



CONSTRUCTION

Health & Safety Policy

January 2015 – January 2016

LJ Construction Carpentry Contractors

Trilogy House, Thorpe Way, Banbury, Oxon OX16 4SP



General Health and Safety Policy Statement

This is the Health and Safety policy statement of LJ Construction Carpentry Contractors Ltd to commit to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and any other persons affected by our business activities.

The company will comply with the Health and Safety at work act 1974 and Management of Health and Safety at work regulations 1999 and all other relevant legislation, and approved codes of practice which affect our business activities.

The Health and Safety Policy is available to all employees for reference and consultation. A copy will be given to employees and further copies displayed at places of work.

The company recognises that each employee is a valuable asset and that risks to their health and safety should be identified, evaluated and controlled, LJ Construction Carpentry Contractors Ltd will provide safe systems of work, by carrying out task specific risks assessments. This will benefit both the individual and the company in achieving a safe working environment.

The company will consult with their employees, sub-contractors on matters affecting their health & safety.

The company will provide information, instruction, training and supervision for employees to ensure that employees and sub-contractors are competent to carry out their activities safely.

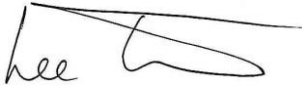
The company will provide and maintain safe plant and equipment, and ensure the safe handling and use of any hazardous substances.

The company will ensure a safe and healthy working environment with adequate welfare facilities and safety arrangements.

The vision, values and beliefs of the business regarding health and safety will be communicated throughout the company by the management team.

This policy will be reviewed regularly and amended where necessary, particularly as the business changes in nature and size.

Ultimate responsibility and accountability for matters of health and safety and welfare lie with the Directors and the Senior Managers of LJ Construction Carpentry Contractors Ltd. They should develop a culture supportive of health and safety so as to improve on a continuing basis control over risks to health and safety.

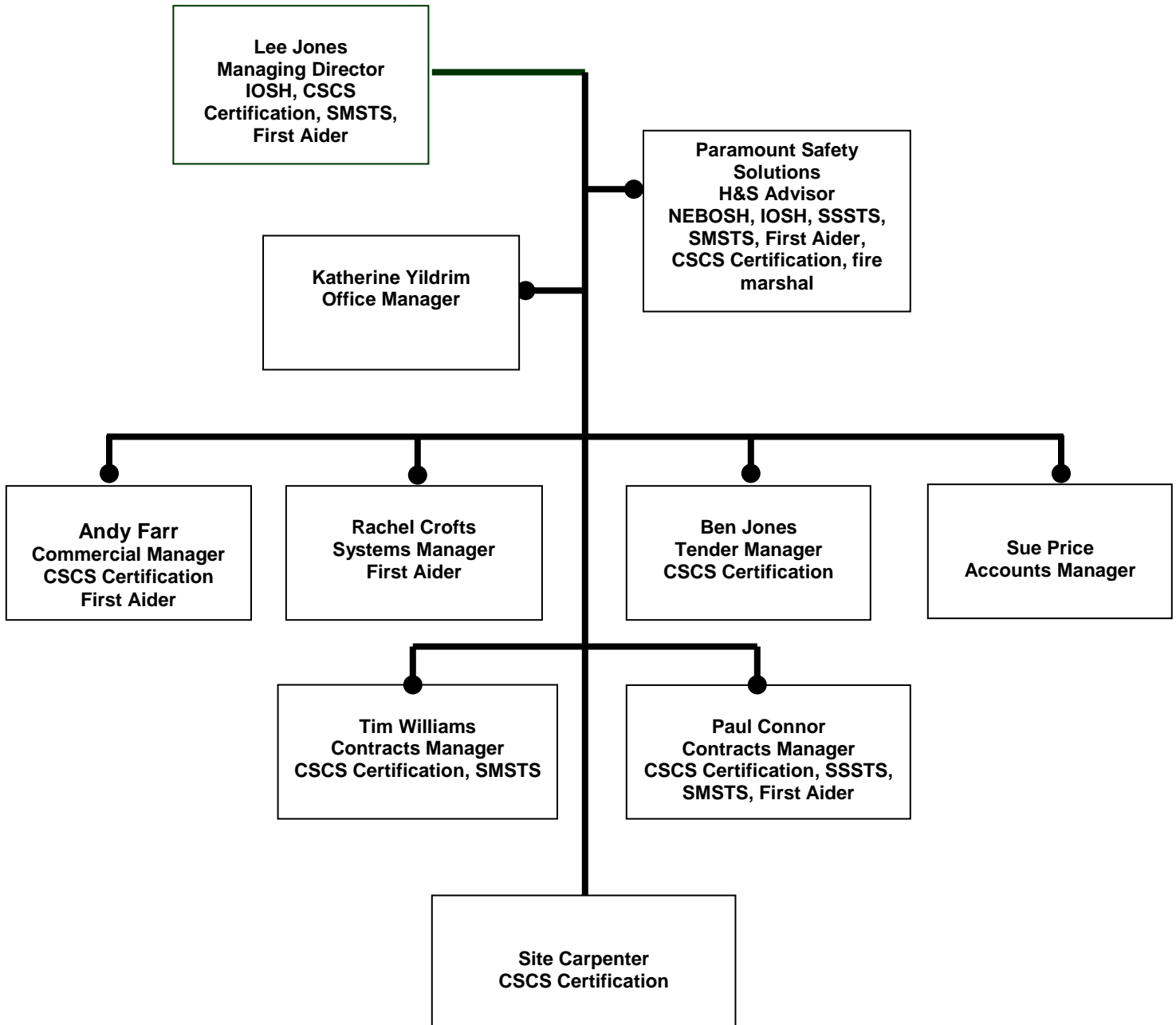
Signed 
Director: Lee Jones
LJ Construction Carpentry Contractors Ltd

Date: 01 January 2015

Revision Date: 01 January 2016



Company Organisational Structure





Health and Safety Policy

1. Policy

- The Company is committed to achieving high standards of health & safety throughout its business, and recognises that a number of the activities, which it undertakes, or that are undertaken on its behalf, could potentially involve risk to the health & safety of its employees and others. This is in addition to the risk of damage or loss of plant, property and product.
- The Company is accordingly committed to taking all reasonably practicable steps to prevent, control or guard against such risks and their possible effects. We therefore endorse the objectives set out below and the procedures for their implementation, with a view to eliminating or controlling such risks, and to creating and maintaining a healthy and safe working environment.

2. Objectives

- To comply with the requirements of the Health & Safety at Work etc. Act 1974, Management of Health & Safety at Work Regulations 1999, and other relevant legislation and codes of practice.
- To formulate and maintain occupational health and safety procedures, which clearly set out the measures to be taken to safeguard employees and others affected by our activities.
- To provide adequate and competent supervision of all Company activities which involve risk.
- To adequately train employees and sub-contractors (to the extent that their job function demands it), in health and safety at work, safe working practices and other relevant topics.
- To maintain and develop effective systems, which inform and consult employees on relevant health and safety matters.
- To progressively identify and eliminate or control hazards which present risk to employees and other persons and possible damage to, and loss of plant, property or product.
- To take health and safety into account when planning new developments, processes or systems of work and when manufacturing or purchasing new plant and equipment.
- To keep and maintain accurate records of accidents, injuries and known exposure to health risks at work.
- To take all practical steps to ensure adherence to this policy by all employees and other persons undertaking work on behalf of the Company or who are on its premises.



3. Organisation and Responsibilities

- The Director of the company has prime responsibility for all aspects of health and safety at work.
- The Director is responsible to the Board of LJ Construction Carpentry Contractors Ltd for the implementation of this policy, which will be reviewed every year.
- The Director is responsible for producing and maintaining policies and procedures which establish minimum criteria for health and safety throughout the company, for assisting operational staff to achieve and exceed these criteria, and for monitoring compliance.
- Management in delegating routine health and safety matters to appropriate levels shall ensure that those responsible for nominated duties are fully informed and trained in their role and provided with resources necessary to achieve the objective(s). Job descriptions should include elements of health and safety, which are particular to all the individual functions.
- Management shall ensure that all employees under their control receive adequate health and safety training on recruitment, transfer or a change in responsibilities, in addition, on the introduction of new equipment or processes where changes can, affect the risk to health and safety.
- Risks to health and safety shall be identified through formal assessment and where risks cannot be removed shall be reduced to the minimum level possible.
- Management will establish effective communications and will liaise with employees at all levels on relevant matters concerning health and safety.
- Employees must take all reasonable care of their own health and safety and that of others who may be affected by their actions.
- Employees must use safety devices or equipment provided and must not interfere with or minimise anything, which is provided in the interests of health and safety. In addition they must bring to the attention of the company any matters that may cause a risk to health and safety.



Company Organisational Arrangements

Duties and responsibilities of the Director

- The Director retains overall control of the company policy decisions and is accountable for overall health and safety performance of the company. He will ensure cordial and effective working relationships with statutory enforcing authorities responsible for health and safety at work.
- The Director will liaise with our external Health & Safety Consultant (Paramount Safety Solutions) on matters regarding health and safety
- The practical monitoring and implementation of this policy has been delegated to Site Supervisors who are accountable and report on health and safety matters.
- This in no way detracts from the responsibilities of the Director.
- The Director bears financial responsibility for ensuring adequate allocation of resources to meet health and safety requirements both present and future and for budgeting and planning for long term improvements relating to agreed programs drawn up by the company and/or Health and Safety Executive.
- The Director will be responsible for guiding the company in the direction that will maximise health and safety standards consistent with company growth. Input from other managers will be expected to ensure that balanced judgements are made in respect to this.

Health and Safety Advisor (Paramount Safety Solutions)

- Will liaise with company directors on matters regarding Health and Safety
- Investigate any accident/Incidents when requested
- Provide written reports on matters of Health and Safety
- Report accidents/Incidents to HSE (RIDDOR) when requested
- Provide support to site supervisors
- Carry out external audits
- Carry out any relevant toolbox talks



COMPANY ORGANISATIONAL ARRANGEMENTS

General Duties and responsibilities of Management Team

These persons will:

- Familiarise themselves with those parts of the Safety Policy relevant to their activity.
- Ensure that working conditions of staff meet relevant current legal requirements. Guidance must be sought if in doubt.
- Ensure that staff are adequately trained and supervised to carry out their tasks efficiently and safely.
- Ensure staff who operate or work with hazardous or potentially hazardous materials or equipment, are aware of the hazards and take the necessary precautions.
- Ensure that staff working away from site are provided with safe plant and equipment, the appropriate safety equipment and clothing, and are properly trained and adequately supervised.
- Liaise with Paramount Safety Solutions on Matters regarding Health and Safety

COMPANY SAFETY CO-ORDINATOR (Director/s)

The Company Safety Co-ordinator, in addition to his normal management responsibilities and in liaison with management , will encourage the company to maintain high standards of health and safety in the following ways: -

- Liaise with Health and Safety Advisor from Paramount Safety Solutions on areas of concern with regards to health and safety
- Communication to all personal regarding health and safety information
- Circulation of safety audit reports, both internal and from external advisor, and any reports from the HSE and the Local Authority
- Direct circulation of important new information on the health hazards affecting company operations.
- Distribution of conclusions reached at safety management meetings and also meetings with both internal and external committees.



Company Organisational Arrangements

Duties and responsibilities of all Employees

- All employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following prescribed safe systems of work.
- All employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to the Director/s of any local hazards of which they become aware.
- All employees will be encouraged to promote ideas on the improvement of health and safety standards and also provide suitable suggestions for reduction in risks.
- All employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- All employees are required to take care of their own health and safety. They should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- Employees found guilty of wilful unsafe acts will be liable to **summary dismissal**.
- Employees are advised that strict requirements under the Health & Safety at Work Etc. Act 1974, can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- All employees must clean up their working area or assist in tidying up and also to help maintain clear gangways and maintain high standards of local housekeeping and hygiene.
- Employees whose work takes them off site will be expected to behave with tact and courtesy towards members of the public and other persons with whom they come into contact.
- Company equipment and machinery used off site must be properly used and not repaired, modified or altered without reference to the Director/s.



Company Organisational Arrangements

Duties and responsibilities of all sub-contractors and self-employed

It is the responsibility of subcontractors and their employees and the self-employed to:

- Comply with all Health & Safety requirements of LJ Construction Carpentry Contractors Ltd and health & safety legislation relevant to their activities.
- Provide all health and safety documentation requested including insurance details.
- Conform to all instructions and safe working practices issued or instructed by LJ Construction Carpentry Contractors Ltd site management and/or client safety staff.
- Carry out adequate induction of employees and subcontractors in respect to LJ Construction Carpentry Contractors Ltd health and safety management systems and procedures, and client site related safety rules and issues.
- Act in a responsible manner at all times, both on LJ Construction Carpentry Contractors Ltd premises and client sites.
- Report to LJ Construction Carpentry Contractors Ltd site management (or client management where LJ Construction Carpentry Contractors are not immediately available) any potentially dangerous situation that could cause injury or ill health.
- Ensure any protective equipment identified, as being required by risk assessment are provided and worn at all times.
- Refrain from abusing health, safety and welfare facilities provided and ensure such facilities are kept clean and tidy.
- It is a criminal offence under the Health & Safety at Work Etc. Act 1974 to abuse, misuse, tamper, damage or interfere with any items provided in the interests of health, safety and welfare at work
- Ensure all employees and subcontractors are fully covered by insurance against accidents, injury and damage caused.
- Report all accidents and damage incidents (including near misses) to LJ Construction Carpentry Contractors Ltd management in accordance with the Reporting Injuries Diseases and Dangerous Occurrences 2013 RIDDOR.



CONSTRUCTION
Arrangements

Discipline

- Disregarding company health and safety rules, including the responsibilities stated in this policy shall render an employee to action under the company disciplinary procedure and possible prosecution by the Health and Safety Executive.

Consultation and communication with employees

- We have a duty to consult with employees with regards to health and safety matters and to communicate to them any information which has a bearing on their day to day activities
- Employee involvement will be encouraged and where necessary safety meetings will be arranged to ensure appropriate lines of communication are in place
- There will still be a need for day to day verbal communication and we will continue to ensure operatives are kept informed of all health and safety matters which may affect them

Safe Place of Work

- Sufficient measures will be taken to ensure that all work areas provided are maintained to safeguard the health, safety and welfare of employees, visitors and other persons who may be affected by the business activities of the company.
- A safe means of access and egress will be provided and maintained to all work areas.
- Adequate arrangements will be taken to ensure all workplaces, storage areas and offices are kept clean and tidy.
- All site operations of work will be assessed as to the hazard and risk by a competent person. They will address the control measures necessary to remove or reduce risk to an acceptable level.
- Where identified in the risk assessment process, safe system of work will be developed by competent persons to ensure they are job specific before work commences.
- All site operations of work will be carried out in compliance with sufficiently developed risk assessments/safe system of work, the relevant health and safety legislation and the company health and safety procedures and supervised by the site management team to ensure the work is carried out safely.
- Sub-contractors risk assessments/safe system of work will be reviewed by a competent person to ensure they are sufficiently developed and competent before they commence work.
- All site operatives will receive a site safety induction talk before they commence work, which will include reference to known site hazards, risk and control measures to safeguard their health, safety and welfare.
- For all 'hot works' a Permit-to-work will be issued by the site manager, if their permits take precedent, prior to work commencing.



Training

- All operatives will receive induction training prior to starting work on site, this training will include:
 - Reference to our health and safety policy, COSHH and risk assessments
 - Use and maintenance of PPE
 - Notification of site specific safety rules
 - Briefing on main contractor site specific requirements

Note: This training is in addition to any induction training carried out by the principal contractor

- All employees will be required to undertake refresher training as required by their job. This will be identified in the company training plan and employees notified as and when training or re-certification is required

Risk assessments

- All activities carried out by operatives will be the subject of a risk assessment.
- These will identify the hazards presented by the task
- The significant risks involved and control measures which must be in place when carrying out this activity
- Risk assessments will generally be carried out by the supervisory staff, however all operatives will be trained in the risk assessment process this will enable them to provide valuable input into the assessments and carry out risk assessments on unforeseen hazards they may encounter on site
- Copies of company risk assessments are contained in the company site manual
- All staff are expected to familiarise themselves with the assessments relevant to their job

COSHH Assessments

- Any substance used at work will be the subject of a COSHH assessments
- Information contained in the hazard data sheet and/or the suppliers information will be assessed to identify the hazardous nature of the material and any precautions which are necessary to ensure its safe use, transport and storage
- As part of this process the use of less hazardous alternative will always be the first priority
- COSHH assessments on all substances are contained in the company site manual

Welfare and First Aid

Adequate welfare and first aid facilities and equipment will be provided and maintained for all employees.

Welfare facilities will include:

- Drinking water
- Toilets
- Hot water, soap and towels
- Means of heating food
- Changing and drying facilities
- Provision for taking meals and rest

Suitable persons will be trained to administer first aid treatment and maintain the first aid facilities.



Fire Precautions

- All employees and sub-contractors must attend the site induction to understand the site fire precautions and evacuation procedures.
- All persons must stop work immediately and proceed to the fire assembly point in the event of the fire alarm being activated
- All office based staff must be aware and understand fire precautions and evacuation procedures.

Maintenance & Workplace equipment

- LJ Construction Carpentry Contractors Ltd are responsible for ensuring that all machinery used by the company
Is:
 - Suitable for the job in hand
 - Is fitted with necessary guards (where required)
 - Has the required test certificates
 - Is well maintained and has been inspected prior to use (on each occasion)
 - Is formally inspected on a regular basis and where necessary suitable records of inspections are kept.
- Management will ensure that all operatives using plant or equipment are trained and competent and certified where appropriated
- Competent persons must ensure that machinery is safe and correctly guarded, also that reported faults are corrected as quickly as possible
- Faulty machinery should be isolated, made safe and not used

Working at Height

- All employees and sub-contractors must ensure that they observe the correct procedure when working from scaffolding, working platforms and ladders.
- It will be the main contractor's responsibility to ensure that any scaffolding has been safely erected by a licensed scaffolding company.
- Sub-contractors of LJ Construction Carpentry Contractors Ltd must ensure that ladders are properly secured and edge protection is in place for any height at which they are working above two metres

Electricity at Work

- All portable appliances and fixed installations will be subject to PAT (portable appliance testing) by a competent person every 3 months. All such equipment will have a sticker attached showing the date of its last inspection



Noise

- Hearing protection is mandatory if the noise level exceeds 85 dBA
- As a general rule if a person with normal hearing has difficulty in having a conversation with someone approx 1 metres away, there may be a noise issue

Manual Handling

- Manual Handling assessments will be carried out on tasks which do not involve mechanical aids

Waste Management

- It will be the responsibility of the main contractor to provide disposal facilities for appropriate waste.
- Employees and sub-contractors must adhere to all site rules regarding waste segregation

Good Housekeeping

- Ensuring all areas are kept tidy
- It is the responsibility of individuals to ensure that materials and equipment are stored safely, and that all access and egress routes, fire exits, escape routes are free from obstruction

Health and Safety Information

A Safety Information board will be positioned inside the main office; the following information will be displayed,

- Statutory Posters/Notices
- Arrangements for emergencies including phone numbers
- Certificate of Public Liability Insurance
- Copy of the company health and safety policy

Personal Protective Equipment (PPE)

- The company will ensure all employees are provided with suitable PPE issued will receive instruction as to its use, maintenance and replacement.

All employees and sub-contractors who work on or visit a construction site must wear, as a minimum, the following PPE,

- Safety helmet
- Safety footwear
- Hi-visibility clothing (vest or coat)



Accidents, Dangerous Occurrences and Near Miss Incidents

- All accidents, dangerous occurrences and near miss incidents must be immediately reported to the LJ Construction Carpentry Contractors Ltd main office
- Accidents and dangerous occurrences as defined in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be notified to the Health and Safety Executive (HSE) initially by telephone, and confirmed either by the internet (HSE website) or a completed notification form (F2508)
- All accidents, dangerous occurrences and near miss incidents will be investigated by the Health and Safety Advisor, who will report as to the cause and conclude on the remedial action to prevent a re-occurrence.
- A near miss incident is defined as an incident which has the potential to cause harm to a person/s or damage to plant, equipment, materials etc.
- All accidents, dangerous occurrences and near miss incidents will be recorded by the Health and Safety co-ordinator for information and reference purposes.
- All personal Injuries occurring at the work place are to be recorded in the Accident Book by the injured person or the first aider. Accident Book entries are to be kept secure (Data Protection Act)

Prescribed Drugs/Medicines, Alcohol, Illegal Drugs/Medicines, Narcotics and Other Substances

- The consumption of any product containing alcohol, illegal drugs/medicines, narcotics or substances during working hours is not permitted
- All persons must report for work fit and healthy, persons who are not may be refused access to site or their work area.
- Employees taking prescribed medicines or drugs must inform their line manager and be aware of any side effects that could jeopardize their ability to carry out their work task safely so as to not endanger their health and safety or that of others.
- Any person who is found in possession of alcohol, illegal drugs, medicines, narcotics or other illegal substances may be subject to disciplinary action under the Company's procedures



Management Review and Feedback

Health and Safety performance will be reviewed regularly by the Director. Health and Safety meetings are held monthly to review all safety aspects, including accidents and near misses.

The Director will ensure that the review of Health and Safety includes:

- Areas of concern are identified and corrective actions implemented
- Considerations and recommendations are agreed as to actions on areas of concern
- Reviewing objectives/targets
- Agreeing timetable and implement all actions



CDM Requirements

It is our intention to comply with the requirements of the CDM Regulations 2007 in order to satisfy our duties as a competent contractor/sub-contractor.

To this end we will cooperate with the Principal Contractor and provide whatever information he requires in order to assess our health and safety competence.

This will include the provision of:

- Our company Health and Safety Policy
- Generic risk assessments and method statements
- Generic COSHH assessments
- Details of our health and safety training plus our on-going competency and refresher training.
- A copy of our current insurance details.
- Site specific risk and method statements as required.

To enable us to comply with CDM Regulations we will expect to receive appropriate information such as:

- Location of the project and timescales for starting and completion
- Site history including previous uses of land and buildings.
- Nature of the site and the work required
- Details of any overlap with the Clients/Principal Contractors undertakings
- Information on the surrounding area
- Hazards which may be on site such as service information, ground conditions, hazardous materials e.g. lead, asbestos, hypodermic needles etc.,

We will expect to receive this information as early as possible to enable us to prepare accurate site specific documentation.

In addition we will expect the principal Contractor to provide:

- Suitable welfare facilities
- Adequate first aid arrangements
- Segregation of the site from public access
- Adequate supervision, instruction and information to enable us to meet our responsibilities as a competent contractor.
- Clear and concise site rules and emergency arrangements

The Principal Contractor will implement an effective system of communication to enable us to discuss any health and safety matters with the site management team, and we will fully cooperate with this procedure.