

## 1. Introduction

- 1.1 <<Insert Company Name>> recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:
  - 1.1.1 provide and maintain a safe and healthy place of work
  - 1.1.2 provide adequate information, training and supervision
  - 1.1.3 provide and maintain safe equipment and safe systems of work
  - 1.1.4 ensure safe working conditions in all places of work
  - 1.1.5 work to prevent work-related ill health

## 2. General Health and Safety

- 2.1 The overall responsibility for health and safety lies with the <<Managing Director/ Senior Partner>>. <<Name/Role>> has day to day responsibility for health and safety both at the Company's premises and where employees or sub- contractors are working.
- 2.2 The Management will comply with the requirements of the Management of Health and Safety Regulations 1999, the Construction (Design and Management) Regulations 2015, the Work at Height Regulations 2015, the Control of Asbestos Regulations 2012 and all other Regulations that apply to the Company.
- 2.3 The Management will ensure that adequate levels of risk assessments are carried out of all work by the Company in order to identify any hazards and where necessary control measures are implemented to prevent any injury, illness or damage to property or occurrences arising.
- 2.4 The Management will ensure that the Company's work adversely affects the health or safety of no member of the public. Furthermore, the Management will ensure that no member of the public including children is exposed to any hazards caused by the Company.
- 2.5 The Management will ensure compliance with CDM 2015 and provide adequate welfare facilities on all sites.
- 2.6 The Company will ensure that all employees are encouraged to co-operate with the Management in all health and safety matters and hazards and reduce the risk which may exist during work. The Management will at all times consult with the employees on these matters.
- 2.7 The Management will ensure that the Company provides the necessary resources to meet these objectives.
- 2.8 Copies of this policy will be provided to all Company employees and other interested parties.

### 3. Directors'/Partners' Duties:

- 3.1 The Directors/Partners shall have a basic knowledge and understanding of the Health and Safety Act 1974 and its associated Regulations and Approved Codes of Practice.
- 3.2 It will be the responsibility of the Directors/Partners to keep all employees, contractors, sub-contractors, and where appropriate, the public, advised as to their responsibilities in respect of health and safety.
- 3.3 In order to protect the health and safety of employees and others affected by the Company's operations, the Directors/Partners will:
  - 3.3.1 Ensure that the necessary precautions are taken to eliminate or control those risks associated with the type of work the Company is involved with and with the equipment used.
  - 3.3.2 Establish procedures for dealing with any emergencies.
  - 3.3.3 Appoint a competent person to assist them in carrying out their health and safety duties. XXXXX (from the Health and Safety Department) shall be appointed as that person.
  - 3.3.4 Ensure that all employees, contractors and sub-contractors receive suitable training and that they and any other persons working on behalf of the Company are provided with the necessary information so that they can carry out their duties safely and that adequate funds and facilities are made available for this purpose.
  - 3.3.5 Ensure that all hazardous activities are carried out on all hazardous activities.
  - 3.3.6 Initiate the implementation of the Health and Safety Policy and ensure it is followed by all employees and others working on behalf of the Company.
  - 3.3.7 Ensure that the health and safety duties are allocated to specific persons.
  - 3.3.8 Ensure that the health and safety of the Company is monitored and take action to rectify any deficiencies.
  - 3.3.9 Ensure that adequate welfare facilities are made for welfare facilities at all sites and that adequate arrangements are made.
  - 3.3.10 Ensure that the necessary information is provided to employees, and that instructions are given to all employees.

### 4. Project Management:

- 4.1 When planning and carrying out any maintenance works, they will:
  - 4.1.1 Liaise with the relevant authorities (Consultants (where appropriate) to ensure that all necessary arrangements are taken into account of known or foreseeable hazards to the public and obtain necessary work permits that are required.
  - 4.1.2 Ensure that the necessary expert advice is sought and that arrangements are made for dealing with any health and safety hazards.
  - 4.1.3 Ensure that the necessary arrangements have been carried out and that the necessary information has been written and are available.

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4.1.4 Ensure teams or trades have the information needed

4.1.5 Ensure when there are no other methods of reducing

4.1.6 Ensure supply of Personal Protective Equipment and the safe storage and use of the PPE.

4.1.7 Ensure mid trained person and that injuries are notified the Acc

4.1.8 At all time wearing SSOW

4.1.9 If the Principal or Sole Contractor (whether appointed Contracts Manager will ensure a suitably detailed Safety Plan is in place before works begin.

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5. Designated Health & Safety:

5.1 To ensure that all workers/Partners, Supervisors and Staff are aware of their safety responsibilities.

5.2 To initiate and develop the policy as a series of stages, developments and amendments to

5.3 To inform the H&S of all notifiable accidents. Investigate all accidents and recommend means of preventing re-occurrence.

5.4 To arrange appropriate training for all employees.

5.5 <<To create an H&S matrix for all staff>>

5.6 To ensure that all work is carried out in accordance with the relevant legislation, COSHH, Noise, and Manual Handling where appropriate, as needed.

5.7 To ensure follow up

5.8 To promote a positive attitude towards Health and Safety matters through

This policy will be reviewed annually or there is a change in circumstances, in work practices or the legislation.

Name: <<Insert Name>>

Position:

Date: <<Date>>

Signature:

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