



**Peter T Griffiths LTD**

# **HEALTH & SAFETY MANAGEMENT SYSTEM MANUAL**

## **Issue 4**

Peter T Griffiths LTD  
Conwy Morfa Enterprise Park  
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Manual prepared and supported by:-

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### Scope and application

This Health & Safety Management System outlines Peter T Griffiths Ltd. plan to satisfy the

Health & safety requirements of OHSAS18001(Occupational Health & Safety Assessment Series 18001)

The manual is a "controlled" document, however "uncontrolled" copies can be distributed to any interested party upon approval of Peter T Griffiths Ltd

This manual is intended to describe the core elements of the management system and their interaction; and provides direction to related documentation as required under "OHSAS18001 4.4.4 Documentation."

This Health & Safety Management System is intended to directly meet the requirements of the following legislation and regulations:

- **Health & Safety at Work Act 1974** – Section 2(3) requires organisations to have a health & safety policy which should include:
  - a) Statement of Intent (i.e. health & safety mission)
  - b) Organisation (i.e. structure, roles & responsibilities)
  - c) Arrangements (i.e. procedure and guidance)
  
- **Management of Health & Safety at Work Regulations 1999** – Regulation 5 requires organisations to have arrangements for undertaking effective planning, organisation, control, monitoring and review of the preventive and protective health and safety measures.
  
- **HSG65 Successful Health & Safety Management** – This guidance outlines the management system requirements for implementing the arrangements required within regulation 5 of the Management of Health and Safety & Work Regulations 1999.

This plan, do, check, act approach will provide the mechanism for managing other legislative, regulatory and other policy requirements (e.g. risk assessment, training, etc).

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## Company profile

### The Company

Peter T Griffiths Contractor is an old established firm of Building Contractors, formed in 1923, in Llandudno, North Wales, by Peter Thomas Griffiths, specialising in repair and maintenance of private houses and hotels, and the building of new private housing and housing for local authorities.

In the late forties, the firm passed to the founder's son, Eric Griffiths, who enlarged the firm and widened the scope of the Company's operations in road building, masonry work and large construction projects. This trend has continued and diversified.

The Company is now owned by Peter Russell Griffiths, the founder's grandson, and now specialises in large new building contracts such as schools, offices, industrial units, private residential and large hotel refurbishment, for Local Authorities, Government Agencies and private companies, together with conservation repairs and restoration work for the National Trust and CADW Welsh Historic Monuments. We also carry out small civil engineering projects.

#### Mission

It is my policy to attach the greatest importance to the health, safety and welfare at work of all my employees. I believe that it is a management responsibility, which ranks equally with my commercial activities.

Equally, it is the duty of each and every employee to co-operate with management in all health, safety and welfare matters. Every employee is legally obliged to work as safely as possible and to avoid injury to himself and to others.

It is the legal duty of the management and the supervisors to do everything possible to prevent any injury or ill health occurring, wherever work activities are taking place.

Full consultation between Management and Employees on all aspects of Health and Safety is encouraged at all levels (HSCR 1996).

All necessary personal protective equipment, which may be required, will be provided, and when issued, operatives must ensure that they use it correctly, whenever necessary.

Mr. Peter R Griffiths has overall responsibility for the Safety Policy, Setters are the Company Health and Safety Consultants with Mr. David Jenkins as Safety Representative. Individual Site Managers and Site Supervisors are responsible for their particular Sites and Units, and their attention is drawn, particularly, to their duties under the Construction (Design and Management) Regulations, 1994.

Your attention is drawn to the following documents that are attached: -

1. Setting Standards - The Company Safety Policy.
2. Setting Standards - The Site Safety Rules.

Peter R. Griffiths  
Director  
2nd December 2007

#### **Enforcement**

The name and address of enforcing authority whose Health & Safety Inspectors cover this workplace (e.g. HSE or your local authority's Environmental Health Department):

Health & Safety Executive

Unit 7 & 8 Edison Court, Ellice Way,  
Wrexham Technology Park, Wrexham,  
LL13 7YT  
Tel: 01978 316000

Employment Medical Advisory Service

Government Buildings Phase 1  
TY Glas  
LLanishen  
Cardiff CF14 5SH

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## Statement of intent

The organisation is committed to ensuring the occupational health and safety of our employees and other persons who may be affected by our acts and omissions, whilst complying with relevant legislative, regulatory and other requirements to which the organisation subscribes.

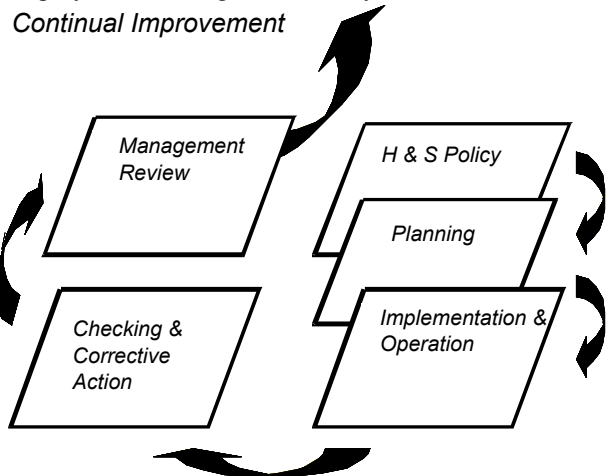
Peter R Griffiths has been nominated as the Director responsible for formulating and implementing the Health & Safety Policy and his duties are detailed in the Company Health & Safety Management System Manual.

The organisation is committed to continual improvement of health & safety performance, and its management system, effectively and efficiently to meet changing business and regulatory needs. This will be achieved through proactive implementation of its health and safety management system using a risk based approach. Good health and safety management can improve business performance by reducing losses from accidents, raising employee morale and enhancing the company status with customers and suppliers.

Directors and senior managers have the responsibility to implement, maintain and co-ordinate the health and safety management system. They will set health and safety objectives and assign adequate financial and physical resources to meet them. Reports on the performance of the occupational health and safety management system will be presented to top management for review and as a basis for improvement of the system.

The successful implementation of the Policy relies on a high level of commitment from employees at every level. The company will consult and communicate with its employees, directly and through their representatives at regular meetings. Employees will be encouraged to be pro-active in the management of health and safety and work towards achieving the highest standards of safety performance. They will be given the necessary information, instruction and training to do this.

Employees will be made aware of their duty to co-operate with their employer to discharge his statutory duties and to take care of their own safety and the safety of others.



The organisation's health & safety management system provides the framework for planning, implementing, checking and reviewing performance as a means of realising the commitment to continual improvement.

This framework includes the establishment, deployment, and monitoring of procedures and objectives which express our planned performance improvements. A diagrammatic representation of the framework is provided opposite:

This health & safety policy is publicly available to all interested parties to provide the assurance of the organisation's commitment and framework for continually improving health & safety.

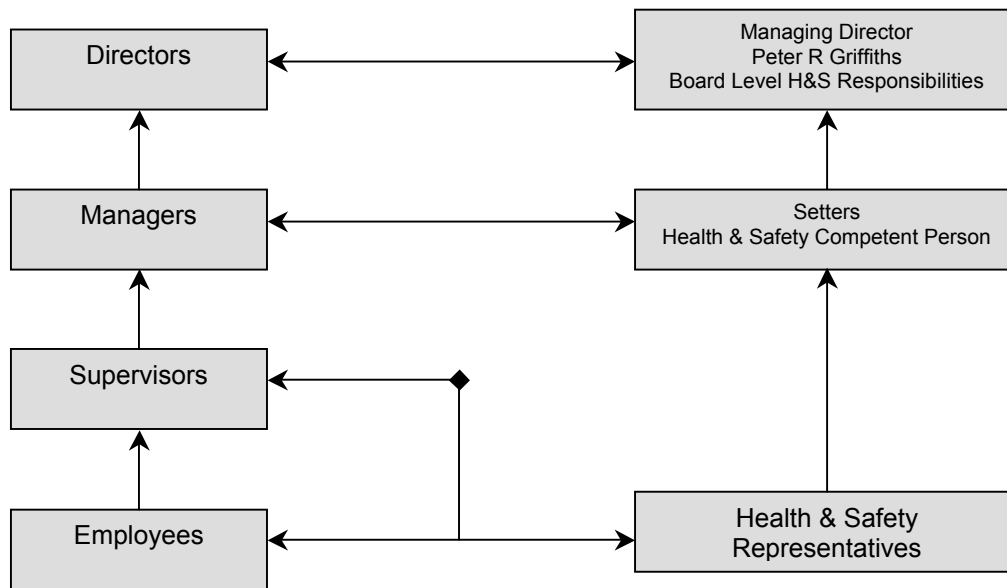
Management will review the continuing adequacy of this health & safety policy on a 12-monthly basis.

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## Structure

The structure within the organisation which supports the continual improvement of health & safety management is summarised in the organogram below:



The organogram indicates the arrangements for escalation to a higher level of management to resolve any conflict between OH&S issues and productivity considerations.

A more detailed structure outlining the reporting mechanisms and authorities are outlined in the Quality Management System.

Health & Safety roles and responsibilities are summarised in the Job Descriptions and make reference to the Health & Safety Management System.

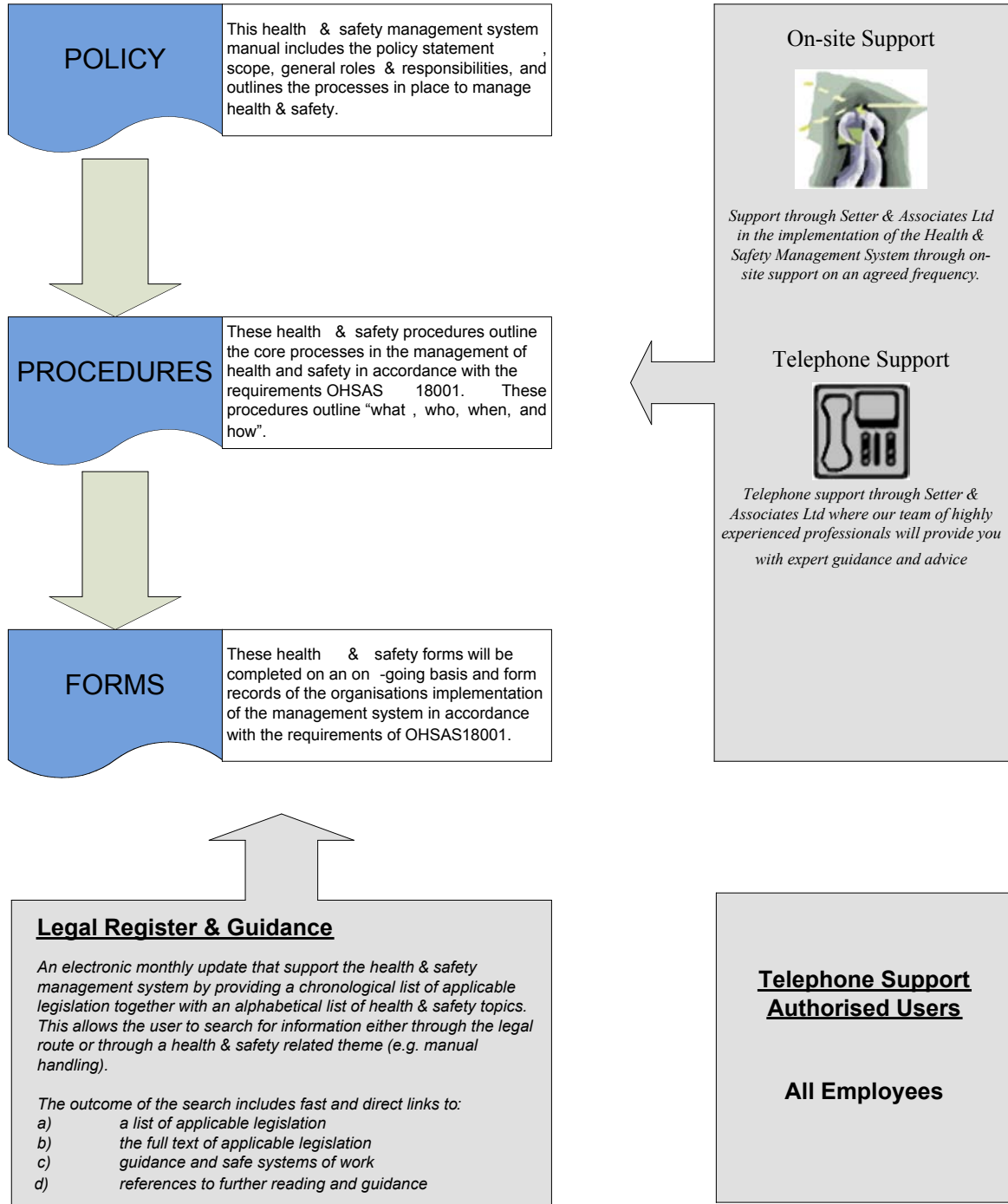
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## Health & safety management system

### System Structure

The structure of the health & safety management system is outlined below:





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## General responsibilities

### Individual Responsibilities

#### Senior Management

Peter R Griffiths as the Company Director for all activities has ultimate accountability for health, safety and welfare in relation to such activities and has to ensure that adequate resource in terms of funding, supervision, manpower, plant and equipment, is available to implement the Policy.

Day to day supervision is delegated to:-

David Jenkins/Geoff Roberts

The delegated personnel have to ensure that the following objectives under the provisions of this Health & Safety Policy are attained -

- a. So far as is reasonably practicable, eliminate the risk of injury to all ~~Company's operations~~ ~~persons affected~~ by and prevent damage to property and plant and equipment.
- b. Observe the requirements of the Health and Safety at Work etc Act 1974, and all obligations under the Act and other statutory regulations relevant to the operations of the Company.
- c. Provide and maintain safe plant, equipment and working conditions.
- d. Determine during preliminary procedures and in advance of any work proceeding, so far as possible, methods of working, access, lighting, known hazards, fire precautions and allocation of health and safety responsibilities between the Company, the Client and others. Ensure that facilities for welfare and sanitation are considered and provided for and adequate plant and equipment will be available for operations to proceed in a safe manner.
- e. Ensure that employees, and others working on premises under the control of the Company, observe safe working practices at all times and in accordance with relevant statutory regulations, approved codes of practice, guidance notes or other recognised advice on safe working procedures.
- f. Provide for and ensure that employees receive adequate training and instruction to enable them to carry out their duties in a competent and safe manner.
- g. Ensure that working methods and safety procedures are carried out in a competent and planned manner and that all relevant statutory requirements are adhered to, by the provisions of adequate plant, equipment, materials, services, etc., and operations are supervised by competent personnel. Arrange as may be required by changing circumstances, for the revision of working methods and safety procedures.
- h. Provide adequate resources for co-operation in safety matters and activities between the Company, the Client, other independent contractors, and suppliers.
- i. Provide sufficient resources to allow the successful implementation of this Policy.
- j. Set a personal example by the observance of safety procedures and encourage employees and other persons who are concerned with or affected by the operations of the Company to do the same.
- k. Assess the implications of new legislation on Company activities and amend this policy as appropriate.
- l. Feedback proposed improvement in the standard to Peter R Griffiths.

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## Employees

All employees must:-

- i). Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- ii). Comply with this Policy, and any procedures, instructions, rules and standards developed by the Company, or the Client, for health and safety purposes.
- iii). Obtain further instruction before attempting any task, if unsure about the safe procedures to adopt.
- iv). Not attempt a task for which they have not been authorised. Employees must not instruct, or allow a new or inexperienced employee to carry out work for which they have not received training, unless they are under the direct supervision of a competent person.
- v). Report all accidents and ill health to their Manager as soon as practicable.
- vi). Not use plant or equipment if they are not authorised, trained or experienced in the operation and use of that piece of plant or equipment, nor use it for any purpose for which it was not designed.
- vii). Not use any item of plant or equipment (including personal protective equipment), identified as damaged or faulty. Damaged or faulty plant or equipment must be reported to the Site Supervisor.
- viii). Report any hazards identified, or additional risks to health and safety that have not been eliminated, or adequately controlled through the risk assessment process, so that additional risk assessments may be made.
- ix). Wear any personal protective equipment required as part of a safe system of work.
- x). Not intentionally or recklessly interfere with or misuse anything provided by the Company, or the Client, in the interest of health, safety or welfare.

All employees are reminded that they have a duty under Sections 7 and 8, of The Health and Safety at Work etc Act 1974 to take reasonable care for their own safety and the safety of any others who may be affected by their acts or omissions, and to co-operate with the Company in its arrangements to perform or comply with statutory safety obligations, which includes adherence to the Company's safety policy.

**Failure to comply with the provisions of the above Act could ultimately result in legal proceedings being taken against individuals concerned.**

## Sub-Contractors

The company does from time to time employ sub-contractors. As a condition of appointment by the Company, sub-contractors will be required to:-

- i) Carry out their work in accordance with relevant legislation, approved codes of practice, guidance notes and recognised safe working practice.
- ii) Ensure that all plant and equipment brought into the office is safe and in good working order, accompanied by any necessary certificates and records of inspection and maintenance.
- iii) Report any injury sustained, or damage caused, by their employees, via the normal line management at the earliest opportunity.
- iv) Comply with any reasonable health and safety direction issued by the representatives of Peter T Griffiths Ltd.
- v) Maintain the highest standards of housekeeping whilst working. Waste material is to be removed at regular intervals and prior to completion of each sub-contractor's contract, by each sub-contractor to the satisfaction of the client.
- vi) Ensure that any articles or substances brought in, which may be hazardous to health, are accompanied by a COSHH assessment and Manufacturers Safety Data Sheet, and that information contained within is passed to persons who may be affected.
- vii) Provide risk assessments and method statement for any high risk activities to be undertaken. The method statement must be approved by David Jenkins before work commences, and copies left, so that compliance can be monitored.

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Report any hazards , or additional risks to health and safety that have not been eliminated, or adequately controlled through the risk assessment process, so that additional risk assessments may be made.

### Company Safety Advisors

Peter T Griffiths Ltd. will use the services of Setter & Associates Ltd (Graeme Lewis) to provide health and safety assistance to the Company and their role is defined as follows:

- i). To assist in developing a proactive attitude to health and safety matters, by advising on and encouraging a positive health and safety management culture throughout the Company.
- ii). To remind the Company of relevant new legislation, recommend working methods for compliance and assistance with dissemination of information and formalisation of new arrangements and procedures.
- iii). To carry out requested inspections and independent monitoring of Company activities and report on the findings.
- iv). To highlight any employee training requirements.
- v). To assist the Company in accident investigations, and to offer advice on measures to prevent re-occurrence.
- vi). Maintain a ISO 18001 compatible safety management system.
- viii) Provide a structured program of training to help the company understand and implement their responsibilities

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## Arrangements

This section outlines the arrangements, which comprise the main elements of the Health and Safety Management System. These elements will receive consideration for all work undertaken by the Company, its employees, associates and sub contractors.

### Risk Assessment (Planning and Implementation)

#### **Management of Health and Safety At Work Regulations 1999**

In line with regulation 3, the company will undertake to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by its undertaking, and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to put in place the relevant control measures to ensure the health and safety of its workforce, Sub contractors, visitors and, when appropriate, the general public.

#### **This will involve:-**

- 1 Identifying the significant risks arising out of the work activity.
- 2 Identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions.
- 3 Ensure that all relevant risks and hazards are addressed.
- 4 Address what actually happens in the workplace or during the work activity.
- 5 Ensure that all groups of employees and others who might be affected are considered and informed of the risks.
- 6 Identify groups of workers who might be particularly at risk.
- 7 Take account of existing preventive or precautionary measures.

The risk assessments will be used positively by the company to change working procedures and improve health and safety performance.

### Health surveillance

Occupational health is a shared responsibility. Under Law, the company is responsible for the health and safety of its employees, employees have to look after their own health and safety and we all have to take care of the health and safety of others

The purpose of health surveillance is to:

- provide appropriate health surveillance for employees, based on an assessment of the potential risk of harm through work activity;
- provide employees with general advice on other health matters.

The risks to health of both employees and others is managed via the robust risk assessment process. This will identify the need for health surveillance.

Employees will be encouraged to attend and co-operate with Health Surveillance as requested and to inform the company of any medical condition that may affect his or her potential to complete work safely, or which they suspect may have been caused or exacerbated by work activity.

As health surveillance is designed to meet relevant statutory safety requirements, co-operation with the policy is required. Refusals to attend statutory elements of health surveillance by an employee will be explored sensitively, but unreasonable

refusal to co-operate may result in disciplinary action. Individual employee's reasons for not attending i.e. religious or other personal factors will be fully taken into account.

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### **The Control of Substances Hazardous to Health (COSHH) 2002**

The Control of Substances Hazardous to Health Regulations 2002 (COSHH), requires assessments to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced.

The Company will carry out assessments of all hazardous materials used and record the findings accordingly. Information on the nature of the materials will be compiled and any emergency procedures for spillage and storage established. Any new substances being brought into the Company will be assessed before being put into use.

All Operatives will be instructed in the requirements of the COSHH Regulations and the nature of the materials being used. Assessments/data sheets, which are retained by the Site Manager, will be made available to all staff, and information, instruction and training in the operation of the assessments will be given. Contract specific COSHH assessments will be identified at Contract Review, and developed by the Site Manager in conjunction with the Company Health and Safety advisor. It is the responsibility of the relevant Operative to ensure that all work involving a hazardous product or process is carried out strictly in accordance with the assessment sheets and instructions.

All materials that are identified as presenting a risk during use will, where possible be eliminated from being used. Where this is not possible safer alternative products will be sought. If there is no acceptable alternative to that material controls will be put into the assessments to minimize the usage and specify the PPE needed for the safe use of that substance.

### **Personal Protective Equipment at Work Regulations 1992.**

An assessment of personal protective equipment will be carried out as required by the above legislation, to ensure the correct level of protection for the user. The Company recognise that the use of PPE is not a “first line of defence” and will only be used when other control measures are impractical or insufficient.

Adequate supplies of all necessary protective clothing or equipment are available for issue as required. When first issued to employees at the Company induction training, all employees will be given instruction in the use, maintenance and replacement arrangements and will be asked to sign a receipt for the issue of the items issued.

Any person in the workplace, who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing or equipment, will be informed of statutory or company policy requirements, and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the storage of PPE.

All Supervisory and Management staff will set a good example in the wearing protective clothing and other equipment where required.

No charge is made to employees for the issue of PPE, but if the employee wishes to purchase their own, e.g. safety boots, providing that they meet the required standard, the Company will reimburse the employee the cost that it would otherwise have incurred in supplying that item.

If any item of PPE required is missing, out of date, damaged or faulty then the Company will replace it on request. A register of all PPE issued will be maintained and kept in the Company office.

### **Manual handling Operations Regulations 1992.**

Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, the Company shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992. All activities carried out by operatives and staff shall be examined and the requirements for manual handling operations established. As far as is reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical means or the provision of other suitable means. All aspects of manual handling involved in the Company's operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc,

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are part of the expected work. Manual handling assessments shall be suitably documented. The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the businesses operations.

#### **The Control of Noise at Work Regulations 2005**

The Company will assess all processes and operations carried out so as to ensure that the requirements of the Noise at Work Regulations 2005 are complied with. Where the noise levels exceed the action levels specified in the regulations, appropriate arrangements will be put in place to ensure that no employee, or others affected by the work activity, are subjected to injurious conditions.

We will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing facilities, etc are used.

Supplies of ear defenders or other hearing protection will be made available on the site/workplace for any operations where it is not practicable to reduce the noise levels to a safe limit - in line with the action levels specified in the Noise at Work Regulations 2005.

These will be issued to operatives and others in the work area, as required and must be worn at all times when such persons are exposed to noise.

All Operatives will ensure that all noise control items fitted to plant, or in premises are kept in good order and that any defects noted are reported immediately.

#### **Construction (Design & Management) Regulations 2007**

A delegated employee of the company may carry out the role of CDM Co-ordinator in which he will develop the Pre-tender Health and Safety Plan provided by the client on behalf of Peter T Griffiths Ltd. and the client to best practice quality. If this is not practicable then Peter T Griffiths Ltd. will employ a CDM coordinator having first checked and approved that they are suitably qualified.

As Principal Contractor we will undertake the risk assessment for hazards which are generic to the site, including those required under the Management of Health and Safety at Work Regulations 1999, and any other specific assessment required under statutory regulations. All contractors are required to carry out risk assessments for significant hazards which fall within their sphere of activity and control and submit them to the Principal Contractor for vetting.

Hazards which are identified from the above assessments which cannot be eliminated at source will be presented in the form of a method statement defining the appropriate control measures.

These method statements will be passed to the Site Manager who will ensure that the work is carried out in compliance with them and they will be kept in a register in the site office with the Health and Safety plan.

We will pass a copy of the Contractors Method Statement to the CDM Coordinator and Safety Adviser.

A general Method Statement will be drawn up for the contract and placed in an appendix to this plan.

All the risk assessments and method statements will be kept in the site office and a copy appended to this file

#### **Excavations**

All excavation works will be carried out in strict accordance with the method statement for this work. The method statements will be contained in the Health & Safety site file and details of the methods and controls to be used will be explained to all involved in the excavation work prior to the work commencing.

The following controls would be the minimum expected to be written into the method statement:

- < Erect suitable barriers and signs to prevent unauthorised access by vehicles or pedestrians
- < Materials or spoil should not be stored close to the sides of the excavations
- < Do not go into unsupported excavations
- < If excavating in unstable ground, shuttering will be used to prevent unplanned collapse of the trench walls
- < Use locators to trace any underground services and mark the ground accordingly
- < A competent person must inspect the excavation
  - At the start of each shift, before work begins
  - After any event likely to effect the strength or stability
  - After any accidental fall of rock, earth or other material
- < Do not site petrol or diesel-engined equipment such as generators or compressors in or near the edge of excavations

#### **Welfare facilities**

The Company shall ensure that welfare facilities for company offices, workshops, stores, etc. meet the requirements of

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the Workplace (Health, Safety and Welfare) Regulations 1992. Arrangements shall be made for welfare facilities on construction sites to meet the requirements of the Construction (Design and Management) Regulations 2007. In particular, adequate sanitary, washing, clothing storage and 'messing' facilities shall be provided. Welfare facilities shall be maintained in good condition, regularly cleaned and controlled at a satisfactory temperature.

The Company Health and Safety advisor will inspect all such facilities to ensure that they are all in good order and well maintained.

The requirements of the above regulations will be made known to all staff. All employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times. No materials are to be stored in the rest rooms/canteen. Those who desire to smoke must do so only in the designated smoking areas outside.

### **Training**

The Company aims to continuously assess the competency levels of all employees and associates through an analysis of training needs and by the use of personal records of achievement to monitor the progress of individuals through the training programme.

The training programme encompasses four main areas:

#### **Induction Training For New Employees.**

New employees are known to be more likely to have accidents than those who have had time to recognise the hazards of the workplace and induction training is undertaken to address this situation. Key points to be covered include:

- A review of this safety policy, especially as it relates to the work activities of the newcomer.
- The Company's philosophy on safety. Although prevention is the primary responsibility of management, each employee has a statutory responsibility for his or her own safety and that of others.
- Company and Clients' health and safety rules which are in force in the inductees area of work.
- Review of the company standards manual
- The health and safety role of the Client.
- The wearing and use of personal protective equipment.
- Procedures for reporting accidents, incidents or near misses, and where to obtain first aid for any injury no matter how trivial.
- Fire and emergency procedures.
- Welfare and amenity provisions.

#### **Skill/Task Based Training.**

Job-specific training/coaching is given to all employees before carrying out any unfamiliar tasks, or when existing job conditions change and may result in exposure to new or increased risk.

This includes:

- Skills training and/or updating.
- An explanation of applicable safety rules, regulations and procedures.
- A demonstration of any personal protective equipment which may be required.
- Instruction in changes to emergency and/or evacuation procedures.
- An explanation of any documentation required, such as safety booklets or chemical data sheets.
- Monitoring and Review mechanisms.

### **Monitoring performance**

Measuring performance is an essential element in the Health and Safety Management System. The Company intends to establish formal monitoring arrangements to assess the effectiveness of its systems, to identify areas requiring improvement and recommend corrective action based on the HSE guidance "Measuring Health & Safety Performance

### **Reporting of accidents and dangerous occurrences**

Certain injuries, dangerous occurrences and diseases are required by law to be reported to the enforcing authority, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR).

It is however, company policy to investigate all accidents and incidents, to establish the immediate and underlying causes, and where reasonably practicable recommend measures to prevent reoccurrence.



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All accidents, however trivial, must be reported and details entered in the company accident records.

It is the responsibility of David Jenkins/Geoff Roberts to ensure the enforcing authorities have been notified, if necessary,



Any employee suspected to be suffering from a reportable work related disease should seek medical attention. Upon receipt of a medical certificate, the safety advisor will ensure the statutory form (**F2508A**) is completed and sent to the authorities. An investigation will be undertaken to establish the cause, and where reasonably practicable, recommend measures to prevent reoccurrence.

Summary of Reporting Requirements (RIDDOR 1995)


#### Death or Major Injury

-  Employer must notify the Enforcing Authority by the quickest practicable means (this is usually by telephone).
-  Within ten days a completed **F2508** accident report must be sent to the Enforcing Authority.


#### Over Three Day Injury

-  If an employee or self-employed person is injured and is off work for more than three days, an **F2508** accident report form is to be completed and despatched within ten days.
-  The local Environmental Health Officer must be notified of any accident to non-employees or members of the public.



#### Overnight in hospital

-  If an employee stays in hospital overnight through work related injury or disease, an **F2508** accident form must be completed and sent to the Authorities within ten days.

#### Disease

-  Upon notification by a doctor that an employee or sub-contractor suffers from a work related disease, Form **F2508A** must be completed and sent to the Enforcing Authorities.

#### Dangerous occurrence

-  If an incident occurs which does not result in a reportable injury, but could have done so, it must be reported as soon as practicable by telephone.
-  Within ten days a Form **F2508** must be completed and sent to the Enforcing Authority.

### **Accident records and statistics**

A record of all accidents shall be maintained, for analysis, as an indicator of performance. As a requirement of RIDDOR, records of reportable injuries, diseases and dangerous occurrences will be kept for at least three years.

### **First aid and emergency procedures**

An assessment is to be made of the risk of serious danger within any workplace under the Company's control. Suitable and sufficient measures are to be established for dealing with emergencies, before work commences. In particular, arrangements are to be made for:

- Raising the alarm and communicating with the appropriate emergency services.
- First aid; first aid equipment and sufficient trained personnel will be provided in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981, and accompanying Code of Practice, as a minimum standard.
- Fire fighting capabilities.
- Emergency evacuation.
- Emergency assembly points.
- The company first aiders are responsible for checking the first aid kits.
- First aiders names are displayed in the office and workshop.

As far as is reasonably practicable, the Company will ensure that the workplace complies with the requirements of the Health and Safety at Work etc. Act 1974, for safe access and egress, the Construction (Design & Management)



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Regulations 2007, the Workplace (Health, Safety and Welfare) Regulations 1992, and the Health and Safety (Safety Signs and Signals) Regulations 1996.

### Fire and Emergency Procedure

The Directors and Company Health and Safety Advisor will be responsible for providing and having maintained, all firefighting equipment and fire notices and for the regular checking of these arrangements. They will test the fire alarm system (where appropriate) at least once per week from a different point, and at least once a year, they will arrange a fire drill. Fire procedure notices will be displayed by all fire evacuation alarm points and appliances. A fire risk assessment has been completed and will be reviewed annually.

Employees must ensure that they take reasonable care of themselves and others at work in respect of harm caused by fire. This means thinking about their activities at work and ensuring that they do what they can to keep the risk of a fire starting to a minimum. They must co-operate with us so that they are able to fulfil their responsibilities and make the workplace safe from fire.

- In the event of a fire raise the alarm.
- If possible and without endangering themselves or other attempt to tackle the fire.
- Leave the building by the nearest safe route
- Report to the assembly point (Front car park)

For employees on clients site they must make themselves aware of the clients fire procedures and adhere to them.

### Young persons at work

Before a young person, such as an apprentice, starts work, the Company will undertake a risk assessment specifically in relation to the risks to health and safety of young people, taking into account the inexperience, immaturity and lack of risk awareness of young people.

It is Company policy to formally notify the parents of the young person, to inform them of the exact nature of the work activities to be carried out and the hazards and risks the young person may encounter.

### Lifting equipment

All lifting equipment whether supplied by the Company, or the Client is to be clearly marked with the safe working load.

All lifting equipment will be checked in accordance with Lifting Operations and Lifting Equipment Regulations

***Any defects identified in any lifting equipment are to be reported to immediately, the equipment removed from use and clearly marked as defective.***

### Work equipment

Any item of work equipment used by Company employees is only be used for operations for which it is suitable and will only be operated by persons who are trained and competent.

Any items of mechanical plant operated by the Company's workforce are to be subject to periodic inspection, and maintenance in accordance with the recognised health and safety procedures and schedules of inspection.

All equipment on purchase is included on the companys equipment register, and as such is then automatically included in the Planned Preventative Maintenance Scheme (PPMS), which constitutes a thorough service of each piece of equipment at least annually or sooner if defined in law, or by the company. It should be noted that where plant equipment that is hired in from tool hire companies for short periods of time the testing and maintenance of such equipment is carried out by the hire firm. However it is the policy of the company to check the paperwork which comes with each piece of equipment to ensure it has been maintained and checked in accordance with best practice for that type of equipment.

The use of equipment, especially mechanical, or electrically powered, is restricted to those persons who have been assigned the task of using it, and have received the information, instruction and training necessary for its safe use.

All dangerous moving parts creating a danger zone are to be assessed and the Company will establish and enforce all reasonably practicable control measures, following the hierarchy of control measures outlined in the Provision and Use of Work Equipment Regulations.

Any equipment identified as defective, must be reported and not used. Defective equipment must be clearly marked as faulty, or labelled in such a way as to prevent use by fellow workers.

### Safe use of hand tools

The company will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to health and safety of our employees which they may be exposed to whilst working with hand tools.

These risks will then be controlled so far as is reasonably practicable.

The company will, in consultation with workers and their representatives:

- ensure that the correct tools are provided for the job

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- ensure that workers do not misuse tools
- implement a system for reporting defective tools and ensure defective tools are taken out of service and either repaired by a competent person or replaced
- arrange for the regular inspection of electrically operated power tools in accordance with the Electricity at Work Regulations and tag all such items accordingly
- inform all users of their responsibility to maintain tools in a safe condition and to report any defects to their immediate supervisor
- provide personal protective equipment where necessary and ensure the co-operation of all employees such that it is worn properly
- provide suitable storage facilities for all tools.

### **Training and information**

All employees using manually and electrically operated hand tools should be trained in their use and the use. Any employees not conversant with the use of a specific tool should make it known to their immediate supervisor.

### **Portable Appliance Testing**

The Company must comply with Health & Safety at work etc act 1974 and the following regulations under that act

- Electricity at Work Regulations
- Management of Health & Safety at Work Regulations
- Provision and use of equipment at work requirements.

*Portable and Transportable equipment is defined as :*

*Equipment which is not part of a fixed installation but is or is intended to be connected to a fixed installation by means of a flexible cable and either a plug and socket or other means.*

### **Testing procedures**

- Visual inspection
- Formal visual inspection
- Combined inspection and test

### **Frequency of Testing**

Portable appliances shall be tested prior to being put in to use and there after the frequency shall depend on the usage and movement of the equipment.

Labeling Individual equipment shall be labelled with the following information.

Unique identification number (in form of a bar code)

- Date of test
- Statement it has passed the test
- Date when the next test is due

### **Equipment on hire or supplied for service.**

Responsibility lies with the hirer of the equipment to ensure that the supplier tests and labels the equipment in accordance with company policy prior to the equipment being brought in to service.

### **Equipment failure**

Equipment, which fails the test, shall be

Clearly labeled with a **FAIL** Label

Cable or plug removed to ensure it couldn't be used.

Removed from service immediately.

Shall not be put back in to service until fault rectified and retested.

Equipment is deemed redundant and disposed of.

### **Site security and protection of the public**

All reasonably practicable measures will be taken to secure work areas within the Company's control, including:

Activating locking devices to inhibit entry.

Using a signing in procedure.

Perimeter fencing

Barriers and other physical isolation methods

Site supervision

### **Environmental protection and waste control**

All Company activities are assessed for their impact on the environment and all reasonably practicable measures will be

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taken to protect the environment in compliance with the Environmental Protection Act and all other relevant legislation and approved Codes of Practice, (including local authority regulations). If any hazardous waste (e.g. contaminated land) is transported by company vehicles, a suitable waste transfer note will be generated.

### **Workforce involvement**

The Company will encourage the active participation of all employees and sub-contractors in promoting good health and safety practice. Company Safety meetings will take place at appropriate intervals in order to review the effectiveness of the policy and procedures, all reports and any recommendations received on matters of Health, Safety and welfare. Such discussions are intended to improve the overall safety performance of the company.

Use will be made of all means of communication to ensure that health and safety issues are brought to the attention of all staff - notice boards, circulars, site meetings, "face to face" discussions, toolbox talks etc.

### **Asbestos**

Where any work is to be carried out where there is a possibility of asbestos containing materials all work in that area will be suspended pending a sample of the suspect material being examined by specialist contractors. No work involving the removal of asbestos containing materials will be carried out by employees of this Company.

All work will be carried out by licensed contractors who will be responsible for the safe removal and disposal of all materials under the provisions of the Asbestos at Work Regulations 2006.

All work to be carried out by appointed contractors will be carried out using the provisions of the ACOP's L143 Work with Materials Containing Asbestos and L127 Management of Asbestos in Non-domestic Premises.

### **Hot Work**

All hot work being carried out will be carried out under a 'Permit to Work' system. The following minimum provisions should be written into this permit to work:

An assessment of the surrounding areas to determine the presence of any

- combustible materials and these items removed or protected from sources of ignition
- before work starts
- Isolate any flammable liquid lines
- Have suitable firefighting equipment available
- Ensure work is supervised by a competent person
- Ensure that work finishes one hour before the end of shift and the area is checked for burning or smoldering materials before the site is closed
- Suitable PPE to be worn

### **Ladder Safety**

Safety awareness in the use of ladders should involve the following:

- Ladders should be in a good condition and examined regularly for defects
- Check the stiles are not damaged, buckled or warped, no rungs are cracked or missing and any safety feet are not missing
- Do not use makeshift or homemade ladders or carry out makeshift repairs to damaged ladders
- Do not use painted ladders, as the paint may hide faults
- Ladders made for DIY use may not be strong enough for site work and are best avoided
- They should be secured so they cannot slip by tying or using clamps
- The ladder should be at the correct angle 'one out for every four up'
- Access ladders should extend 1 m above the working platform to provide a handhold for people getting on and off
- Do not overreach
- Do not climb or work off a ladder unless you can hold on to it
- Do not use ladders for long periods of work
- All work to be carried out under the provisions of the Working at Height Regulations 2005

### **Permits to Work**

Any work involving the following will be carried out under a 'Permit to Work' system:

- Hot Work
- Work on Electrical Systems
- Work in Confined Spaces

The permits will be issued and signed off by a named person responsible for that site.

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## Working at Height

All working at height will be carried out under the 'Working at Height Regulations 2005'. All controls for working at heights will be written into the method statement for the actual work being carried out. This method statement will be available in the Health & Safety Site file and any site specific controls needed would be explained to workers at the site induction prior to starting work at that site.

The minimum controls to be included in the method statement would be:

- Work to be completed from a platform erected by a competent person
- When working at height the platform is to be fully boarded, have two guard rails and toe boards
- The platform is to be inspected weekly or if affected by adverse weather conditions
- On roofing edge, protection is required and roofing / crawler boards are to be used
- Where impractical to erect a platform, a harness fitted to a structure capable of supporting a fall without other injury should be worn or other fall arrest provision such as air bags or polystyrene mats should be used
- Work should not be carried out in wet and windy conditions

Duty holders (planners, Managers, Supervisors) must ensure the following:

All work at height is properly planned and organised;

- All work at height takes account of weather conditions that could endanger; health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is properly inspected;
- The risks from fragile surfaces are properly controlled;
- The risks from falling objects are properly controlled.

## Working near Services

The following minimum controls should be in place when working with:

### Underground Services

Use service plans where available to locate and underground services in areas where digging is to take place. Where plans are not available power location equipment should be used.

- Wherever possible keep excavations away from existing services
- Use the locator to accurately trace the line of any pipe or cable
- Erect suitable signage and barriers to control access
- If unidentified services are found, stop work until further checks can be made to confirm it is safe to do so
- Hand dig trial holes to confirm the position of pipes or cables. This is particularly important in the case of plastic pipes that cannot be detected using normal detection equipment
- Treat all pipes and cables as live unless it is known otherwise
- Use spades or shovels rather than picks or forks.
- Do not use hand held power tools within 0.5m of the marked position of an electricity cable
- Do not machine within 0.5m of a gas pipe.

### Overhead Services

- Do not bring plant or equipment closer than 15 metres to overhead lines suspended from steel towers or 9 metres from lines on wooden poles
- Where work is required closer than this the power supplier should be consulted to make the line dead or to insulate
- Erect 'goal post' barriers suitably marked to warn of the approach from either side
- Ensure the area is well lit
- Do not store materials within the barriers
- Where the area is fenced off ensure that the fence is suitably earthed
- Erect warning signage
- Provide information, instruction and training to employees and supervise for compliance

## Working Over Water

Where there is a risk of falling into the water and drowning, it is essential to ensure that a system is in place that includes prevention of this occurring, provision and wearing of buoyancy equipment and rescue arrangements.

These provisions would be written into the method statement for the particular site and would be fully explained to workers at the site induction training.

Risk assessments would be carried out on any work involving working over water to identify any hazards, assess the level of risk and identify measures necessary to prevent or adequately control the risk. Buoyancy equipment provision

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would only be needed where other suitable controls would be unavailable.

### **Dangerous Substances**

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

The DSEAR Regulations applies to most workplaces where a dangerous substance is present or could be present. The regulations place a legal duty on the company to:

- Carry out a risk assessment of any work activities involving dangerous substances;
- Provide measures to eliminate or reduce risks as far as is reasonably practicable;
- Provide equipment and procedures to deal with accidents and emergencies;
- Provide information and training to employees;
- Classify places where explosive atmospheres may occur into zones and mark the zones where necessary. (Workplaces in use before July 2003 must meet requirements of the regulations by July 2006 or from the time of the modifications. All workplaces coming into use for the first time after July 2003 must meet the requirements from the time it comes into use).

Overall, DSEAR clarifies the existing requirements to manage fire and explosion risks, which are set out in the Management of Health and Safety at Work Regulations 1999.

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the manufacturers. No materials will be allowed to be stored at the workplace unless they have a current instruction sheet from the suppliers and each member of staff is familiar with its contents. Only such amounts as are in use, of highly flammable liquids, will be allowed out of the store and then not to exceed 50 litres in the workplace, stored in a metal cabinet.

### **Reviewing performance**

The Company undertakes periodic management review meetings. Minutes are taken as a record of the meeting and to record actions agreed, and to be implemented. The output will satisfy the aim for the improvement of the company safety management system and the service to client.

### **Continuous Improvement**

As a result of changes in legislation, knowledge of best practice and application, the standard included in the policy document will be updated and communicated to all for implementation.

### **Auditing**

The Company is developing a procedure for carrying out an annual safety audit of all business activities. This will enable the management to take an overview of the Company's overall performance, gauging the effectiveness of systems, identifying areas of failure or concern, positive developments and improvements and making recommendations for continuous improvement.

Following the audit, an action plan and schedule will be agreed for implementation of recommendations and the Health & Safety Policy will be modified accordingly.

### **Driving at Work**

It is our policy to take all reasonable steps to manage the health and safety of those staff that drive on company business. We have a duty under the Health and Safety at Work Act etc. 1974 (HSWA), Road Transport (Working Time) (Amendment) Regulations 2007, the Road Traffic Act 1988 and in the case of a road traffic accident that results in a fatality, action may be taken under the Corporate Manslaughter and Corporate Homicide Act 2007.

#### **Procedures**

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

Employees must always report any suspected problems with the company vehicles.

Employees own vehicles used for business, must be maintained to a roadworthy condition.

Employees must regularly carry out basic checks, e.g. to check oil, water levels and tyre pressure

Staff should follow any advice given on route planning,.

Sufficient breaks must be included to prevent fatigue and allow for weather/congestion etc.

Instructions / legal requirements relating to driving hours and records must be observed

Hand-held mobile phones should never be used whilst driving. 'Hands free' calls must be kept short.

Staff should always drive within speed limits and according to the prevailing weather conditions.

Before driving, staff should know the procedure to follow in the event of a breakdown.

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### Smoking in Vehicles

A company vehicle must be smoke-free if it is used for work by more than one person, even if the persons who use the vehicle do so at different times, on different days or only intermittently. If an employee uses their own car or a company car for business purposes, the ban does not apply unless it is being used for work by more than one person, either as a driver or passenger. Drivers who use their own cars on company business shall prohibit smoking if passengers are carried during that business.

### Equal Opportunities

Peter T Griffiths Ltd. exercises an equal opportunities policy in all aspects of employment, from vacancy advertising, selection, recruitment, and training to conditions of service, pay and reasons for termination of employment.

We will:

- Ensure that we operate effectively and (for no other purpose) we maintain records of employees' and applicants' racial origins, gender and disabilities.
- Comply long term with the aim that the composition of our workforce should reflect that of the community in line with the Race Relations Act.
- Conform to the Sex Discrimination Act, the Racial Equality's Code of Practice for Employment, Disability Discrimination Act, and the Employment Equality (Age) Regulations, with respect to our selection criteria (job description and employee specification).
- Constantly review our selection process to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. Wherever possible, women, minorities and disabled persons will be involved in the short listing and interviewing processes. Reasons for selection and rejection of applicants for vacancies must be recorded.
- Ensure equal pay for those employees of different sex/race/physical ability who carry out the same job under the Equal Pay Act.
- Any employee who has difficulty understanding English for whatever reason, will be provided with the written or audible information in an appropriate form. For those with sight or hearing difficulties this will be in the form that they specify as the most appropriate for their specific condition, (e.g. large text, brail, audio etc...). For those with learning or reading difficulties all company information will be explained verbally. For those whose first language is not English, all material will be translated into that persons first language using a suitable translation service, and if required for verbal communication and consultation, a suitable translator employed."

### Stress

The company in its commitment to protecting the health, safety and welfare of employees recognises work-related stress as an organisational issue. The company acknowledges the requirement under the Management of Health, Safety and Welfare at Work Regulations, 1999 to assess and control the risks arising from work-related stress. This policy will apply to all company employees.

Managers are responsible for implementation of the policy.

#### Definition of Stress

The Health and Safety Executive define stress as:

*"The adverse reaction people have to excessive pressure or other types of demand placed on them. It arises when they worry that they can't cope"*

This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Following the HSE guidance HSG218 - "Tackling work-related stress" the company will proactively identify workplace stressors and provide suitable strategies to eliminate or minimise the risk of stress amongst the workforce.

After a stress risk assessment has been carried out, the effectiveness of measures taken to reduce stress must be reviewed on a regular basis.

The company will consult with employees on all issues around the Stress Policy and any provision for training.

Employees are encouraged to consult with their managers around issues relating to work related stress.

The company will provide training for designated managers around stress risk assessment and all managers on stress awareness.

### Drugs and Alcohol

The company recognises the potential dangers of alcohol, drugs and solvent abuse, known as substance abuse, to both the individual and the company.

The company aims to prevent, where possible, alcohol, drug and solvent abuse amongst employees and to detect at an



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early stage employees with problems.

Employees must report to work unimpaired by alcohol, illegal drugs or prescription drugs.

Any employee reporting to work impaired by drugs and/or alcohol will be subject to the company disciplinary procedure, which could lead to dismissal.

Any employee or contractor found to be possessing, using, selling or under the influence of illegal drugs or solvents during working hours shall be subject to the company disciplinary procedure, which could lead to dismissal and persons being reported to the police.

Any employee or contractors who possesses, uses, sells or is under the influence of illegal drugs on personal time which adversely affects the company or its employees or contractors shall be subject the company disciplinary procedure, which could lead to dismissal.

Any employer or contractor found to be in possession or consuming alcohol whilst at work without permission shall be subject to the company disciplinary procedure, which could lead to dismissal.

## **Enforcement of Policy**

The company will not tolerate any departure from these rules and will take appropriate disciplinary action in the event of any infringement from the laid down policy. Peter T Griffiths Ltd. are committed to providing a safe working environment in every sense, so that everyone can complete their jobs and fulfil their responsibilities unhindered.

## **Review of Policy**

Peter T Griffiths Ltd. Policy Documents will be reviewed annually or more regularly if there is a major change in legislation, working practices or new plant installations.