

# Health and Safety Policy

June 2024



**This is the Health and Safety Policy Statement of**

## **HAMILTON RILEY LTD**

Our policy is to provide and maintain safe and healthy, environment, working conditions, equipment, and systems of works in our workplace. It is also our policy to provide adequate control of the health and safety risks arising from our work activities. We will ensure safe handling and use of substances. We will also provide such information, training, and supervision, as is need for this purpose. We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities.

It is also our policy is to consult with our employees on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed annually.

Our targets are zero accidents, increased near miss reporting and always adhere to clients health and safety requirements whilst visiting their sites.

Signed

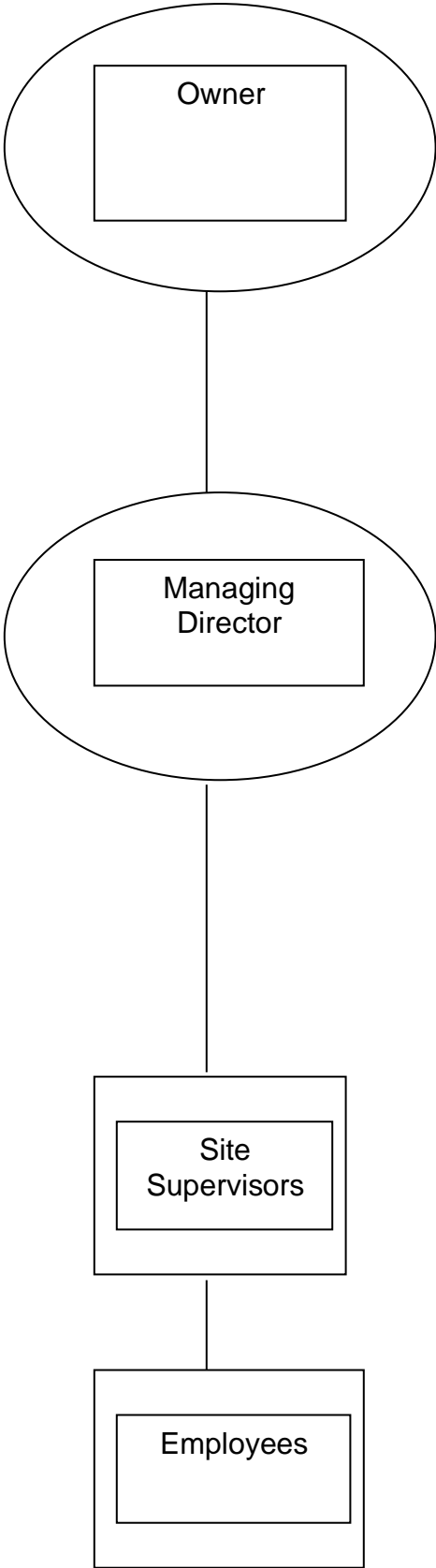
A handwritten signature in black ink, appearing to read 'Steve Hamilton'.

(Managing Director)

Date 1st June 2024

**REVIEW DATE: JUNE 2025**

# Responsibility Hierarchy



## Responsibilities

The Managing Director has overall responsibility for health and safety in the Organisation.

The Managing Director is responsible for ensuring that all matters relating to health and safety are addressed within the Organisation and that the policy is kept up to date and reviewed regularly. He / she is also responsible for the implementation of the Health and Safety Policy, the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed as a result of the risk assessments.

Site Supervisors have day-to-day responsibility for ensuring that the health and safety policy is put in to practice and that any controls are put in to practice or are carried out.

The following people have responsibility for ensuring health and safety standards are maintained / improved in the following areas:

Name	Area of Responsibility
Julie Hamilton (Managing Director)	Implementation of H&S Policy, Accident/Incident Investigation, RIDDOR Reporting, COSHH Assessments, PPE, Electrical Equipment, H&S Training,
“	Risk Assessments, Safe Plant & Equipment, Lifting Equipment & Pressure Vessels, Health Surveillance, Manual Handling,
Site Supervisors	On site Activities

**All employees** have the responsibility to co-operate with the Organisation to achieve a safe and healthy workplace and to take reasonable care of themselves and others and not to interfere with anything provided to safeguard their health and safety. An employee has a responsibility to let The Managing Director know if there is a matter relating to health and safety that should be brought to their attention for action.

## Health & Safety Representative

The Organisation will designate one person on each Site to be the Site Health and Safety Representative.

The following people are the Site Health and Safety Representatives:

<b>Name</b>	<b>Site</b>
Nick French	SSF's
Richard Atkins	RGF's

The Site Safety Representative will ensure that all safety procedures at all sites are adhered to and will report areas of non-compliance to the Managing Director.

## Implementation of Policy

The Managing Director will ensure that all employees have access to the Health and Safety Policy that is located in each work vehicle. Each employee will be given a copy of the general policy on commencement of his or her employment.

The Managing Director will ensure that all employees are given a copy of the Health and Safety Policy and will keep and maintain records that staff have received a copy of the policy.

## Consultation with Employees

Consultation with employees will be made directly with employees.

## **GENERAL ARRANGEMENTS**

### **1.0 Risk Assessments**

Risk assessments will be undertaken for all members of staff, work activities and systems as and when required for specific projects to be undertaken. The results of the risk assessments will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health safety and welfare.

Risk assessments are to be reviewed regularly to ensure that they are still appropriate to the tasks covered. They will also be reviewed when a new member of staff joins, new equipment is installed, when a new system of work set up or when the business or Organisation changes premises.

The Managing Director shall be responsible for undertaking any risk assessments as required by the Management of Health and Safety at Work Regulations 1999.

The results of any risk assessment shall be recorded and kept within each sites health and safety file and shall be the responsibility of the Site Supervisor.

Action required removing or controlling the risks identified will be approved by The Managing Director.

The Site Supervisors will be responsible for ensuring that any required action is implemented.

The Managing Director will check that the implemented actions have removed or reduced the risks.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Below is some simple guidance to help those who are required to carry out risk assessments:

### **1) Identify the hazards**

First, identify what the hazards are.

Look for hazards that you could reasonably expect to result in significant harm. The following are some examples:

Slipping / tripping hazards, fire, chemicals, moving parts of machinery, vehicles, dust, lifting and carrying, poor lighting, electricity, fumes, noise and low temperatures and deep water.

### **2) Identify who might be harmed and how**

Identify people who might be harmed by the hazard, including employees, other workers in the workplace and members of the public. It is also necessary to identify groups of employees who may be particularly at risk, such as young or inexperienced employees, new and expectant mothers, out of hours activities, those who work alone and disabled staff.

### **3) Evaluating the risks from identified hazards**

Risks from identified hazards need to be evaluated.

If there are no hazards there are no risks. Where risks are already controlled in some way, the effectiveness of those controls needs to be considered when assessing the extent of the risk that remains.

It is also necessary to:

- Observe the actual practice. The employees concerned and their Safety Representative should be consulted;
- Address what actually happens in the workplace or during the work activity;
- Take account of existing preventative measures; if existing measures are not adequate, consider what more should be done to reduce the risk sufficiently.

#### **4) Review & Revision**

Review the Assessment.

Check that the precaution for each hazard that was identified is still adequately controlled. If it is not adequately controlled, then the action needed to control the risk should be indicated and the outcome noted.

The Assessment must be reviewed at least annually or whenever the process or procedure is changed.

#### **Example Risk Assessments:**

Please Refer to Appendix 1 for a sample Risk Assessment

## **2.0 Accidents, First Aid, Ill Health and Near Misses**

1. The First Aid Box(es) is / are kept at:

First Aid boxes are in all company vehicles.

2. The Site Supervisor is the Appointed Person / First Aider.
3. The Site Supervisor is responsible for ensuring that the First Aid Box(es) are kept fully stocked and equipped.
4. All injuries, incidents, and dangerous occurrences at work involving employees or members of the public must be reported and recorded in the Accident Book.
5. The Accident Books is kept at / by
  - a. The site welfare facility, typically the mess room. In some cases (At the request of a client) First Aid Boxes will be located in the client's control room.
  - b. Site Vehicles

6. Major accidents or incidents must be reported to the Enforcing Authorities by phone or fax. These and other specified injuries or incidents must also be reported by submitting a completed F2508 report form to the Authority within ten days of the incidents. The Regulations also require the notification of non-consensual violence to a person at work and any incident that results in a member of the public having to go directly to hospital is reportable.
  
7. The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
  
8. Any incident under the above Regulations can also be reported in a variety of ways:
  - By telephone on 0845 300 9923 (local call rate);
  - By fax on 0845 300 9924;
  - Via the internet at [www.riddor.gov.uk](http://www.riddor.gov.uk) ;
  - Or by post;
  - By sending report forms to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

The Managing Director is responsible for investigating any incidents, injuries or dangerous occurrences and is also responsible for advising all employees of any measures that need to be put in place to minimise the risk of any incidents reoccurring.

The Managing Director is responsible for acting on investigation findings to prevent a recurrence.



### **3.0 Emergency Procedures – Fire and Evacuation**

*As per Reeds, the office Landlords instructions.*

*As per site inductions*

### **4.0 Safe Plant and Equipment**

1. The Managing Director is responsible for identifying all equipment / plant needing maintenance.
2. The Managing Director is responsible for ensuring effective maintenance procedures are drawn up.
3. The Managing Director is responsible for ensuring that all identified maintenance is implemented and that records of any inspection, servicing or maintenance of equipment / plant is recorded and that records are maintained.
4. Any problems found with plant / equipment should be reported to the Managing Director.
5. The Managing Director will check that new plant and equipment meets health and safety standards before it is purchased.
6. The Managing Director is responsible for ensuring that employees are given adequate information, instruction and training in relation to the use of plant / equipment. He / she is also responsible for ensuring that records of any information, instruction and training are kept and maintained where necessary.

## **5.0 Safe Handling and Use of Substances**

The Managing Director will be responsible for identifying all substances that need a COSHH assessment.

The Managing Director will be responsible for undertaking COSHH assessments and for ensuring that records are kept and maintained where necessary.

The Site Supervisors will be responsible for ensuring that all actions identified in the assessments are implemented.

The Site Supervisors will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The Site Supervisors will check that new substances can be used safely before they are purchased.

The Managing Director will ensure that assessments are reviewed every year or when the work activity changes, whichever occurs soonest.

## **6.0 Personal Protective Equipment (PPE)**

The Managing Director will be responsible for ensuring that, where the need for PPE is identified, that it is suitable for the activity it is required for and that it is suitable for the individual using it.

The Site Supervisors will be responsible for ensuring that PPE is maintained, clean and that it is replaced when necessary.

The Site Supervisors will be responsible for ensuring that PPE is suitably stored when it is not being used.

PPE is stored at / by:

Each location where the Company is working. Typically the PPE will be stored in the site office or drying room. Company vans

The Managing Director will be responsible for giving training, information and instruction to employees on the use of PPE and how to look after it. He / she will also be responsible for keeping & maintaining records of the training, information and instruction given to employees.

## **7.0 Electrical Equipment**

It is the Company's policy to ensure that any electrical system at work is safe to use and properly maintained.

The Managing Director will be responsible for ensuring that all electrical equipment are regularly examined by (Testing and inspection carried out by competent person who holds city and guilds certificate covering these two areas).

The electrical appliances and cables will be checked every year by a competent person who has attended a course and holds a certificate of competency.

Faulty equipment should be reported immediately to the Managing Director and labelled faulty and not used until it has been repaired. The Managing Director will be responsible for ensuring that staff are given information or advice on what to do if they suspect that the electrical equipment or electrical system is unsafe. He/she will also ensure that records of any advice or information given to staff are kept and maintained.

The Managing Director will be responsible for ensuring that faulty equipment or faults with any electrical system are repaired.

The Managing Director will be responsible for keeping and maintaining records to show that any faults have been rectified.

## **8.0 Welfare**

It is the policy of the Company to provide enough clean, suitably ventilated toilets and washbasins with hot and cold running water, soap and drying facilities for those expected to use them.

The Company will provide drinking water and ensure that it is free from contamination, accessible by all employees and that taps and containers are clearly and correctly labelled as drinking water.

The Company shall ensure that there is a suitable seating area for workers to use during breaks and that it is kept clean.

Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to Site Supervisors.

The Company and employees are all required to take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear and that obstacles are quickly removed.

## **9.0 Lone Workers**

It is the policy of this Company that staff who work by themselves without close or direct supervision or those who have to visit other premises, should make sure their colleagues or Site Supervisor know where they are going and when they will be back.

It is the Company's Policy to advise staff who work by themselves without close or direct supervision or those who have to visit other premises, to take a company mobile phone with them where practical.

## **10.0 Lifting Equipment and Pressure Vessels**

The use of lifting equipment such as hoists, lifting chains, compressors, mobile ramps etc are subject to the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. The Company keeps a detailed register of all lifting equipment and Pressure Vessels so that it is properly insured against injury and damage if it fails in use. The equipment must be regularly

inspected and tested at time intervals specified in the Regulations. It is the responsibility of the Site Supervisors to inform the Managing Director of the arrival of 'new' lifting equipment. The information that is required is: location, description, SWL (safe weight limit) rating, manufacturers serial number and name of trained, authorised personnel using the equipment. A copy of certification to be kept in the relevant site file.

Any defects must be reported immediately and repairs must be made by a suitably qualified and competent person before the equipment is returned to use. Under no circumstances must the safe working loads be exceeded.

No member of the Company is permitted to use lifting equipment until they have received adequate information, instruction and training and have proved that they are competent

## **11.0 Manual Handling**

Site Supervisors must ensure that any Manual Handling activities that might cause injury at work have a formal Manual Handling Risk Assessment to identify the specific hazard. This might include lifting, pushing, putting down, pulling, carrying or moving. Activities that must be assessed do not necessarily involve the movement of heavy items, such as an activity involving a large number of repetitive movements, might also require an assessment.

If the operation cannot be avoided then control measures are to be incorporated to reduce the risk significantly in accordance with the Manual Handling Regulations.

Risk Assessments should be undertaken by a qualified Manual Handling Assessor, who will be familiar with the main requirements of the Manual Handling Operations Regulations 1992. All Manual Handling Risk Assessments are completed, signed, dated and reviewed every two years or whenever the process changes. Copies of all Manual Handling Risk Assessments should be located on each site (within the site Health and Safety File) as a convenient point of reference for employees and those persons conducting inspections.

## **12.0 Information, Instruction, Training and Supervision**

The Health and Safety Law Poster is displayed at each site where we are working and is displayed on the notice board in the welfare facility.

A Copy of the Organisation's Certificate of Employers Liability Insurance will be displayed each site where we are working and is displayed on the notice board in the welfare facility.

A Copy of the Organisation's Certificate of Public Liability Insurance will be displayed each site where we are working and is displayed on the notice board in the welfare facility.

Supervision of young workers / trainees will be monitored by the Managing Director..

Induction training will be provided for all employees by the Managing Director and a record of any training will be kept and maintained by her.

Health and safety training courses are detailed in the annual Training matrix and are developed as a result of employee performance reviews. The Training matrix is reviewed by the Managing Director once per year to ensure training identified is undertaken.

Records of training undertaken, seminars and briefings attended by staff members are to be maintained by the Managing Director and filed with employee personal records.

Job specific training will be given by the Client, external associations (For example CITB), The Managing Director or Site Supervisors.

Specific jobs that require training are:

- Mobile Plant operation
- Water Hygiene
- Health & Safety Awareness
- Confined Spaces

Training records are kept by the Managing Director at the Company's office and in site files.

Training will be identified, arranged and monitored by the Managing Director.

The Site Supervisors are responsible for ensuring that employees working at other locations under the control of other employers are given relevant health and safety information.

The Site Supervisors are responsible for ensuring that employees of other Organisations, Contractors or Visitors are given relevant health and safety information if visiting a site where the Company is working and have control of a given area of the Clients site.

### **13.0 Occupational Medical Surveillance and Health Surveillance**

All Risk Assessments must address any requirements for Occupational Health/Medical Surveillance. When necessary the Managing Director is to refer individuals for regular Health Checks to monitor any health problems at an early stage.

In accordance with the Guidance on Health and Medical Surveillance, in all cases where Health Surveillance is being conducted, the results of any surveillance will be recorded in the employee's health records and personal file and retained for 40 years after the last entry.

Any member of staff who suspects he/she is suffering any ill health symptoms that may be related to their work, must inform their Site Supervisor immediately. The Site Supervisor (in consultation with the Managing Director) can either refer the individual to an Occupational Health provider used by the company (Could be a clients), or the individual may wish to refer themselves. All referrals are treated in confidence.

Likewise, any Site Supervisor who suspects that a member of staff or student may be unwell and may be putting themselves or others at risk, should discuss their concerns with the individual. Staff should also be aware that they have a duty to ensure they do not carry out any work activity if, they suspect that their ill health may inhibit their ability to work safely or may put others at risk.

Julie Hamilton  
Director

01/06/2024