement or damage to the trailing leads or fittings.

Earth Leakage Circuit trips or similar devices must be used for mains supply electrical tools in outside areas.

All connections to power points must be via proper plugs etc and not by bare ends of cables.

A competent person, in accordance with the Electricity at Work Regulations 1989 as amended, will only undertake electrical repairs and installations.

GENERAL HOUSEKEEPING

All Company premises and vehicles will be maintained to the highest standards of cleanliness possible AT ALL TIMES.

All cleaning equipment will be maintained and stored in a tidy hygienic condition.

Do not allow rubbish to accumulate in any area.

Do not obstruct walkways or storage areas for longer than is absolutely necessary to complete the housekeeping task in hand.

NOISE POLLUTION

The Noise in the Workplace Regulations 2005 is specifically designed to protect workers from damage to hearing and exposure to excessive noise.

All employers are required to risk assess the noise levels to which their employees are exposed where they believe that exposure reaches or exceeds the action levels defined in the regulations

Where elimination is not reasonably practical, reduction of exposure to noise to as low a level as is reasonably practical.

A programme of measures excluding the provision of personal hearing protection to be taken at the upper exposure action values to reduce exposure to noise to as low a level as is reasonably practicable.

Information Instruction and training concerning the use of equipment, personal hearing protection provided under the Regulations

Action to be taken at the exposure limit values and prohibition on exceeding exposure limit values

Any activity where it is suspected that noise levels reach the action levels set out in the 2005 Regulations require a full assessment to be carried out.

Where people find it difficult to converse with each other because of background noise some risk may be present.

Employers must demonstrate that they have gone about noise control in a suitable manner and found an effective way of complying too the Regulations.

Exposure limit values and action values

Lower exposure action values are -

A daily or weekly personal noise exposure of 80 dB (A-weighted)
and a peak sound pressure of 135 dB (C-weighted)

The upper exposure action values are –

A daily or weekly personal noise exposure of 87 dB (A-weighted)
And a peak sound pressure of 137 dB (C-weighted)

The exposure limit values are –

A daily or weekly personal noise exposure of 87dB (A-weighted)
And a peak sound pressure of 140 dB (C-weighted)

Assessment

. The assessment will be reviewed periodically

COMPANY HEALTH AND SAFETY ADMINISTRATOR

The Company employs a part-time Health and Safety administrator.

The administrator has the authority to make unannounced visits and audit the activities of Groundsell Contracting Limited staff on any site at which the Company has business.

The administrator has Company authorised and authenticated identification and will if appropriate stop any activity that has in his/her opinion deviated from any safe system or scheme of work and risk assessment