

Premier

Groundworks Ltd

Health & Safety Policy

June 2010

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Introduction

This document details the overall Policy and organisational arrangements in place within Premier Groundworks Ltd for the Health, Safety and Welfare of all our employees, temporary staff, contractors, visitors, clients and others who may be affected by our operations.

The Policy is divided into three parts:

- Part 1: Statement of Intent - this states our commitment to Health, Safety and Welfare throughout our operations
- Part 2: Organisation – this details the roles and responsibilities for implementing this policy throughout our operations
- Part 3: Arrangements – this details the arrangements in place to achieve our Policy commitment throughout our operations.

Contents

Contents.....	2
Health and Safety Policy Statement – Part 1.....	3
Organisation of Health, Safety & Welfare – Part 2	4
H&S Management Structure	4
Individual Responsibilities	5
Responsibilities of Directors.....	5
Responsibilities of Managers and Supervisors.....	6
Responsibilities of Employees.....	7
Responsibilities for Health and Safety	8
Arrangements –Part 3	9
3.1 Training	9
3.2 Consultation and Communication.....	10
3.3 Accident Reporting	10
3.4 Records	11
3.5 Emergency Procedures	11
3.6 Fire.....	12
3.7 First Aid	13
3.8 Risk Assessment & Health and Safety Procedures.....	13
3.9 Welfare Facilities	13
3.10 Work Equipment.....	14
3.11 Personal Protective Equipment.....	14
3.12 Hazardous Substances	15
3.13 Excavations & Groundworks	15
3.14 Electrical Safety	16
3.15 Manual Handling.....	16
3.16 Monitoring the Effectiveness of the Policy.....	17
3.17 Management and Documentation	17



Health and Safety Policy Statement – Part 1

Premier Groundworks Ltd is committed to achieving a safe and healthy working environment for all employees, non-employees and others, who may be affected by work activities.


Our aim is to comply with all applicable Health & Safety and all other relevant legislation within the statutory levels of duty. This aim is achieved through a programme of continuous improvement and positively promoting a proactive approach to accident and ill-health prevention.

Premier Groundworks Ltd objectives will be to:

- Make health & safety an integral part of company policy by implementing a safety management system.
- Provide a place of work that is safe and without risk to the health, safety and welfare of all its employees, and others.
- Ensure that employees are competent to carry out their work by providing planned & appropriate training to meet individual needs for their work activities.
- Make available appropriate resources to implement the policy.
- Monitor the performance of activities against supporting procedures within this policy.
- Involve our employees by effectively consulting & communicating with them on matters concerning their health, safety & welfare.
- Bring this policy and our procedures to the attention of all employees and subcontractors.

We will encourage positive participation and involvement from all employees to promote the standards expected from the procedures contained within. To assist us in doing this we have appointed Akeva Safety Solutions Ltd to provide us with competent health and safety advice.

As the Director I will ensure that this policy and the procedures contained within are reviewed on at least an annually basis.

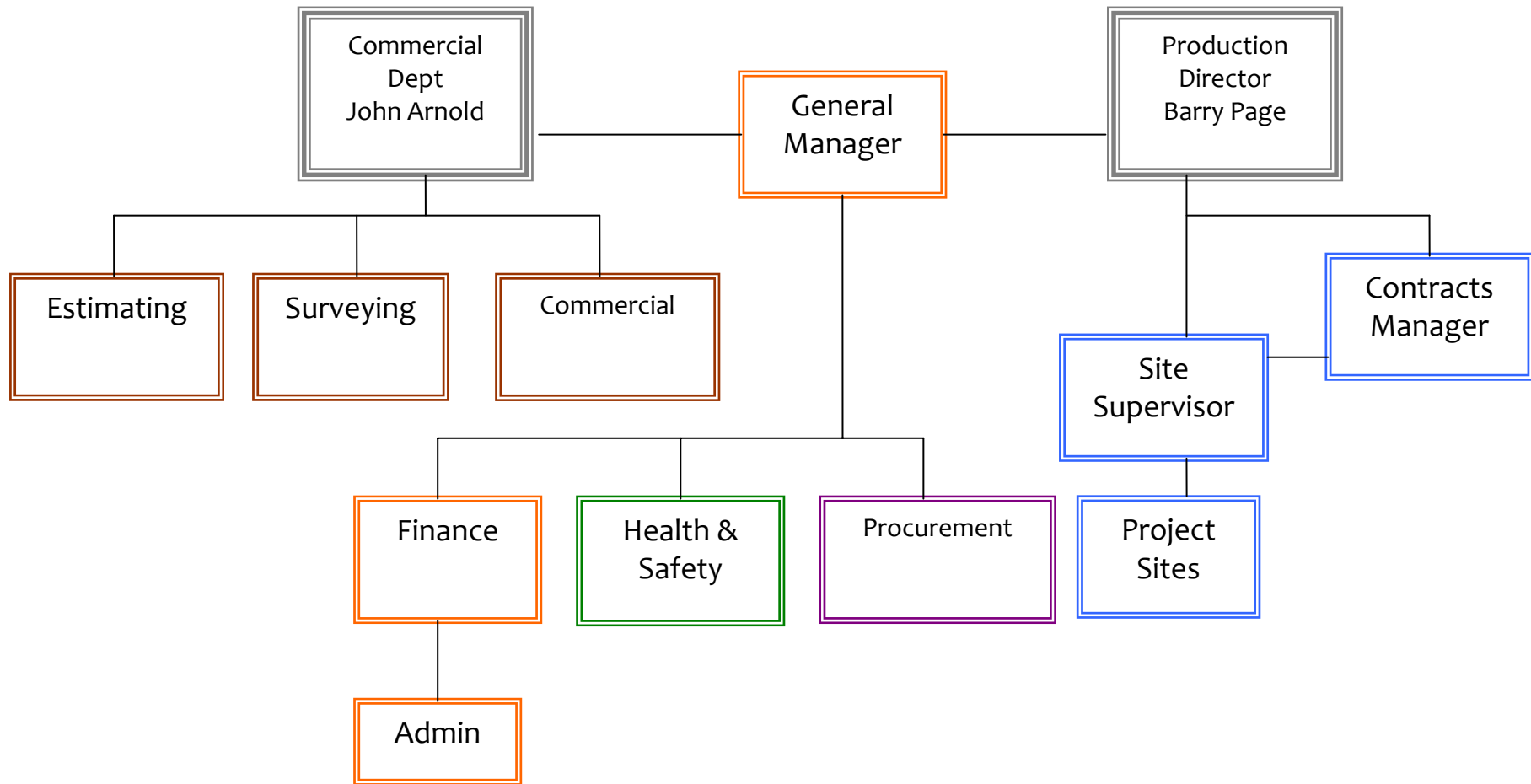
Signed  _____

Date: 08/06/10

Director - Premier Groundworks Ltd

Organisation of Health, Safety & Welfare – Part 2

H&S Management Structure



Individual Responsibilities

This section identifies the health and safety responsibilities for the following individuals and appointments:

- Directors
- Managers
- Employees
- Safety advisors

Specific job descriptions will also be developed describing the role and responsibilities of individual managers and staff.

Direct responsibility for health and safety performance is with line management, supported and advised by the company health and safety advisors. Managers are given the responsibility for monitoring the achievement of objectives and compliance with standards for which they and their subordinates are responsible. Managers and supervisors responsible for direct implementation of standards will also monitor compliance in detail.

Responsibilities of Directors

1. Oversee, so far as is reasonably practicable, that sound working practices are observed as laid down by statutory provisions, company procedures and codes of practice.
2. Consider formal reports submitted at Board meetings on policy implementation and the level of performance achieved and take action accordingly.
3. Set targets and objectives as appropriate and instruct that resources are provided as necessary so that company policy and procedures are implemented effectively and performance measured and reviewed.
4. Instruct that details of any Health, Safety or environmental incidents are reported at the earliest opportunity and that such incidents are fully investigated and any lessons learnt are communicated to the appropriate personnel as an aid to achieving a continuous improvement culture.
5. Actively lead and support the implementation of the company policy and procedures and set a personal example when visiting sites.
6. The Director of Safety is responsible, for developing the organisation and arrangements for the implementation of the Company's policy on health and safety.

Responsibilities of Managers and Supervisors

Managers are responsible, as far as is reasonably practicable for the following:

1. Implement Company policies within your area of responsibility, based on guidance provided and assistance available from specialist advisors.
2. Make yourself familiar with the issues and legal requirements relevant to your area of work and understand the health and safety risks of the operations and activities for which you are responsible.
3. Read the relevant Health, Safety and Welfare procedures and guidance to enable you to carry out your duties as required.
4. Assess the work activities you control and take measures commensurate with the level that the risk demands in order to minimise Health and Safety risks.
5. Work is properly planned and resourced, that appropriate controls are implemented and that personnel involved are adequately instructed, trained and supervised.
6. Co-operate with the Health and Safety personnel at all times.
7. Report all accidents and incidents, including 'near misses' as required by legislation and company policy. Assist in the investigation of all such incidents and instruct that full co-operation is given by all staff to investigating officers.
8. Always be alert to the possibility of occupationally related illness amongst your staff and report any suspect or proven cases.
9. Incident related absences from work are reported in line with company policy.
10. Sub-contractors are assessed for competency and comply with legislation and Company policy and procedures.
11. Appropriate action is taken when notified of disregard for Health and Safety issues.
12. Set a good example when visiting site.
13. Health, safety and welfare matters are discussed with staff on a regular basis through progress meetings and joint consultation to actively foster and promote a positive Health and Safety culture.
14. Monitor Health and Safety for all activities within their control.
15. Do not allow any alcohol or unlawful drugs to be brought onto, used or consumed on any area controlled by the company. Act immediately on any person you suspect to be under the influences of drugs or alcohol.

Responsibilities of Employees

1. Whatever job you do, you have a duty to co-operate in making your workplace safe for everyone who might be affected by your actions or omissions, and to take reasonable care not to do anything which might endanger either yourself or others.
2. You must co-operate with your employer or anyone else where it is necessary for them to comply with their statutory duties.
3. You must not knowingly act in a way, which may cause either you or the Company to be in breach of the law or damage the reputation of the Company. You must take account of the potential hazards and risks in everything you do.
4. If during the course of your work you are injured, become unwell, or are involved in or become aware of any situations which are potentially unsafe or which present a threat to the environment, you must stop work and inform your manager or supervisor at the earliest opportunity.
5. Do not undertake any work, which you consider to be unsafe. If you are instructed to carry out any such work report the matter to a company safety officer. This will be dealt with in confidence.
6. Good housekeeping is an essential feature of any Health & Safety Policy. All tools and equipment must be maintained, cleaned and properly stored. Work places must be kept clean and tidy with rubbish and discarded materials placed in the receptacles provided. Proper attention must be paid to hygiene.
7. No alcohol or liquor or unlawful drugs may be brought onto or used or consumed on the premises.
8. Employees must not engage in horseplay or misuse anything provided in the interests of Health & Safety.
9. Disciplinary action will be taken against any employee who violates these rules and procedures.

Responsibilities for Health and Safety

Company Health & Safety personnel are responsible for the provision of strategic Health & Safety support to management and staff, to ensure compliance with statutory requirements and consistent implementation of policy. This is supported by external competent advice.

Responsibilities include:

1. Advising management on the development and implementation of the Health & Safety program.
2. Providing a Health, Safety and Welfare management framework that provides a consistent approach to the implementation of legislative and company requirements.
3. Advising staff on relevant aspects of Health, Safety and Welfare.
4. Keeping up to date with legislation and best working practice and communicating changes, developments etc throughout the organisation.
5. Putting systems in place for monitoring Health & Safety performance of staff and contractors, against the company Health, Safety and Welfare policy and procedures
6. Benchmarking Health & Safety performance and best practice both internally within the Premier Groundworks Ltd and where possible with UK industry with the overall aim of continual improvement.
7. Liaise with third parties as required including HSE, Local Authorities external competent advice etc.
8. Providing a monitoring service regarding inspections of safety equipment in order that that they are inspected in accordance with procedures and guidelines so that they comply with statutory legal obligations.
9. Carry out audits and inspections to monitor compliance with legislation, codes of practice, company policy and procedures.
10. Provide expertise and advice in the creation of safe systems of work and procedures to provide, as far as is reasonably practicable, a safe working environment for employees, clients, contractors and members of the public.

Arrangements –Part 3

Specific arrangements are in place for all Health, Safety and Welfare issues and are detailed in specific risk assessments, method statements and safety procedures. **An index of these is contained in the Health and Safety Manual that supports this policy.**

Below are general arrangements for general Health & Safety issues.

3.1 Training

The Premier Groundworks Ltd take such measures as may be necessary to ensure proper training, supervision and instruction of all employees in matters pertaining to their Health, Safety and Welfare and to provide any necessary information.

3.1.2 Company Induction Training

All new employees shall be given a Health and Safety Induction Talk and written Safety guidance that is relevant to the company's procedures. The new employees will also be given a copy of the Company Handbook.

3.1.3 Site Induction Training

All site personnel, prior to starting on a new site, will attend the Principal Contractor's site induction in accordance with their procedures. They will then be inducted to the specific works being carried out by Premier Groundworks which will include an explanation of the method statement / methodology and the findings of the risk assessment.

3.1.4 Toolbox Talks

Toolbox talks must be given by the site manager / supervisor on at least, a monthly basis depending on the nature and size of the contract unless there is a specific requirement by the Principal Contractor / Client. On occasions, the company's Health and Safety Consultants may be asked to deliver toolbox talks.

3.1.5 Job Specific Training

New employees will be asked for copies of their existing certificates of competence or other training certificates. Details from these will be entered onto the training spreadsheet.

The company realises the importance of job specific training so will ensure that, if any skills gaps are identified, relevant training will be arranged and delivered. Where a site supervisor or manager believes there is a training need, it is to be referred to the Production Director who will take action as necessary.

3.1.6 Management Training

The company realises the importance of making sure everyone is aware of their duties under the company's health and safety policy as well as industry 'best practice'.

Therefore the company will ensure that managers and supervisors receive relevant training such as the CITB's SMSTS (Site Manager Safety Training Scheme) or the SSSTS (Site Supervisor Safety Training Scheme) or equivalent training.

3.1.7 Refresher Training

Certain training carried out by the Company's employees and management have a specified renewal date. The company will ensure that, in the absence of a specified renewal date, the holders of the certificates will be refreshed on a three to five year basis depending on the experience of the delegate.

There may be times where the production decides that individuals should carry out refresher training on a more frequent basis.

3.2 Consultation and Communication

The Premier Groundworks Ltd will consult with employees periodically to ascertain what measures should be taken to increase awareness of Health, Safety and Welfare and to assist in making this policy effective. We will inform employees of their rights to consultation as required by current legislation.

Where employees decide not to be represented by a safety committee, we will operate an open door policy. All employees have access to the Production Director and our Contracts Managers where they can voice an opinion of health and safety matters.

Where employees decide they do want representation by a safety committee, the committee will be set up in accordance with current legislation.

Whether the company sets up a safety committee or not, we will keep employees informed of health and safety matters by means of newsletters, bulletins, memos, letters etc.

3.3 Accident Reporting

The requirement for the reporting of certain accidents, dangerous occurrences and occupational ill-health are set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. A good reporting procedure will also allow the company to identify causes of accidents so that procedures can be developed or updated to prevent recurrence.

All accidents on sites, even minor ones, must be recorded on the accident form that can be found in the site file. This is then to be returned to the General Manager at head office where the details will be transferred into the accident book and the report filed in the injured person's 'Personnel File'. The details of accidents that occur in the office can be written directly into the accident book and the report placed in the injured persons 'Personnel File'.

In the case of **minor accidents**, these should be quantified and discussed at regular Management Meetings with a view to putting safeguards in place to prevent recurrence.

It is the responsibility of all management to ensure that all accidents/incidents, dangerous occurrences and near misses are reported to the Company Head Office for recording and investigating purposes.

Those accidents / incidents that need to be reported to the HSE's Incident Contact Centre, as required by RIDDOR, will be done so by the General Manager or other nominated person. The Company may at times require assistance from the Health and Safety Consultants with this.

Where there is a **reportable accident**, as defined by RIDDOR, an investigation will be carried out by the Director responsible for Health and Safety or other nominated person. A report will be produced which will identify the causes and any measures needed to prevent recurrence. The company's Health and Safety Consultants will be notified and may be asked for assistance.

All staff are asked to fully cooperate in the reporting and investigating of accidents and incidents.

In the case of death or serious injury that causes trauma to personnel in the immediate vicinity who witnessed the accident, counselling will be offered to minimise the emotional effects.

3.4 Records

Records shall be maintained as appropriate at head office and on site. Such records shall include, but not restricted to:

- All accident reports
- Utility damage incidents
- Training records
- Maintenance records
- Safety inspections, audits and corrective actions
- COSHH Assessments
- Relevant assessments as required by legislation
- Accident Books
- Safety File (separate from CDM H&S file)

At the end of each project it is the responsibility of the Contracts Manager to ensure all records are returned to the head office for storage.

3.5 Emergency Procedures

The company realises that there may certain activities that require and emergency procedure to be developed. Each of these procedures will be specific to the workplace and the operations being carried out and may include, but are not restricted to:

- Hot works activities.

- Overturning of machinery
- Working in confined spaces
- Environmental spillage

Where there is an incident within one of the company's workplaces, the manager or supervisor in control of that area is to initiate the developed emergency procedure.

The following should form a basis of that procedure:

- Stop work and ensure no one else is at risk.
- Deal with any casualties.
- If necessary, call for the emergency services (in accordance with the specific workplace rules).
- Cordon off the incident area and do not disturb anything except to make the area safe.
- Inform the Production Director, Contracts Manager or General Manager immediately.
- Identify any witnesses and take initial witness statements.

Emergency procedures specific to the company's offices will include Fire Procedures (see 3.6) and Accident Reporting (see 3.3).

3.6 Fire

In the event of a fire, it is the policy of the company that life shall override all other considerations, such as saving property and extinguishing the fire. The company refutes the notion that alarms should only be raised in the event of a large fire.

All employees are empowered to take any necessary action if they believe there is a fire and authority need not be sought from any other person. The company will support employees who operate fire alarms in good faith, regardless of whether or not the fire was a threat to life or property.

3.6.1 Site Procedures

Prior to commencing work on any sites, the Production Director or Contracts Manager will establish what the Principal Contractor's fire procedures are and merge them in with our own procedures.

3.6.2 Office Procedures

As the company uses offices within a larger complex, the procedures developed by the Estates Manager will be followed and communicated to all staff during the company induction.

All fire safety equipment provided by the company will be inspected and tested in accordance with the Regulatory Reform (Fire Safety) Order and any industry guidance. The equipment in the offices are provided and maintained by the Estates Manager.

3.7 First Aid

The company will ensure that there is adequate first aid cover for all workplaces as required by the Health and Safety (First Aid) Regulations 1981 and the particular risk environment.

The company generally works as a subcontractor to a Principal Contractor so would seek to obtain full first aid cover from them. The company will provide the services of its own first aid 'appointed person' as an initial port of call for its own employees (names of company first aid trained personnel can be found in the training matrix).

Every company van carries a first aid kit that is available if access to the Principal Contractor's first aid kit is restricted. The van driver is responsible for ensuring the first aid kit in their van is adequately stocked and the items are in date.

The company will establish the necessary procedures and arrangements for each workplace then:

- Inform personnel of the location of first aid facilities.
- Inform personnel of the names of first aid trained people.
- Ensure that first aid materials are replaced once used.

3.8 Risk Assessment & Health and Safety Procedures

All activities carried out by Premier Groundworks Ltd shall be managed through risk assessments and method statements, which will be developed by the Production Director or the Contracts Manager.

The relevant documentation shall be issued and communicated to site staff and copies given to the Principal Contractor.

Site supervisors are to regularly review the risk assessments and method statements for their operations to ensure they are still valid. Where they need to be changed the Production Director or Contracts Managers is to be informed.

Emergency and non-routine operations need to be included in the risk assessment process to ensure the safety of those carrying them out. In such cases where these operations arise, the relevant manager / supervisor must contact the Production Director or Contracts Manager immediately.

3.9 Welfare Facilities

The company will ensure that welfare facilities e.g. toilets, washing facilities, hot and cold running water, drinking water etc are available for all staff, regardless of where they work, that are in accordance with relevant legislation.

Within the company's offices, the welfare is provided and maintained by the Landlord. Where there is a failure in this provision, the General Manager will bring it to the attention of the Estates Manager.

On sites the Principal Contractor will provide the welfare facilities. Prior to any works commencing on site, the Production Director or Contracts Manager will check to ensure that the facilities are in place as required by the Construction (Design & Management) Regulations 2007. Where there is a failing this will be discussed with the Principal Contractor's Site Manager.

During the construction phase, our operative will be expected to treat the welfare facilities with respect. Anyone found to be abusing the facilities may have disciplinary action taken against them. If the standard of the facilities falls, due to other parties, our supervisor will discuss it with the Principal Contractor's Site Manager.

3.10 Work Equipment

As required by the Provision and Use of Work Equipment Regulations 1998, the company will ensure that it provides suitable work equipment for the types of contracts and environments where the contracts will be carried out. We will also ensure there is an adequate number of trained personnel for the use of the equipment.

The company will ensure that all equipment, including hired equipment, is in good condition and that regular maintenance and servicing is carried out.

Supervisors and employees are required to ensure they carry out regular safety checks of the work equipment they are responsible for and that the relevant records i.e. Plant Check Sheets are completed.

Any general defects are to be reported on the Plant Check Sheets and suitable action will be taken by the Production Director or General Manager once they are returned to head Office.

If there is a safety critical defect, work with that item of equipment is to cease immediately and the defect reported to the Site Supervisor. Where possible and only if it is safe to do so, the equipment must be parked in a safe place. The defect must then be reported to the General Manager who will take necessary action to organise its repair.

Any defects with hired equipment must be reported to the hire company by the supervisor. For safety critical defects, the same action as mentioned above must be followed.

3.11 Personal Protective Equipment

Personal protective equipment will be issued to personnel in accordance with the risk assessments and any site rules. The minimum requirement for any Premier Groundworks employees will be safety helmet, safety boots (with steel toe caps and mid soles) and high visibility vests.

Employees will be issued with a set of PPE during the company induction, which they will be required to sign for. Employees will also be required to sign for any replacement items.

Employees are responsible for the up-keep of their PPE and must report any lost, damaged or worn PPE to their Manager or Supervisor, immediately.

Any misuse or intentional damage to PPE will not be tolerated. Anyone found to be misusing or damaging PPE will face disciplinary action which may result in their dismissal.

3.12 Hazardous Substances

Due to the nature of the company's activities, there is a need for some of its employees to come into contact with hazardous substances.

Where possible, the company will source substances that have a non-hazardous nature. Where this is not possible, material safety data sheets will be obtained for substances that are purchased and a CoSHH assessment will be carried out for the activities using that substance.

The majority of the substances used by Premier Groundworks staff will be used in the same manner regardless of location. The findings of the CoSHH assessments for these substances will be communicated to the relevant employees on, at least, an annual basis.

The findings of the CoSHH assessments for any substances that are new or not used that often will be communicated before use along with the requirements of the method statement.

All hazardous substance will be stored in accordance with the risk but will generally be in a lockable storage unit or container.

Staff are to be aware that they are not to use any substances that have not been CoSHH assessed.

3.13 Excavations & Groundworks

Prior to carrying out and excavations or groundworks, a suitable and sufficient risk assessment will be undertaken and a subsequent safe system of work developed. The safe system of work will contain, as a minimum:

- The obtaining of service diagrams.
- The use of cable locating tools (CAT & Genny) by a competent person.
- The hand digging of trial holes to identify actual positioning of services.
- The protection of overhead cables that cannot be disconnected, isolated or rerouted.
- An identification of the type of ground structure to determine the stability of open excavations and the possibility of the presence of harmful substances, ingress of water etc.
- The development of safe digging practices including continuous checking with cable locating devices.

Once excavations are open, it is the company's policy that they will be adequately protected to prevent people or machinery falling in.

Where work is to be carried out in the excavation, it will be adequately protected taking into account site restrictions. Protection may consist of battering back the sides, terracing or use of trench boxes / other shoring systems.

3.14 Electrical Safety

When planning work with electrical tools or equipment the relevant standards and the requirements of the Health and Safety Plan for the site must be adhered to. The use of such equipment must be taken into account when carrying out the task risk assessment.

All electrical equipment used by the Company on sites or in other workplaces will be supplied, maintained and used in accordance with the relevant standards. Where possible, site equipment will be either battery operated or 110 volt CTE (centre tapped earth).

To ensure the safety of persons using portable electrical appliances, it is Company policy that all new portable appliances, or used appliances new to the company, are tested before first being put into use then tested again at least 6 monthly, for site equipment unless otherwise stated by the Principal Contractor, and 12 monthly for office equipment.

The responsibility for arranging PAT testing will be down to the General Manager for office equipment and the Contracts Manager for site equipment.

It is the responsibility of the users of portable electrical equipment to ensure that it is visually checked for damaged before use. If there are any signs of damage, the equipment must not be used and the damage reported to the relevant Manager or Supervisor.

3.15 Manual Handling

The Manual Handling Operations Regulations 1992 apply to any situation where a load has to be moved by hand or bodily force. The regulations state "A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him".

The Company will, as far as reasonably practicable, reduce the risk of injury through manual handling operations to all employees by:

- Avoiding, where practicable, the need to lift items manually or failing this by;
- Assessing the operations which pose a significant risk of injury;
- Ensuring all persons are given suitable manual handling training;

The company realises that some tasks may have to be postponed until the appropriate number of persons are available to safely carry out the task.

It is the Policy of the Company that a preliminary manual handling assessment is to be carried out as part of the general risk assessment. Where this identifies that there is a significant risk from manual handling a more detailed assessment will to be carried out by the Project, or other, Manager who has been trained in risk assessments. The manual handling assessment will be recorded.

It is the company policy that individuals should not lift anymore than they feel comfortable with. Where an individual doesn't feel they can safely move a load manually, either help should be sought from a colleague or the relevant Manager / Supervisor informed.

3.16 Monitoring the Effectiveness of the Policy

The effectiveness of this policy and related procedures shall be monitored by both pro-active (auditing and inspections by supervisors and safety officers, benchmarking etc.) and re-active (accident and incident reporting and review, damage review etc.) means.

3.17 Management and Documentation

The Safety Management System is based upon the basic business models outlined within management legislation and the British Standards for quality, environment and health and safety.

Specific documentation has been developed from the CITB GE 700 for the monitoring auditing and reviewing of relevant elements of health and safety within Premier Groundworks Ltd.

Where documentation does not achieve the needs of Premier Groundworks Ltd safety systems, new documents are developed and added to the working documents file.