

HEALTH & SAFETY POLICY

This is the statement of general policy and arrangements for:


VECTOREX CONSTRUCTION LIMITED

Overall and final responsibility for health and safety is that of:

Jonathan Owen- Contract Manager

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Christopher Jones- Construction Manager

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Jonathan Owen Contracts Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (These assessments will be reviewed at no greater than six monthly intervals or where conditions change or new best practice advised)
To provide adequate training to ensure employees are competent to do their work	Jonathan Owen Contracts Manager	Staff and sub-contractors will be given necessary health and safety induction and provided with the appropriate training and personal protective equipment relevant to the nature of the work
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Jonathan Owen Contracts Manager	Staff will be presented with a minimum of one Toll Box Talk per working week with task specific or reactive TBT's delivered as and when required. Daily Activity briefings will be given at the start of each shift or where a new activity is planned during the working day. Staff will be encouraged to advise of observed hazards and complete near miss reports to engage them in the control of Health & Safety in the workplace.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Christopher Jones Construction Manager	Escape routes, muster points and emergency procedures will be briefed in the induction and visible information will be available in the site offices and Mess Room. Should these change staff will be re-briefed on the changes.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Christopher Jones Construction Manager	Welfare facilities will be provided either by Vectorex or by the Principal Contractor. Staff will be encouraged to notify of any deficit in the provided facilities and corrective action proposed and implemented. Staff will be briefed in the requirements of PUWER and LOLER and CoSHH during the site induction and reactively via TBT's as and when necessary.
Health and safety law poster is displayed:	Site Offices and Mess Room	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	Site Office	
Signed: (Employer)		Date: 10 th July 2015
Subject to review, monitoring and revision by:	Jonathan Owen	Every: Six Months or sooner if work activity changes

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Vectorex Construction Limited

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Falls from height	Staff and visitors may be injured if they have a fall from height	Providing edge protection must all work at height including from ground level into an open excavation	Ensure that all edges are adequately protected at all times. Ensure that a close of shift inspection is carried out to guarantee that risks are eliminated should there be entry into the site during non-working hours.	All staff, supervisor to carry out end of shift check.	At the start and end of each shift.	
Excavations	Staff and visitors may be injured if they fall into an excavation	We clearly segregate open trenches/excavations, and control access to the areas where excavations are ongoing. TBT's are carried out to highlight the risks of open excavations	Access to areas where excavations are taking place will be monitored and controlled.	All staff, supervisor to monitor	ongoing	
Movement of plant	Staff and visitors may be injured if they come into contact with moving plant	All plant movements are controlled by a banksman unless the presence of the banksman puts the banksman at risk ie. In an excavation where the operator can clearly see the area to be excavated.	Where possible the area of plant movement will be segregated to avoid non-essential personnel from entering	All staff, banksman, supervisor	ongoing	
Underground services	Staff and visitors may be injured should a service be struck during excavation works.	We utilise a Permit to Dig which will only be issued once the area has been marked for known services and scanned for buried power. Permits last for a maximum of a working week but must be re-issued every Monday regardless of when they were issued.	Where services are unknown we carry out trial holing/proof digging in adherence with HSG47 - Avoidance of danger from underground services	All staff, supervisor to monitor	ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
CoSHH	Staff and visitors may be injured if they come into contact with a substance hazardous to health. The environment may be affected should substances enter drains or watercourses or leach through the ground	CoSHH assessments are provided with RAMS for the task. These highlight the specific PPE required to carry out the task and any ventilation requirements dependent upon environment. Spill kits are available for cleaning up operations.	Where particularly hazardous materials are to be used a TBT will be delivered to highlight the potential risks to personnel and the environment of non-compliance with the recommendations of the CoSHH assessments	All staff, supervisor	ongoing	
Manual Handling	Staff may be injured due to incorrect handling of materials/plant or by lifting excessive weights	Manual handling risk assessments are provided for each activity. Mechanical means are used where practical. Loads are broken down and cooperative lifting utilised with heavier/larger items	Regular refresher TBT's to be carried out to highlight the risks associated with manual handling	All staff, supervisor	ongoing	
Abrasive wheels	Staff and visitors either from contact with the moving blade or from flying sparks	We utilise a Hot Works Permit prior to starting the task. Where practicable cutting will be carried out in a segregated area with fire extinguisher available. Staff are trained in the use of abrasive wheels in accordance with current legislation and correct PPE is provided.	A fire watch will be in place whilst working in areas where combustible materials are present and cannot be removed. Fire blankets will be used as and when necessary.	All staff, supervisor to monitor adherence to permit system	ongoing	
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear.	Take 5 break to be taken daily to instill a 'tidy as you go' behaviour.	All staff, supervisor to monitor	ongoing	
Noise	Staff and visitors may suffer damage to hearing if exposed to excessive noise above trigger point of 80dB	Providing hearing protection for all employees. Our hard hats are all provided with side fixed ear defenders.	Monitoring of daily activities to ensure hearing protection is being used effectively. TBT's delivered to reinforce the importance of hearing protection and the potential long term effect of exposure to high levels of noise.	All staff, supervisor to monitor	ongoing	