

QUIBELL

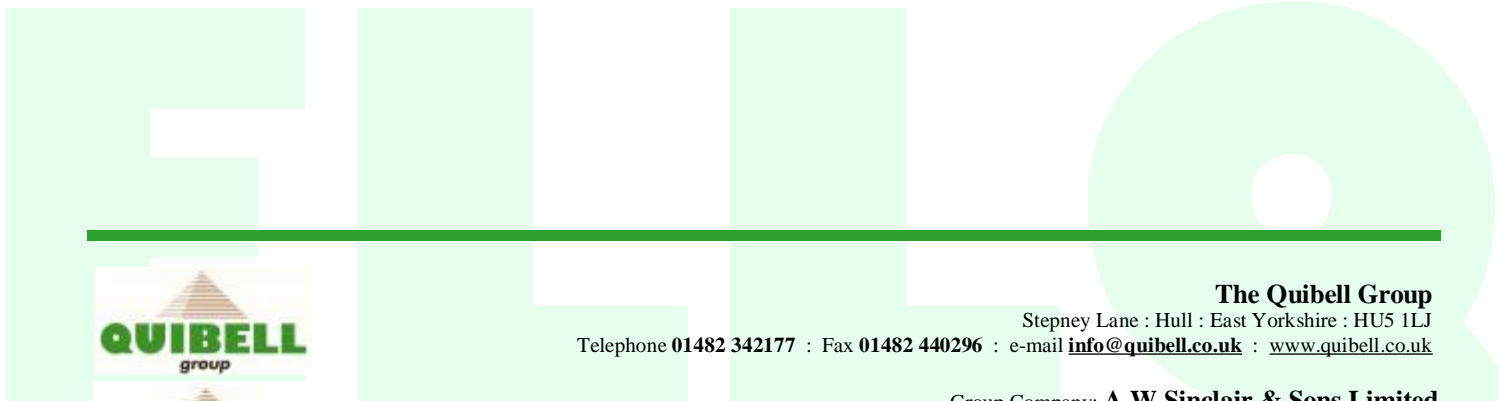
Health & Safety at Work etc Act 1974

GROUP HEALTH & SAFETY POLICY



Revised December 2006

Health & Safety



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HEALTH AND SAFETY AT WORK etc. ACT 1974
HEALTH & SAFETY POLICY

GENERAL STATEMENT OF POLICY

The Quibell Group is a safety conscious company and to this end it is our policy that all systems of work under our control are executed in a manner that will ensure, so far as it reasonably practicable, the health, safety and welfare at work of all our employees, and that the health, safety and welfare of persons other than our employees is not at risk by our acts or omissions.

It is the intent of this company to conduct our undertakings in accordance to the requirements of the Health & Safety at Work Act, and other relevant statutory instruments, so far as is reasonably practicable. And it is to this end that we expect all our employees and those under our control to co-operate fully with all systems for health, safety and welfare at work, and in the making, and maintenance of such systems, whilst having regard for their own health, safety and welfare and that of others.

This Policy is monitored and reviewed on a regular basis by the Safety Director, Contracts Manager and Safety Advisor, as required, to take into account any changes in legislation, the organisation of the company or the introduction of new techniques.

This policy has the approval and backing of the Company Board of Directors and will be revised as often as necessary.

This policy is for the attention of all our employees, and those under our control, or involved by our undertakings.

Signed

Jim Stephenson

J. Stephenson - Chairman

December 2006

ORGANISATION

General Responsibilities

It is a basic concept of our philosophy that health, safety and welfare at work are integral parts of good management, and as such, must be the direct responsibility of Division Managers, Contract Managers and General Foremen. The Managing Director is charged with direct responsibility and accountability for health, safety and welfare throughout its activities.

Those charged with the direct responsibility of the sites, works, offices or external work forces will make and communicate to all concerned the necessary arrangements to implement the Company Policy in their area. They have an ongoing responsibility to ensure such arrangements are being applied effectively and meet the relevant standards.

Each General Foreman, Manager and Supervisor has the prime responsibility for the health, safety and general well being of all persons in their control, including visitors and subcontractors.

They must ensure employees and subcontractors are aware of likely hazards and are instructed in and observe safe working methods and emergency procedures, and that visitors are always accompanied where hazards exist.

The Quibell Group are aware of, and work in accordance with all current standards.

Specific Responsibilities of Safety Director

Main responsibilities are to:-

- a) Initiate the firm's policy for the prevention of injury, ill-health, damage and wastage, set targets for reduction of accident rates.
- b) Administer the policy himself, or appoint a senior manager of staff to do so.
- c) Know all the requirements of all legislation relevant to the Construction Industry.
- d) Ensure that all levels of staff receive adequate and appropriate training.
- e) Insist that sound working practice is regularly observed.
- f) Make certain that in tendering, at planning stages and in production processes, allowance is made for adequate welfare facilities and equipment to avoid injury, ill-health, damage and wastage.
- g) Institute proper reporting, investigation and costing of injury, ill health, damage and loss, promote action to preclude recurrence and initiate analysis to discover accident trends.
- h) Reprimand any member of the staff failing to discharge satisfactorily the responsibilities allocated to him.
- i) Arrange for funds and facilities to meet requirements of the policy.
- j) Set a personal example.

Specific Responsibilities of Contracts Manager

Main responsibilities are to:-

- a) Understand the firm's policy and appreciate the responsibility allocated to each grade.
- b) Be aware of the Construction Regulations
- c) Co-ordinate Safety and Health activities between Main Contractor, Subcontractor and any other individual contractors who may be working on the same site.
- d) See that tenders are adequate to cover sound methods of working and reasonable welfare facilities.
- e) Determine at the planning stage:-
 - 1. The most appropriate order and method of working.
 - 2. Provision of adequate lighting.
 - 3. Allocation/delegation of responsibilities with competent sub-contractors and others by means of tool box talks/Method Statements / Risk Assessments on the method of operation to be undertaken.
 - 4. Hazards which might arise from overhead or underground power lines and other situations which might lead to unnecessary improvisation on site.
 - 5. Facilities for welfare and sanitation.
 - 6. Basic fire precautions.

- f) Provide written instructions to establish working methods, to explain the sequence of operations, to outline potential hazards at each stage and indicated precautions to be adopted.
- g) Check over working methods and precautions with site management before work starts.
- h) Ensure that work, once started, is carried out as planned and that the Construction Regulations and other relevant legislation are observed on site.
- i) Set a personal example on site visits by wearing appropriate protective clothing.
- j) Identify areas where training is required.
- k) Accompany HSE on site visits and act on his recommendations.
- l) Release supervisors and operatives, where necessary, for on or off-site safety and health training.
- m) Co-operate with the Group Safety Advisor, act on his recommendations.
- n) Set a personal example and make any recommendations for training.

Specific Responsibilities of Safety Advisor

Main responsibilities are to:

- a) Advise Line Management
 - Preventing injury to personnel and damage to plant and equipment.
 - Preventing hazards arising leading to occupational ill-health.
 - Further improvement in existing sound working methods.
 - Legal requirements affecting safety, health and welfare, including investigations and notifying HSE.
 - Provision and use of protective clothing and equipment.
 - Suitability, from a safety viewpoint, of new and hired plant and equipment, and validity of all appropriate test certificates.
 - Potential hazards on new contracts before work starts and on the site safety organisation and fire precautions required.
 - Methods of safe working arising from new developments.
 - Changes in legislation.
- b) Carry out site surveys, in association with the site agent or general foreman to see that only safe and healthy methods of working are in operation, that all regulations are being observed, eg. manual handling, working at heights etc, that statutory notices have been posted, that mess rooms, washing facilities and other welfare amenities have been provided and properly maintained, that first-aid under a qualified man are available at all times when work is in progress.
- c) Determine the cause of any accident or dangerous occurrence and recommend means of preventing recurrence.
- d) Supervise the recording and analysis of information on injuries, ill-health, damage and production loss, assess accident trends and review overall safe performances.
- e) Assist with training for all levels of employee and suggest posters, slides, film strips to prompt awareness of injury prevention, hazards to health and damage control.
- f) Keep contact with professional and official bodies, e.g. HSE, Local Authorities, Fire Authorities, Royal Society for the Prevention of Accidents, British Safety Council, Institution of Occupational Safety and Health etc.

- g) Take part where possible in site management/operative discussions on injury, health and welfare, damage and wastage control.
- h) Keep up-to-date with recommended codes of practice and new safety and health literature, circulate information applicable to each level of employee.
- i) Foster within the firm an understanding that injury prevention, occupational hygiene and damage control are an integral part of business and operational efficiency.
- j) Ensure All risk assessments are carried out and implemented including Noise, Vibration, First Aid, Manual Handling, Young Workers, Working at Height, Fire Risk Assessment.
- k) Introduce, maintain and communicate a safety management system to all Directors and staff.

Specific Responsibilities of Site Agent and General Foreman

Main responsibilities are to:-

- a) Organise sites so that work is carried out to the required standard with minimum risk to men, equipment and materials. On larger sites issuing work method instructions in written form.
- b) Know the broad requirements of the Construction Regulations and other relevant legislation.
- c) See that the Construction Regulations and other legal requirements are observed on site, and that all registers, records and reports are in order and that the 'competent person' appointed has sufficient knowledge of plant or machinery to evaluate all aspects of its safe operation.
- d) Give all Trades Foremen and Gangers precise instructions on their responsibilities for correct working methods. See that they do not require or permit men (particularly apprentices) to take unnecessary risks.
- e) Arrange delivery and stacking of materials to avoid doubling risks by double handling, position plant effectively, ensure that the electricity supply is installed and maintained without endangering men and equipment.
- f) Plan and maintain a tidy site.
- g) Implement arrangements with subcontractors and other contractors on site to avoid any confusion about areas of responsibility.
- h) Check that all machinery and plant, including power and hand tools, are maintained in good condition.
- i) Ensure that all hazardous materials are properly marked to enable adequate precautions to be taken.
- j) Ensure that first-aiders or appointed persons and all items of first-aid equipment as required by the Health and Safety (First Aid) Regulations 1981 are available and their location known to all employees, and that the first aid box is checked and maintained.
- k) See that proper care is taken of casualties and know where to obtain medical help and ambulance service in the event of a serious injury (Nominate others to act in an emergency).
- l) Report, investigate all accidents and inform the Safety Advisor asap.

Specific Responsibilities of Plant Supervisor/Electrical Supervisor/Plant Hire Company

Main responsibilities are:-

- a) Ensure that all plant sent to site is safe and fully efficient; is guarded and equipped with safety devices and is tested in accordance with the Construction Regulations.
- b) Make certain that all plant operators and banks men are only employed on equipment for which they have been thoroughly trained.
- c) Check that periodic tests, inspections and maintenance are carried out.
- d) Ensure that all repair and maintenance work carried out on site is done in a proper manner and that emergency repairs are dealt with properly as soon as possible afterwards.
- e) Attend promptly to all plant defects notified or call the attention of site management to the need for dangerous plant to be out of service until it can be properly repaired.
- f) Check that hired plant is safe and that where appropriate copies of current test certificates are available.
- g) Ensure that where necessary ear protection is supplied and worn.

Specific Responsibilities of Trades Foremen and Gangers

Main responsibilities are to:-

- a) Be familiar with the Construction Regulations and other legislation applicable to the work on which their gangs are engaged and insist that those Regulations are observed.
- b) Incorporate safety and health instructions in routine orders and see that they are obeyed.
- c) Restrain men from taking unnecessary risks.
- d) Ensure that new employees, particularly apprentices, learn to take safety and health precautions.
- e) Commend operatives who, by action or initiative, eliminate hazards.
- f) Discourage horseplay and reprimand those who consistently fail to consider their own well-being and that of others around them.
- g) Report defects in plant or equipment or any obvious health risks.
- h) Set a personal example.
- i) Report, investigate all accidents and inform the safety advisor ASAP.

Specific Responsibilities of Operatives

Main responsibilities are to:-

- a) Use the correct tools and equipment for the job. Use safety equipment and protective goggles etc.
 - b) Keep tools in good condition.
 - c) Report to supervision defects in plant or equipment or any obvious health risks.
 - d) Develop a personal concern for safety and health - for themselves and for others, particularly newcomers and young people.
 - e) Avoid improvising, which entails unnecessary risks.
 - f) Warn new men of known hazards.
 - g) Refrain from horseplay and the abuse of welfare facilities.
 - h) Suggest ways of eliminating hazards.
 - i) Understand the requirements of the Company Health & Safety Policy.
 - j) Be familiar with the general duties of employees at work under the Health & Safety at Work etc., Act 1974, Section 7.
- To take reasonable care for the Health and Safety of himself and of other persons who may be affected by his acts or omissions at work, and
 - As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

ARRANGEMENTS

The 'Organisation' deals mainly with the allocation of responsibility. The 'Arrangements' deals mainly with how those responsibilities are carried out.

The Arrangements set out here are described in greater detail in the Company Procedures Manual, a copy of which is held and maintained by each Site Agent/General Foreman.

Management Procedures

The responsibility for implementing the Health and Safety at Work Act 1974, in terms of the organisation and arrangements to each location will be detailed on special sections of notice boards along with the Company Policy Statement.

Site Inspection

Regular systematic health and safety inspections are necessary to ensure the safe system of work, operation of plant and equipment. Site inspections will be carried out by the Site Agent/General Foreman, Division/Contracts Managers and the Safety Advisor in conjunction with the Safety Representative, as appropriate. A record of inspection must be maintained along with ensuing action and decisions. General Foremen will ensure procedures are followed to cover the systematic maintenance and proper functioning of all plant and safety devices. The Safety Advisor must be consulted or advised when abnormal conditions are found.

Safe Operating Procedure

The Company recognises its duties under the Control of Substances Hazardous to Health Regulation (COSHH). Wherever potentially hazardous substances are to be used, a suitable assessment of the process will be carried out before the operation commences, and such precautions as are necessary to protect the health of the employee will be taken. Site Agent/General Foremen and Division/Contract Managers have the responsibility for initiating the assessments and for ensuring the use of the procedures and equipment which are necessary to protect the health of all the persons concerned, including instruction where necessary.

Accident and Occupational Illness Investigation

A thorough investigation into the causes of all significant accidents, dangerous occurrences and near misses is vital to the elimination of injuries, property damage and losses.

The co-ordination of such investigation is the responsibility of the Safety Advisor, but the Supervisor in direct control of the area in which the incident occurred must carry out the initial investigation of all accidents – (this should be carried out ASAP following the incident; photographic evidence should also be obtained).

All initial reports are prepared by the Site Agent, a follow-up investigation by the company Health & Safety Advisor is carried out as appropriate. All accidents and details of the accident are recorded within the Accident Report by the Site Agent together with any minor accidents which are then reviewed monthly.

Potential reportable accidents are investigated by the company Health & Safety Advisor during the same working day using the RIDDOR Reporting system and any other supporting appropriate methods.

The HSE is immediately informed of all major accidents.

All potential RIDDOR accident site areas are quarantined until after a site investigation is completed.

Accident and Occupational Disease Prevention Analysis

Regular and systematic consideration of ways in which accidents and occupational diseases can be prevented is essential and will be the subject of continuous review. An analysis by causes will be prepared by management for each incident and the information made available to all relevant parties.

Each site will comply with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Safety Control

Many accidents are caused by untidiness. Attention must therefore be given to promote high standards of cleanliness and good housekeeping at all times.

Machinery and Equipment Protection

In order to avoid injury and damage, safety measures will be laid down to cover all situations which involve the use of plant and machinery. Statute law prescribes a standard of guarding and protection which the company regards as a minimum. Site Agents/General Foremen and Division/Contracts Managers have the responsibility for ensuring that the usage and integrity of such safeguards are maintained.

Welfare Facilities

Welfare facilities will be provided and maintained on site by the Company (reference: The Construction Health, Safety & Welfare Regulations 1996).

Personal Protective Clothing, Equipment and Facilities

Protective clothing and equipment will be provided in hazardous areas and where there are statutory requirements, or where the accepted maximum permissible limits may be exceeded. General Foremen and Supervisors must ensure employees are adequately informed of such dangers and of the necessity to wear the equipment provided. Such work areas must be clearly marked.

General Foremen and Supervisors must ensure the equipment is adequate, used properly, kept in good condition and appropriate training given in its use.

Arrangements for Emergencies

A major emergency plan will be drawn up by all sites. Such a plan must enable the organisation and local services to deal with a large scale emergency, such as a fire, explosion or other serious incidents. Responsibilities must be clearly defined.

General Fire Protection

It is of paramount importance to ensure, as far as possible, that no person is at risk due to fire or explosion.

The fire alarm system and the means of escape in case of a fire will be fully maintained and practices in evacuation will be carried out at least once every six months.

Training in Fire Prevention

An important facet of a fire policy is prevention and, to this end, key personnel must be made familiar with the necessary requirements for the safe handling and storage of flammable materials and the operation of fire fighting equipment in their own area of work.

Occupational Health Services

The occupational environment and health of our employees will be checked so as to ascertain their well-being is not impaired by the working conditions.

First Aid

Each site must provide a first aid service which will comply with the Health and Safety (First Aid) Regulations 1981.

Health and Safety Training

Health and Safety training is an integral and important part of the company's overall policy, and will be given as a normal part of job training.

It is the responsibility of General Foremen and Supervisors to ensure that no persons are employed on work unless they have received adequate training in understanding the hazards involved and precautions to be taken.

All personnel responsible for technical health and safety advice and the creating of safe working procedures and working conditions will have their training needs regularly reviewed.

New Employees

All new employees will be required to read a copy of this Company Policy Statement. They will be provided with such information, instruction, training and supervision as is necessary to ensure their health and safety at work - so far as is reasonably practicable.

The Health & Safety (Consultation with Employees) Regs. 1996.

The company director having responsibilities for the health and safety provision within the company shall ensure suitable arrangements are made to consult with employees via regular (workshops) team meetings.

Site managers shall, on behalf of the above, engage in regular meetings with all site related employees to ensure all relevant information is made available and the employees health, safety and welfare is not compromised. This function in part can be achieved via the use of weekly toolbox talks regarding updates on the build process, inclusive of the ever-changing health and safety requirements. All company published health and safety matters shall be displayed on notice boards within site offices.

Administrative employees not being site related shall receive the above as appropriate to their working environment.

All employees shall have the right to direct access to the above company director if at any time they feel aggrieved to the lack of consultation and/or appropriate safety provisions.

All employees (inclusive of contractors) shall undertake induction training before commencement of new build work. Records of training shall be kept within the site manager's office.

The company shall be seen to demonstrate a pro-active approach to its employees to ensure a safer working environment, coupled with information and suitable training.

Health & Safety Information

This company will continue to obtain current information from the HSE, the Stationery Office and other Safety Organisations and sources for the provision of Health & Safety information to all our employees and others who may be affected by our undertakings.

Communicating Health & Safety Information

Further to the provision of safety signs and posters at each location and the provision of Quibell site safety leaflets and induction, employees and others who may be affected by our undertakings must aware themselves of other information that may concern them. That is, the provision of COSHH & Risk Assessments, Method Statements, HSE Summary Sheets etc., for tasks, and where it is deemed adequate for verbal control of Assessments. This information along with Procedures Manual, Project Plan and other information is available at the Site Office care of the Agent/Foreman/Supervisor at each location.

C.D.M. Regulations 1994

As from 31st March 1995, all major contracts undertaken will follow the C.D.M. regulations. The specific Health & Safety plan for any project is to be read alongside this Group Health & Safety Policy. The C.D.M. legislation will form a major criteria for the standardisation of the individual roles of the client, designer and contractor to thereby enable and implement a safe system of work. It is essential (as well as being the Law) for all involved to understand and perceive that the project Health & Safety plan is in place prior to commencement of any work on site.

Quibell's are qualified as Principal Contractors and if requested we can carry out the duties required in assessing the Health & Safety needs arising from the project (i.e. assessing the hazard, looking at the risk assessment and producing a method statement of work).

Risk Assessments

As required by the Management of Health & Safety at Work Regs 1999, all tasks will be Systematically examined in order to identify all hazards. It is an absolute requirement of this company that all persons under our control co-ordinate in systems and safe methods to ensure that hazards are eliminated or any remaining risk minimised.

Before the commencement of an undertaking line management, division/contracts managers and the safety Advisor will co-ordinate in the preparation of a provisional risk assessment which shall identify hazards/high risk areas for the pursuance of safe working methods. This information will be administered at each location for which it was prepared.

Site agents/foremen/supervisors have a delegated responsibility at each location to administer the requirements of provisional risk assessments and further complete site risk assessment forms. They must also ensure that those persons affected by the assessments are suitably informed, instructed or trained as is relevant.

Risk Assessments have provision for identifying other control measure under this heading which are the following:

Permits to Work, COSHH Assessments, Method Statements, Risk Assessment Procedures.

Use of Plant and Equipment and Electrical Tools

Where appropriate, copies of records, manuals and instructions for safe use of company plant and equipment (including PAT testing) will be held on site for reference.

All electrical tools are visually checked for defects prior to use. All operatives are informed of this requirement at Induction. Any defects found shall be reported to the supervisor and the equipment shall not be used.

Display Screen Equipment

The office Manager is responsible for carrying out workstation assessments. All office/site staff who use computers are classed as users and are entitled to regular eyesight tests paid for by the company.

A Self Assessment form is available from the Office Manager. Anyone who experiences problems whilst working at their workstation are encouraged to inform the Manager.

Subcontractors

Subcontractors are required to read a copy of the Company Health and Safety Policy. They must also show an awareness and interest in safety procedures, and safe systems of work. Apart from meeting their own statutory duties they will be provided with such information and instruction necessary to ensure their own safety and the safety of others.

Visitors

It is our duty to ensure the safety of visitors to our sites. They will not be allowed to enter work areas unaccompanied and will not be allowed to enter hazardous areas. They must observe our safety rules. Protective clothing will be provided and worn where necessary.

Liaison

Close relationships will be built up and maintained with HSE, Employment Medical Advisory Service, the Fire Prevention Department of the local fire service and the Company's insurers. Advice will be sought from other specialist bodies as may be necessary to deal with specific problems.

FURTHER INFORMATION

Each Site Agent/General Foreman will maintain the provision of the following information for each site for which he is responsible.

Procedures Manual

The procedures manual provides further amplified information on the arrangements for safe systems of work.

C.O.S.H.H. General Assessment

The Control of Substances Hazardous to Health Regulations, please note:-

- a) Site Assessment Record Sheets must be constantly maintained relevant to:-
 - The Process
 - Substance
 - Work Method
- b) The Group Safety Advisor will provide additional Substance Assessment Sheets for the general assessment, and he must be informed of any substances unaccompanied by an Assessment Sheet.
- c) No Chemicals are to be used unless a risk assessment has been carried out and brought to the attention of the employee.

Working at Height Regulations 2005

Many accidents are caused as a result of working at height therefore it is essential that all work at height is assessed and employees trained in carrying out risk assessments and safe working procedures. All equipment used shall be maintained and visually inspected before use. If the equipment is found to be defective in any way it must not be used.

Equipment for working at height should not be borrowed under any circumstances. The use of a

working platform in place of the use of ladders/stepladders shall be the preferred option. A working at height policy has been compiled.

Manual Handling

The Manual Handling Operations Regulations 1992. This Regulation concerns the minimum health & safety requirements for the manual handling of loads where there is a risk particularly of back injury to workers.

The Regulations require that Employers take three key steps to protect their employees:

- (a) Avoid hazardous manual handling operations where possible
- (b) Assess those operations, which cannot be avoided.
- (c) Reduce the risk of injury as far as possible

These Regulations determine what is possible by reference to reasonable practicability, thus taking into account the degree of risk and availability or remedial measures. The assessment must be suitable and sufficient having regard to the circumstances.

The guidance outlines assessment technique for both routine and varied work activities.

The Regulation also applies to the self-employed in respect of their own safety. They also place certain duties on employees.

Site Compendium

Each site will maintain the provision of a Compendium consisting of relevant Regulations and Statutory Notices, also Statutory Instruments that are relevant to the site and prescribed forms.

