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Health & Safety Consultants:	Wass Consultants

## **HEALTH AND SAFETY POLICY**

### **1 HEALTH AND SAFETY AT WORK ACT 1974 - GENERAL STATEMENT**

The policy of the company is to take all reasonable steps to ensure the safety, health and welfare of its employees and contractors in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others who may be affected by our day-to-day working activities.

It is a Management function to provide the right conditions under which work may be carried out safely. All employees however must be aware that they too have a legal duty to conduct their work in a safe manner as well as to co-operate fully with Management in any efforts to create a safe working environment.

It is our policy to demonstrate an ongoing and determined commitment to continually improving health and safety at work throughout our organisation. To achieve this the Company will provide the necessary training to enable employees and subcontractors to carry out their responsibilities safely and in accordance with current best practice.

The Company will maintain close co-operation with Clients, Suppliers, Sub-Contractors, Health and Safety Executive and Safety Consultants to ensure, as far as is reasonably practicable, that procedures and practices are satisfactory. Although the company does not have a design responsibility the company will ensure that every possible assistance is given to Clients with regard to identifying project safety requirements and implementing suitable controls.

The Company will make every reasonable effort to promote amongst its employees a genuine awareness of safety matters and to create and maintain an understanding of the importance of safe working practices, the safe use of plant and the use of protective clothing and safety aids. Employees will be encouraged to involve themselves fully in safety activities and to ensure the reporting of unsafe conditions or practices.

Appropriate documented procedures will be established to define responsibility and accountability for safety at all levels. This will be done to ensure that the company maintains full compliance with the requirements of The Construction (Design and Management) Regulations 2015 (CDM 2015). The company has an obligation to ensure that as a Contractor it fulfils its role under the Contractor section of CDM2015 and safeguards and communicates with all Workers and their representatives, under its control or influence. Identification and Assessment of hazards within the Company will be made with the assistance of Safety Consultants where required and effective policies introduced.

Under CDM2015 all Company Workers have a duty to take care of their own health and safety and other who may be affected by their actions, report any risks and cooperate with their employer, fellow workers, contractors and other duty holders. In return they can expect to be consulted about matters which affect their health safety and welfare.

All sub-contractors will be required to possess a Company Safety Policy of their own which is at least equal to that of this Company. Alternatively, a signed acceptance to adopt Ainsworth Civils & Engineering Ltd policy will be accepted.

The Company will encourage such safety representation as required by legislation and will consult with all employees and subcontractors on matters appertaining to health and safety.

This Policy Statement will be reviewed annually.

Signed:   
J. Ainsworth (Director)

Date: 05/01/2023

**Next Review: January 2024**

## **2 SAFETY PERSONNEL**

The person with overall and final responsibility for health and safety in Ainsworth Civils & Engineering Ltd is the Managing Director, Mr Julius Ainsworth.

The person responsible for overseeing, implementing and monitoring the policy is the Managing Director, Mr Julius Ainsworth and supervisors.

Ainsworth Civils & Engineering Ltd has engaged the services of Wass Consultants who is represented by Mr. D Wass. The independent safety consultants will visit sites as required to conduct site assessments.

Ainsworth Civils & Engineering Ltd Site managers with the Managing Director use site visits and project details to produce project specific risk assessments, method statements and COSHH assessments. These are presented to the Principle Contractor for Approval and Inclusion the Site Safety File and a copy is held on site by the Ainsworth Civils & Engineering Ltd site supervisor.

## **3 CONSULTATION**

The management of Ainsworth Civils & Engineering Ltd sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of meetings to be held as and when required between workers and, if required, workers' representatives. All risk assessments and method statements for a project are provided to the site supervisor and a copy is on site at all times.

## **4 COMMUNICATION**

The management of Ainsworth Civils & Engineering Ltd will endeavor to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy, and project risk assessments and method statements. Ainsworth Civils & Engineering Ltd communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example. Communications are also passed to staff on notice boards and on site at tool box talks.

## **5 CO-OPERATION & CARE**

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

## **6 SAFETY TRAINING**

Safety training is regarded as an indispensable ingredient of an effective health and safety and environmental programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of Ainsworth Civils & Engineering Ltd that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

All training will be recorded as an employee record and a master file of all training will be held by Ainsworth Civils & Engineering Ltd.

## **7 WORK EQUIPMENT**

It is the policy of Ainsworth Civils & Engineering Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Ainsworth Civils & Engineering Ltd will endeavor to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

All equipment will be to CE conformity and will be calibrated if required.

## **8 PERSONAL PROTECTIVE EQUIPMENT**

Ainsworth Civils & Engineering Ltd to comply with the law as set out in the Personal Protective Equipment at Work Regulations 2002.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Ainsworth Civils & Engineering Ltd will be properly assessed prior to its provision.

All personal protective equipment provided by Ainsworth Civils & Engineering Ltd will be maintained in good working order.

All workers provided with personal protective equipment by Ainsworth Civils & Engineering Ltd will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Ainsworth Civils & Engineering Ltd will endeavor to ensure that all personal protective equipment provided is used and used properly by its employees.

PPE Assessments will be carried out for each job task and all PPE purchased will be to EN standard.

## **9 MANUAL HANDLING OPERATIONS**

It is the policy of Ainsworth Civils & Engineering Ltd to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Records of manual handling training will be held by Ainsworth Civils & Engineering Ltd and available to clients on request.

## **10 CONTROL OF HAZARDOUS SUBSTANCES**

It is the policy of Ainsworth Civils & Engineering Ltd to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Ainsworth Civils & Engineering Ltd will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

## **11 FIRE SAFETY**

Ainsworth Civils & Engineering Ltd's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service to the site office.

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

All teams will be equipped with a fire extinguisher for use if required.

## **12 EMERGENCY EVACUATION PROCEDURE**

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

The site manager will advise workers of the fire evacuation plan during site induction training and will sign an agreement to adhere to the site rules.

### 13 ACCIDENT INVESTIGATION & REPORTING

It is the policy of Ainsworth Civils & Engineering Ltd to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).

Ainsworth Civils & Engineering Ltd sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Managing Director detailing:

- ◆ The circumstances of the accident including photographs and diagrams wherever possible
- ◆ The nature and severity of the injury sustained
- ◆ The identity of any eyewitnesses
- ◆ The time, date and location of the incident
- ◆ The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

### 14 ACCIDENT PROCEDURE

All accidents will be reported to the Site Manager

All accidents will be reported to Ainsworth Civils & Engineering Ltd and Safety4uAll Ltd

Ainsworth Civils & Engineering Ltd will record the accident on the "Accident Book"

Wass Consultants will decide if an accident is reportable, if reportable a report will be filed under RIDDOR 2013

Signed by:

A handwritten signature in blue ink, appearing to read 'D. Ainsworth', is written over the printed name 'Managing Director'.

Date: 5<sup>th</sup> January 2023

Review Date: January 2024

## **APPENDIX 1 – THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM 2015)**

(See Electronic Guidance notes held on the server – 90 page document)

## **APPENDIX 2 – SAFETY RULES PART 3**

### **GENERAL**

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job which appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries must be reported to the Managing Director supervisor.
11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Managing Director.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
14. When working on managed sites all staff will be required to work to the rules of the site in addition to the rules of Ainsworth Civils & Engineering Ltd.

### **WORKING ENVIROMENT**

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.



## **APPENDIX – SAFETY RULES PART 3 (CONTINUED)**

### **WALKWAYS**

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should be pinned up where practicable.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

### **TOOL AND EQUIPMENT MAINTENANCE**

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewelry or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.
8. All equipment will be to CE conformity and will be PAT tested every three months.
9. A central register of PAT tested equipment will be held by Ainsworth Civils & Engineering Ltd.

### **PERSONEL PROTECTIVE EQUIPMENT**

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Managing Director.
3. PPE assessments will be carried out for all work activity and all PPE will comply to EN standards

## **APPENDIX – SAFETY RULES PART 3 (CONTINUED)**

### **MANUAL LIFTING AND MOVING**

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as coordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.