



HEALTH AND SAFETY POLICY

Applicable to the activities of:

CASWELL ENVIRONMENTAL SERVICES LTD

Caswell House,
Cavendish Road,
Stevenage,
Herts
SG1 2ET

Tel: 01438 312504 Fax: 01438 748332

NB: This policy is written in line with the Health and Safety at Work Act 1974 and associated Regulations; including but not limited to the Control of Asbestos Regulations 2012.

Contents

1.0	Health and Safety Policy Statement.....	3
2.0	Company Organogram	5
3.0	Arrangement of Responsibilities:.....	6
4.0	Health and Safety Risks Arising From Our Work Activities	7
5.0	Consultation with Employees	8
6.0	Safe Plant and Equipment.....	9
7.0	Safe Handling and use of Substances	10
8.0	Information Instruction and Supervision	11
9.0	Competency and Training	12
10.0	Key Competencies.....	13
11.0	Accidents, First Aid and Work Related Ill Health	16
12.0	Monitoring	17
13.0	Emergency Procedures – Fire evacuation.....	18
14.0	Delivery	18
15.0	Policy review	18
Appendix 1 – Health and Safety Responsibilities.....		19
A1 - Managing Director		19
A1 - Company Owner & Business Development Manager		19
A1 - Financial Manager		20
A1 - Health and Safety Manager		20
A1 - Regional Managers		21
A1 - Stores Manager		22
A1 - Administrators		22
A1 - Project Managers.....		23
A1 - Site Manager and Site Supervisors.....		24
A1 - Operatives		25
A1 - Office Staff.....		Error! Bookmark not defined.

Amendments

Revision No. : 3
Report Status : Reviewed
Report Date : 16th January 2015

Prepared by : Caswell Environmental Services Limited
 Caswell House
 Cavendish Road
 Stevenage
 Hertfordshire
 SG1 2ET

Compiled by: Kerri Ashcroft



Authorised by: Stephen Summerfield



Recent amendments are identified in bold italics unless text removed

Date of Revision	Reason for Revision	Section	Page No.
14.01.2015	Amendments section added		3
14.01.2015	Minor grammatical amendments	1	4
14.01.2015	Names removed from organogram	2	5
14.01.2015	Ref to Mark Winters & CNM removed	9	12
14.01.2015	Amendments to basic requirements	10	13
14.01.2015	Amendments to frequency of safety tours	12	17
14.01.2015	Policy review requirements amended	15	18



1.0 Health and Safety Policy Statement

This is the health and safety policy statement of:

Caswell Environmental Services Ltd (CES).

CES Management Commit to comply with the:

- Health and Safety at Work Etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 as amended (HSG65)
- Control of Asbestos Regulations 2012 (L143)
- Construction (Design & Management) Regulations 2007
- HSE Guidance, and all associated regulations in pursuance of the company's objectives.

Our statement of general policy is:

- **To lead the company and employees to promote and maintain a fit, healthy and competent workforce;**
- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health. ***Aiming towards zero accidents and incidents;***
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.
- To reduce the burden of complex documentation by communicating information in a simple easy to understand format.

Signed:

.....

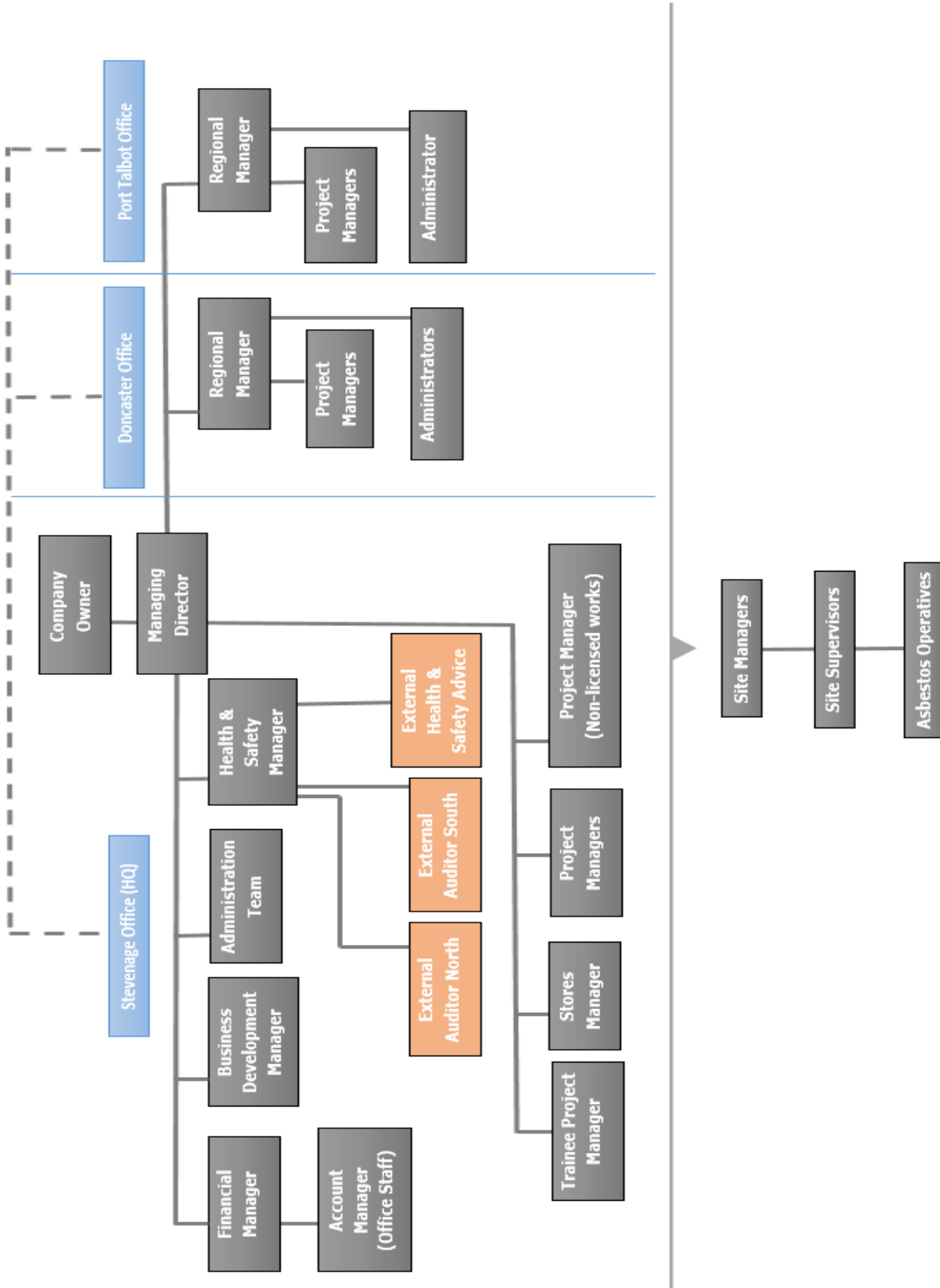
Mr Stephen Summerfield
Managing Director

Date:

Review Date:

2.0 Company Organogram

See controlled form for current names of employees (F:\Document Management System\1. Current (Secure on EasyBOP)\Subfolder 18. Policy Documents)



3.0 Arrangement of Responsibilities:

As an employer, CES accept our responsibilities for health and safety. The Managing Director is ultimately responsible for health and safety and will take a proactive approach in the day to day management of the welfare of the company’s employees, and those affected by company activities so as health and safety will remain an embedded part of the company culture. Responsibilities for health and safety are hereby described.

- 1. Overall and final responsibility for health and safety is that of:**
The Managing Director

- 2. Day to day responsibility for ensuring this policy is put into practice is delegated to:**
The Health and Safety Manager

- 3. To ensure health and safety standards are maintained/improved, the following roles have responsibility in the following areas:**

Name	Responsibility
Port Talbot Regional Manager	<ul style="list-style-type: none"> • Coordination of health, safety and quality from the Port Talbot Office
Doncaster Regional Manager	<ul style="list-style-type: none"> • Coordination of health, safety and quality from the Doncaster Office
Stevenage Store Manager	<ul style="list-style-type: none"> • Management of stores and equipment for all offices

- 4. All employees must:**
 - Cooperate with Supervisors and Managers on health and safety matters;
 - Not interfere with anything provided to safeguard their health and safety;
 - Take reasonable care of their health and safety;
 - Report all health and safety concerns to the responsible persons named in this policy;
 - To report any near misses and accidents to the responsible persons named in this policy;
 - Take ownership of tasks they are responsible for undertaking under the instruction of others.

Employee Health and Safety Roles and Responsibilities are detailed in Appendix 1.

4.0 Health and Safety Risks Arising From Our Work Activities

- **Risk assessments will be undertaken and/or coordinated by:**

Purpose	Role	Supported by
Offices and General Operations	Health and Safety Manager	Regional Managers
Projects	Project Managers Regional Managers	Health and Safety Manager External advisors

- **The findings of risk assessments will be reported to:**

Role	Purpose
Health and Safety Manager Managing Director	Technical reviews of method statements
Supervisors and Operatives	Project works
All employees	General safety

- **Action required to remove/control risks will be approved by:**

Purpose	Role	Supported by
Offices and General Operations	Health and Safety Manager	Managing Director Regional Managers
Projects	Project Managers Regional Managers	Health and Safety Manager Managing Director

- For project works Project Managers will be responsible for adequately instructing Supervisors to ensure that controls are implemented via subsequent delegation of tasks, and tool box talks. Via the company auditing system compliance will be checked at regular intervals by the Health and Safety Manager and external auditors.
- Risk assessments will be reviewed by the Health and Safety Manager / Managing Director before works are allowed to be notified, and the assessments will then be reviewed by the Supervisors and Operatives at the start of a project to ensure they match up with site conditions. Further reviews will then be conducted during audits, and following any change in the design of a project or where there has been an event which may require this; such as an accident.

5.0 Consultation with Employees

CES recognise the importance of consulting with employees on health and safety matters.

Consultation with employees is provided by:

- Health and Safety Manager
- Managing Director
- Finance and HR Manager
- Regional Manager (Doncaster)
- Regional Manager (Port Talbot)

CES will aim to sit separate meetings with Supervisors every 3 months to ensure feedback from the site based workforce is collected and taken into account when making company decisions. Such meetings may be held over the telephone where physical accessibility to the site based workforce is not practical. Given the wide spread nature of the work Caswell undertake we will employ these various methods of contacting the workforce to ensure adequate consultation.

To ensure the workforce are engaged in company decisions Caswell aim to programme annual shutdowns each year with 1 day allocated to engaging the entire workforce in health and safety and company matters.

Additional mechanisms for capturing feedback are in the form of suggestion boxes which reside at each office in the store areas, feedback forms in site information files, and there is an open door policy for any employee to approach the Health and Safety Manager or Managing Director at any time.

Manager's meetings are held on a bimonthly basis wherever practical, again employing teleconference facilities where people are out on site. This enables the managers to discuss company and health and safety matters.

Outcomes of all meetings will be captured via meeting minutes and actions implemented thereafter. To ensure actions have been completed, past minutes will be reviewed at each subsequent meeting.

Memos and newsletters are sent out as appropriate, to ensure that information can be communicated to the widespread, site based workforce.

6.0 Safe Plant and Equipment

CES will ensure that all plant and equipment that requires maintenance is identified, and that the maintenance is completed within the required schedule, and that new or second hand plant and equipment meets health and safety/manufacturers standards before purchase and use.

The Stevenage Stores Manager is responsible for:

- Identifying all equipment and plant requiring maintenance.
- Ensuring effective maintenance procedures are drawn up.
- Ensuring that all required maintenance is implemented.

The Store Manager will be supported with the implementation of this process by all Regional Managers and Project Managers. Any problems with equipment or vehicles should be reported to the Store Manager.

Tools, plant and equipment must not be modified in any way which may affect its use and/or the health and safety of users or 3rd parties. Defective equipment must be reported to the Store Manager so as it can be repaired or replaced. Employees must not modify or improvise tools and must ask Supervisors or the Store Manager if for any reason a required tool, plant or equipment is not available.

Use of tools, plant and equipment must be subject to required risk assessment including HAV and noise where applicable. Project Managers are responsible for completing risk assessments associated with project work.

All portable electrical appliances must be subject to PAT testing.

7.0 Safe Handling and use of Substances

CES will assess the risks from substances considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

Arrangements for undertaking COSHH assessments are hereby described.

The following people will be responsible for identifying substances which require a COSHH assessment.

Purpose	Role	Supported by
Offices and General Operations	Regional Manager Doncaster Regional Manager Port Talbot Store Manager Stevenage	Health and Safety Manager
Projects	Project Managers Regional Managers	Health and Safety Manager

- The identified roles will check that new substances can be used safely before they are purchased.
- The Health and Safety Manager will assist carrying out the COSHH assessment where requirements are identified.
- For project works, Project Managers will be responsible for adequately instructing supervisors to ensure that controls are implemented via subsequent delegation of tasks, and tool box talks. Via the company auditing system compliance will be checked at regular intervals by The Health and Safety Manager and external auditors.
- For general office safety, Regional Managers and the Stevenage Store Manager must ensure staff are adequately informed of risks from hazardous substances which they may come into contact with at relevant offices. The process will be overseen and supported by the Health and Safety Manager.
- Risk assessments will be reviewed at regular intervals during project works, and at set intervals where criteria dictates this on each specific risk assessment.
- COSHH assessments will be reviewed formally at least every 5 years, and/or when work situations change whichever is soonest.

8.0 Information Instruction and Supervision

- CES will display the Health and Safety Law Poster in each office reception, and on sites where the asbestos works fall under CDM notification (F10).
- CES will advise employees where they can go for health and safety advice.

Health and Safety Advice is available from:

- The Health and Safety Manager
- External Asbestos Advisor (Assure Risk Management)
- External, General Health and Safety Advisors (Mentor)
- The management team
- Via the approved documents section of the company Intranet (<https://easybop.co.uk/>)
- The Health and Safety Executive Website (<http://www.hse.gov.uk/>)

Project Managers are responsible for ensuring that Supervisors and Operatives working on sites under the control of other companies are given adequate and relevant health and safety information; with the support of the Health and Safety Manager.

Supervisors and Site Managers are responsible for monitoring the workforce who are being directed by them.

- CES will aim to sit meetings with Supervisors every 3 months to ensure feedback from the site based workforce is collected and taken into account when making company decisions.
- To ensure the workforce are engaged in company decisions CES aim to have an annual shutdown programmed for 1 day allocated to engaging the entire workforce in health and safety and company matters.
- Manager's meetings are held to discuss company and health and safety matters.

The above points tie in with section 5.

9.0 Competency and Training

All employees will be given a health and safety induction when they start work which will cover basics company principles such as first aid, fire safety, accident reporting etc. as per the documented induction process. New employees must also sit Manual Handling and Work at Height Training via the E-learning system when they start employment with CES; this is coordinated by the inductor and the Doncaster Administrator who manages the training system.

There will be job specific health and safety training provided when and where required. If circumstances or risks change then training requirements will be re-assessed. Refresher training will be provided where required by law and/or where skills are infrequently used.

Inductions will be provided for all employees by:

- HR and Finance Manager (Stevenage)
- Regional Manager (Doncaster)
- Regional Manager (Wales)

Job specific training will be monitored and programmed by:

- The Doncaster Administrator, supported by Regional Managers and the Health and Safety Manager

Job specific training for specific projects with new skill sets will be assessed and arranged by Project Managers, supported by the Health and Safety Manager and Office Administrators.

Training will be provided by approved companies/individuals who have the necessary skills, knowledge, and experience to provide a competent service.

Training records are held on the company intranet system which is maintained by the Doncaster Administrator. Records are kept both in hard copy in the HR files, and electronically on the company intranet system.

The Doncaster Administrator is the appointed gatekeeper for the training matrix and monitors the training requirements in real time to ensure there are no lapses. It is however also the responsibility of individual employees to be aware of their own training needs and deadlines for refreshers etc. The Doncaster Administrator advises all relevant offices when a certain training requirement needs refreshing and it is then booked in via the relevant office administrators. Training certificates are stamped as authentic before being passed to the operatives who hold them in a Caswell branded training file. The certificates are also scanned in and sent to the Doncaster Administrator who then updates the company training system.

Training needs analysis is also conducted via a number of mechanisms which will feed into the company appraisal system. These mechanisms are:

- Project debriefs from supervisors
- Feedback forms on performance
- Internal and external audits.
- CES use a bespoke, computerised audit system to collect audit data which produces instant visual trends on performance for each Office, Supervisor and Project Manager. The system also enables CES to collect performance information for Operatives at the time of the audits. Audits are reviewed when complete and as actions are closed out by the Health and Safety Manager.

Performance related information is also tracked on a spreadsheet to feed into the appraisals which CES will aim to do annually. Performance information will be ultimately managed by the Health and Safety Manager and Regional Managers.

10.0 Key Competencies

The following minimum requirements have been identified for each role within the company to establish a base level of competence for enabling individuals to fulfil their functions within the company; upon which they can build to develop and progress in their role. We aim not to discriminate and qualify people out of a positions by making the core competencies too prescriptive; as we believe different people with different attitudes bring different strengths to the company; however to be considered for a role individuals must demonstrate the base level of competence.

Company Owner

- IOSH level training in Managing Health and Safety
- Asbestos Management Training
- At least 10 years of experience in a management role
- At least 5 years of experience in an asbestos management role
- Basic IT Literacy

Managing Director

- IOSH level training in Managing Health and Safety
- Asbestos Medical
- Asbestos Management Training
- At least 10 years of experience in a management role
- At least 5 years of experience in an asbestos management role
- Basic IT Literacy

Business Development Manager

- IOSH level training in Managing Health and Safety
- Asbestos Management Training
- At least 10 years of experience in a management role
- At least 5 years of experience in an asbestos management role
- Basic IT Literacy

Health and Safety Manager

- NEBOSH Certificate Level health and safety training
- At least 10 years of experience working within the asbestos industry or a health and safety related role
- Asbestos Medical
- Full and Half Face Fit Test Certificate
- Asbestos Management Training
- Basic IT Literacy

Financial Manager

- Clear and concise communication skills
- An in depth knowledge of SAGE, MS Office and importantly Excel.
- At least 10 years of experience in a similar role

Regional Managers

- Asbestos Medical
- Full and Half Face Fit Test Certificate
- Asbestos Management Training
- At least 5 years of experience in a management role
- At least 5 years of experience in an asbestos role
- Basic IT Literacy

Stores Manager

- Asbestos Medical
- Full and Half Face Fit Test Certificate
- Mask testing/servicing
- Forklift Truck Driving
- PAT Testing
- Asbestos (Supervisor Level) Training

Project Managers

- Asbestos Medical
- Full and Half Face Fit Test Certificate
- Asbestos Management Training
- At least 5 years of experience in an asbestos removal related role
- Basic IT Literacy

Project Managers (Non-licensed works only)

- Asbestos Management Training
- At least 2 years of experience in an asbestos related role
- Basic IT Literacy

Asbestos Site Managers/Supervisors

- Asbestos Supervisors Training and/or Refresher Course (based around syllabus as per chapter 4 of HSG247)
- At least 2 years of experience within an asbestos removal role with demonstrated good performance throughout
- Task specific training where required
- Emergency first aid

Asbestos Operatives

- Asbestos Operative Training and/or Refresher Course (based around syllabus as per chapter 4 of HSG247)
- Task specific training
- Asbestos Medical
- Full and Half Face Fit Test Certificate

Administrative, Office, and Support Based Roles

- Company induction
- They will have or be working towards the training relevant to their position
- IT literacy

11.0 Accidents, First Aid and Work Related Ill Health

All CES employees engaged or likely to be engaged in work with asbestos containing materials will be provided with health surveillance by a HSE approved doctor, and the intervals between medical assessments will not lapse 24 months.

Health surveillance requirements will be monitored by the Doncaster Administrator on the company training matrix, and arrangements will be made and coordinated by Regional Managers and Administrators accordingly as per requirements highlighted by the Doncaster Administrator.

Health records will be held on the company intranet system and in HR files. Health surveillance records will be kept for a minimum of 40 years.

First aid boxes are kept at each office in marked locations and also in every Supervisor work van. Each office has a nominated first aider and this is highlighted on each office notice board and at the reception signing in book.

All accidents and cases of work related ill health are to be recorded in the accident books available at the relevant offices, or from the Supervisors packs where the accidents are project related.

All recorded accidents must be copied to The Health and Safety Manager so as the records can be held on the company incident tracking system held on Mentor Live.

The Health and Safety Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or local authority depending on the work location and nature) where required.

If an accident is site related; the relevant contact for the Principal Contractor or site first aider must be informed of the accident as they will also need to record it.

12.0 Monitoring

CES monitor health and safety by engaging with external experts and also by conducting site audits internally. This provides 2 points of reference and both systems are unbiased.

The Managing Director will also conduct frequent safety tours to provide a senior visible presence on sites to encourage a good health and safety culture.

Audits completed on sites are closed out on a bespoke computerised system (Assure 360) and against contracts on the company intranet system. The managing Director is provided with a summary report by the Health and Safety Manager where the MD is able to write comments to prompt further action where required. Audit findings are discussed in Managers meetings.

To check our working conditions, and to ensure our safe working practices are being followed we will:

- Engage Mentor services to provide audits and advice in respect to general office health and safety.
- Engage external companies to provide audits in respect to asbestos compliance 2 per month average.
- Programme ARCA audits as part of membership.
- Review method statement and provide feedback to Project Managers in order to develop quality.
- Review files to ensure key documentation is present and filled in.
- Further in depth project file reviews will be completed by the Managing Director.
- Project Managers are required to complete site visit forms when visiting sites to ensure evidence of monitoring is collected and to capture any positive or negative elements for the performance data. The aim is to have site visit forms for 60% of sites. Site feedback forms are sent directly to the Managing Director for review and comment.

CES Senior Management will visit the Regional offices at least quarterly to monitor and assess their performance in respect to general office requirements, processes, and health and safety.

13.0 Emergency Procedures – Fire evacuation

- It is the responsibility of Regional and Office Managers to programme office risk assessments, with the support of the Health and Safety Manager.
- Escape routes are checked by Regional Managers and the Health and Safety Manager and will be audited for compliance.
- Fire extinguishers are maintained and checked by approved service providers under the instruction of Regional Managers.
- Fire extinguishers are serviced annually.
- Fire alarms/smoke detectors will be tested weekly to ensure they are in working order.
- Emergency evacuation will be tested twice per year during working hours.
- Fire route plans are kept at each office on the safety board.
- Each office has a fire log book with office specific fire testing schedules and paperwork.
- Emergency procedures for project related works will be assessed, and communicated by Project Managers with the support of the Health and Safety Manager.

14.0 Delivery

Our policy will be delivered by:

- Generating a culture that does not tolerate threats to health and safety; and
- Ensuring the real involvement of all our people, the sub-contractors and stakeholders.

15.0 Policy review

This policy has immediate effect and replaces all previous versions. This policy will be reviewed at least annually or as necessary following any changes in legislation, technical organisations or legal requirements, amended as required.

Following any amendments to this document it will be re-issued as a new revision to all staff immediately.

Appendix 1 – Health and Safety Responsibilities

A1 - Managing Director

In order to fulfil the duties with regard to Company Health and Safety Policy the Managing Director will:

- Maintain familiarity with the company health and safety policy, the Health and Safety at Work Act 1974 and other relevant legislation applicable to the company's operations.
- With the assistance of the Health and Safety Manager Regularly review and as necessary amend company policy to ensure compliance with legislation and to achieve best working practices and ensure that any changes are brought to the attention of all affected personnel.
- Ensure that all employees are aware of the requirements placed upon them by this policy and the relevant health and safety legislation.
- Allocate necessary finance, personnel, equipment, materials and other resources to ensure that the requirements of the policy and legislation can be fulfilled.
- Ensure all necessary insurance relating to company activities is obtained and remains valid.
- Consult with employees to ensure best possible working practices and effective provision and dissemination of health and safety information.
- Ensure that procedures are in place to ensure that planning and control measures are provided to establish and control risk.
- Monitor the effectiveness of the safe working practices and procedures, review and amend as required.
- Monitor management and employees to ensure they undertake their duties/ responsibilities in compliance with the company policy and legislation.
- Ensure the appointment of a competent person or persons responsible for the management of health and safety in relation to the company's activities.
- Ensure that competent management and supervision is provided to ensure that safe working procedures and practices are followed.
- Ensure the appointment of only competent contractors to assist with the company activities and ensure that they have made adequate provision for health and safety.
- Set a personal example by leading with the requirements of the company health and safety policy.

A1 - Company Owner & Business Development Manager

Has responsibility with regard to the management of company Health and Safety to:

- Read and understand the company health and safety policy and to carry out their duties in accordance with its provision.
- Ensure that necessary finance is available to resource the requirements of Health and Safety provisions.
- Be conversant with procedures to ensure that only competent employees and/or subcontractors are deployed in the execution of company activities.
- Set a personal example, by conscientiously complying with company policy.

A1 - Financial Manager

Has responsibility with regard to the company Health and Safety to:

- Read and understand the company health and safety policy and to carry out their duties in accordance with its provision.
- Ensure in conjunction with the Managing Director, that sufficient funds are allocated within the company budget for the requirements of health and safety provisions.
- Ensure, in conjunction with the Managing Director, that liabilities are covered by insurance, where appropriate or as required by law.
- To undertake and ensure that all new employees to the company are suitably inducted.
- Be conversant with the procedures to ensure that only competent persons are deployed in the execution of company activities.
- Ensure that personnel under their directed control are assessed periodically to determine that they remain competent to undertake work required of them.
- Be conversant with the procedures to assess competency of sub-contractors.
- Discipline employees as required to ensure compliance with the company policy.
- Set a personal example, by conscientiously complying with company policy.

A1 - Health and Safety Manager

The Health and Safety Manager has particular responsibility for health and safety. In these roles they are required to;

- Read and understand the company health and safety policy and to carry out their duties in accordance with its provision.
- Decide, discuss and agree health and safety strategies and key performance indicators with the Managing Director (MD) to aid continual improvement.
- Monitor performance against set targets by conducting regular reviews of the targets and producing a formal 6 monthly report. This report feeds into the annual health and safety audit and goes towards the audit for the ISO systems as well which must be completed annually with the assistance of the external auditor.
- Process accident forms recording them with associated evidence and investigation on the company's accident database. Ensuring that stats are also duplicated from the database on a company spreadsheet which is then used for procurement purposes.
- Involve the workforce by coming up with initiatives to get feedback; such as: Questionnaires, involvement in paperwork development, annual shut downs to meet and greet, memos and notice board posts etc.
- Visit regional offices once per month to ensure they are complying with policies and procedures for works and office health and safety.
- Ensure offices are all complying with statutory requirements for health and safety and complete a monthly audit ensuring actions required are followed up.
- Assist the company with performance management by monitoring the training needs analysis programme using audits feedback and other sources of information to feed into the training needs analysis.

- Ensure that information required for the license renewal meetings is collated and filed ready for presenting as and when required. Act as the company's health and safety representative during license renewal meetings.
- Monitor and investigate complaints and/or non-conformances and track through to closure.
- Ensure that 100% of method statements produced for notifiable works are reviewed and that changes required are made prior to notification. Work with project managers (PMs) to ensure the continual improvement of information in the method statements and support the PMs with their duties.
- Ensure that the company receives monthly RPE checks from supervisors, and regular personal air monitoring records which is a mandatory requirement; with the support of the admin teams. Produce a quarterly report on average exposures with the support of the admin teams.
- Act as the management representative during Quality audits to ensure we comply with ISO requirements for 19001 and 14001. Ensure that documents are maintained appropriately on the HQ server and intranet system.
- Complete a minimum of 2 site audits per month to go towards the company's audit quota. Ensure that external auditors are managed to achieve the audit quotas and ensure audits completed are closed out on the company database and that feedback is provided to the MD for review.
- Set a personal example.

A1 - Regional Managers

Have responsibility for health and safety, related to office activities, to;

- Read and understand the company health and safety policy and to carry out their duties in accordance with its provision.
- Minute the findings of relevant meetings.
- Organise necessary training for company employees via agreement with the Head Office Manager who will highlight refresher training requirements. Ensure training is completed by the company approved providers.
- Ensure suitable First Aid provisions are available within the office premises.
- Ensure the upkeep of necessary welfare facilities within the office premises.
- Ensure that the accident reporting procedures are correctly implemented and where required that suitable action is taken to achieve safe working practices.
- Ensure that all firefighting equipment is provided and maintained in good order, is easily identifiable and accessible.
- Ensure that all escape routes are clearly identified and maintained clear of obstruction.
- Ensure that all personnel are instructed the fire control/ evacuation procedures.
- Ensure that offices are appropriately laid out and ensure safety of personnel and visitors.
- Organise the works under their control to ensure that it is undertaken with the minimum of risk and to the required health and safety standards.
- Ensure suitable evaluation of works prior to commencement and identify significant hazards associated with a project.
- Ensure that significant hazards that present a risk on site are identified recorded and reported.
- Ensure that all necessary plant equipment, materials and personnel are available to permit safe working practices.

- Ensure that all necessary information and instruction is given to employees, and others affected by company activities, to ensure their health and safety.
- Ensure suitable First Aid facilities are made available to site teams and appropriate instruction provided to all persons engaged in company activities.
- Ensure that suitable welfare facilities are available to site teams and are maintained in good order for all persons engaged on company activities.
- Ensure that all company activities are suitably assessed, the risks to health and safety determined and that appropriate safe systems of work are identified.
- Set a personal example.

A1 - Stores Manager

Has responsibility for health and safety, related to office activities, to;

- Read and understand the company health and safety policy and to carry out their duties in accordance with its provision.
- Ensure all plant and equipment supplied to the company is to the appropriate specification and suitable for its intended use and that data is provided by the supplier relevant to its proper usage.
- Ensure that all plant and equipment is supplied to personnel is in good working order and has been properly tested and examined in accordance with the pre-determined schedule and that records are maintained.
- Arrange for the cyclical maintenance and servicing of all plant and equipment and to ensure all defects are rectified and that suitable records are maintained.
- Ensure that all plant equipment, tools etc., are stored tidily and safely.

A1 - Administrators

Has responsibility for health and safety, related to office activities, to;

- Read and understand the company health and safety policy and to carry out their duties in accordance with its provision.
- Minute the findings of relevant meetings.
- Organise necessary training for company employees to enable them to undertake their responsibilities in a competent manner without risk to their own or other persons' safety and health.
- Ensure suitable First Aid provisions are available within the office premises.
- Ensure the upkeep of necessary welfare facilities within the office premises.
- Ensure that all firefighting equipment is provided and maintained in good order, is easily identifiable and accessible.
- Ensure that all escape routes are clearly identified and maintained clear of obstruction.
- Ensure that all personnel are instructed the fire control/ evacuation procedures.
- Ensure that offices are appropriately laid out and ensure safety of personnel and visitors.
- Set a personal example.

A1 - Project Managers

Have responsibility with regard to the Company Health and Safety to:

- Read and understand the company health and safety policy and to carry out their duties in accordance with its provision.
- Organise the works under their control to ensure that it is undertaken with the minimum of risk and to the required health and safety standards.
- Ensure suitable evaluation of works prior to commencement and identify significant hazards associated with a project.
- Ensure that significant hazards that present a risk on site are identified recorded and reported.
- Ensure that all necessary plant equipment, materials and personnel are available to permit safe working practices.
- Ensure that all necessary information and instruction is given to employees, and others affected by company activities, to ensure their health and safety.
- Ensure suitable First Aid facilities are made available to site teams and appropriate instruction provided to all persons engaged in company activities.
- Ensure that suitable welfare facilities are available to site teams and are maintained in good order for all persons engaged on company activities.
- Ensure that accident reporting and investigation procedures are conscientiously followed.
- Ensure that all company activities are suitably assessed, the risks to health and safety determined and that appropriate safe systems of work are identified.
- Ensure that the requisite COSHH assessments are prepared before the relevant activity to which they relate is undertaken and that they are available on site.
- Ensure suitable emergency procedures are devised for and are operational at all work places and that all employees, contractors and others engaged on company business are suitably informed and adequately trained.
- Manage activities within operational areas to ensure employees comply with the provisions of the company policy and legislation.
- Undertake regular inspection of operational areas/ sites to ensure compliance with health and safety legislation.
- Ensure that only competent persons, suitably trained and of appropriate experience are deployed in the execution of company activities.
- Ensure that only contractors assessed as competent are deployed on site.
- Ensure that all personal protective equipment required to safeguard employees in undertaking company activities is made available before the commencement of those activities.
- Ensure that correct personal protective equipment is issued, used and maintained to suit operational requirements.
- Ensure all hazardous materials and substances are suitably used, handled, transported and securely stored.
- Ensure the maintenance of site accommodation in safe and healthy condition.
- Ensure electricity supplies are installed and maintained so as not to present a risk to the safety of personnel and equipment.
- Ensure that access to and egress from all places of work is provided and maintained in a safe condition at all times.
- Ensure employees are not permitted to take unnecessary risks.

- Adequate provision is made for the safe delivery and stacking of materials and to avoid unnecessary handling.
- Ensure the maintenance of a tidy site.
- Ensure appropriate co-operation and co-ordination with other contractors operating on site.
- Ensure that all statutory posters e.g. Health & Safety Poster, Form F 10, and insurance certificates are conspicuously displayed.
- Ensure that all statutory records and documents are duly completed and forwarded to head office.
- Comply with the recommendations of the Safety Advisor.
- Discipline employees as required to ensure compliance with the company policy.
- Set a personal example, by conscientiously complying with company policy.

A1 - Site Manager and Site Supervisors

Have responsibility with regard to the Company Health and Safety to:

- Read and understand the company health and safety policy and to carry out their duties in accordance with its provision.
- Be conversant with the company safe methods relevant to the company's Standard Operating Procedures.
- Ensure employees under their control are aware of the safe working practices and understand the importance of complying with those requirements.
- Ensure prior to commencement of work that all significant hazards that have been identified and that relevant safe working practices have been communicated to all employees.
- Ensure that all necessary plant equipment, materials and personnel necessary for safe working have been made available before commencement of work activities.
- Report to senior management suggestions received from employees in the interests of furthering good health and safety practices.
- Ensure suitable First Aid and welfare facilities are kept in good order and employees are aware of the location of those facilities and the name of the appointed first aid person.
- Ensure that all accidents and incidents are conscientiously reported by all employees.
- Supervise activities of employees within his jurisdiction to ensure compliance with the provisions of the company Standard Operating Procedures
- Ensure all machinery, plant, tools and equipment within the workplace is maintained remains suitable and safe for use, and that statutory certificates of maintenance and inspection are available.
- Ensure that all personal protective equipment required to safeguard employees in undertaking company activities is in the possession of employees and remains in good order.
- Ensure that correct personal protective equipment is issued, used and maintained to suit operational requirements.
- Ensure all hazardous materials and substances are suitably used, handled, transported and securely stored where applicable.
- Ensure that access to and egress from all places of work is maintained in a safe condition at all times.
- Ensure statutory records and documents are duly completed.
- Set a personal example, by conscientiously complying with company policy.

A1 - Operatives

Employees deployed by management to undertake activities on behalf of the company are required to co-operate to enable management to comply with the requirements imposed by health and safety legislation and thereby have the responsibility to:

- Read and understand the company health and safety policy and to carry out their duties in accordance with its provisions.
- Be conversant with company safe methods of removal to comply with the Standard Operating Procedures.
- Ensure they receive and understand appropriate instruction and information on the activities on which they are to be engaged.
- Know where the first aid and welfare facilities are located.
- Respect the facilities provided for welfare and first aid and to report any person abusing these facilities.
- Immediately report all accidents and accidental occurrences no matter how minor to the Supervisor.
- Immediately report any unsafe incidents or practices, or areas of potential danger to the Supervisor.
- Ensure they know the emergency procedures, where the fire exits routes and assembly points and are located.
- Ensure they are issued with the correct tools and equipment for the intended task and that they use those tools and equipment in the correct manner.
- Ensure that they do not use plant and/or equipment on work for which it was not intended, or for which they are not trained and are experienced.
- Avoid any action that may cause damage to tools or plant and to keep them in good condition.
- Immediately report any defects in any tools, plant or equipment to the Supervisor.
- Ensure the use all safety clothing and equipment provided by management in accordance with the specified safe working practices.
- Not indulge in any dangerous or practical jokes or horseplay on site, and to report other persons to the Supervisor who do not conform to this requirement.
- Set an example for others.