

# HEALTH & SAFETY POLICY

## SECTION 1 GENERAL STATEMENT

Matthews & Leigh Civil Engineering Limited is totally committed to health and safety and will provide, so far as is reasonably practicable, the necessary leadership and resources required to maintain a safe and healthy working environment for employees and a safe site for visitors and Contractors.

The Company is aware that the management of health and safety is a business function and must therefore continually progress and change. The approach is based on the assessment, control and review of hazards and risks.

The Company believes in constantly improving health and safety standards and performance. To this end it will endeavour that all Acts of Parliament, Regulations, Codes of Practice and Directives are complied with.

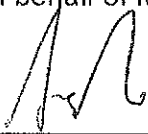
The minimum standards to be adopted are those required by law, although the Company will constantly strive to exceed those standards wherever possible.

The Company recognises that health and safety is the responsibility of everyone and not just a function of management. The Managing Director and all employees have specific duties and responsibilities in order to comply with health and safety legislation as well as all other legal and moral obligations. Therefore, the Company actively promotes the involvement of all employees in safety awareness and management.

To ensure this Health and Safety Policy is effective the Company will review it annually, or sooner if there are significant changes in the business and make such changes known to everyone concerned by direct communication with individuals or by written notices.

- Section 2**            **Director responsibilities and duties within the organisation**
- Section 3**            **Arrangements for the management of health and safety**
- Section 4**            **Arrangements for first aid and accident or incident reporting**
- Section 5**            **Site Foreman responsibilities and duties within the organisation**
- Section 6**            **Employees responsibilities and duties within the organisation**

For and on behalf of Matthews & Leigh Civil Engineering Limited



Andy Leigh



Ian Leigh

**Joint Managing Directors**

Dated: 4/4/20

## SECTION 2 MANAGING DIRECTOR RESPONSIBILITIES

### Andy Leigh & Ian Leigh - Joint Managing Directors

The Managing Directors will assume overall responsibility for the implementation and review of the Health and Safety Policy. They will:

1. Provide leadership and encouragement in developing a positive safety culture within the Company, appoint competent persons to assist them in fulfilling the Company's statutory and moral obligations,
2. Ensure that sufficient time and financial resources are made available to allow all duty-holders reasonable opportunity to fulfil their health and safety duties.
3. Take all reasonably practicable steps to ensure that Site Foremen, employees, Contractors, Clients and other affected persons are made aware of hazards identified within generic and project specific risk assessments.
4. Ensure that Site Foremen receive copies of Construction Phase Plans prior to commencement of a new project in order that they may have sufficient time to familiarise themselves with relevant hazards and issues.
5. Ensure that Contractors, where appointed, are competent and comply with all statutory requirements.
6. Where applicable, purchase building materials that are safe and suitable for the purpose, will arrange for adequate assessments to be made of potentially hazardous substances or materials and will inform all affected persons where a specific risk is identified.
7. Ensure that plant machinery, equipment or tooling to be used during a project, is suitable for the purpose and where applicable, is inspected, certified, maintained or serviced.
8. Provide suitable and sufficient information and instruction to Site Foremen, employees and Contractors during the day-to-day management of a project so as to ensure that risks arising from identified hazards are minimised.
9. Ensure, as far as practicable, and particularly where the Company is appointed as Principal Contractor, that the construction site is safe for visitors, does not compromise the safety of neighbouring sites or members of the public and is secured against unauthorised entry at the end of a working shift.
10. Ensure that access to excavations, deep concrete pours, substances or equipment is prevented at the end of the working shift, or that those areas or items are made secure.
11. Arrange for formal recorded site safety inspections to take place on a regular basis and will act upon any issues identified within the inspection.
12. Ensure that the Company insurances remain up to date and that the limits of indemnity are adequate for the size and value of contracts undertaken.
13. Display the Company Employer's Liability certificate on each site.
14. Endeavour that the Company's activities and undertakings have a minimum impact on the environment and all waste materials created by the Company are disposed of appropriately and responsibly.
15. Inform the Client or Principal Contractor of any issues which may impact upon the safety of future site workers and will provide such information as necessary to assist in the preparation of the Health and Safety File.

## SECTION 3 ARRANGEMENTS

The Managing Directors will ensure compliance with all applicable health and safety legislative requirements.

The following pages include a brief appraisal of the primary legislation affecting Matthews & Leigh Civil Engineering Limited.

The Managing Directors are aware that the legislation listed is not exhaustive and will amend the Health and Safety Policy to include specific reference to other requirements when advised to do so or when new legislation is introduced.

Where necessary, the Company Health and Safety Advisor will consult with Approved Codes of Practice, HSE Guidance Series or industry specifications to ensure all responsible persons are kept up to date with relevant requirements.

## SECTION 3 ARRANGEMENTS

### Health and Safety at Work etc Act 1974

The Managing Directors aim to exercise a common duty of care to all employees, Contractors and any other persons affected by any work undertaking.

To help ensure this duty of care is exercised, advice will be sought from the Company's Competent Person so all duty-holders are aware of health and safety requirements arising from Acts of Parliament, Regulations, Approved Codes of Practice, Directives or HSE guidance.

The Managing Directors aim to set an example by providing leadership and encouragement to all staff to help develop a positive safety culture within the Company.

#### Consultation & Communication

The Managing Directors value the opinion of staff regarding health and safety and regard it as essential that all employees are made aware of issues affecting their safety or responsibilities.

All staff are provided with their own copy of the Company Health & Safety Policy and a copy is available within all site cabins.

Regular consultation will take place with all staff on a formal or informal basis.

The Managing Directors and the Company's Health and Safety Advisor are available to discuss health and safety matters at any time.

For occasions when it is necessary to discuss an issue by telephone, employees should contact:

Andy Leigh Telephone number: 07711 465360

Ian Leigh Telephone number: 07970 945769

Chris Whitfield Telephone number: 01772 619018 / 07977 141 738

#### Safety Training

The Managing Directors will only employ competent workers.

Although competence may be defined as possessing adequate experience or technical knowledge, the Company will ensure all staff receive a wide range of safety training.

Each construction site will be supervised by a competent Site Foreman.

Site Foremen will provide safety induction for all site staff upon commencement of a project.

Suitable training will be provided before staff work with new processes, substances or in a new working environment.

Where applicable, excavator or dumper operators will receive suitable training or assessment delivered by a recognised training provider.

Staff who may be expected to work within a confined space will receive suitable training delivered by a recognised training provider.

In addition, the Company Health and Safety Advisor will provide suitable toolbox talk training and when necessary, will deliver formal safety training on issues relating to civil engineering.

A formal register will be kept detailing all training and courses attended by employees.

## SECTION 3 ARRANGEMENTS

### Health and Safety at Work etc Act 1974

#### Assessment and Selection of Contractors

The Managing Directors expect a potential Contractor to work to the same high standards as the Company.

Contractors will not be appointed unless the Company Health and Safety Advisor has assessed their competence by the issue of competency questionnaires and the subsequent examination of submissions.

Where a significant health and safety failing is identified, the Contractor will not be engaged until the required improvement is made.

Where a minor health and safety failing is identified, advice or assistance will be provided to ensure standards are raised.

The competence of Contractors and their ability and willingness to comply with statutory requirements will be assessed on an annual basis.

#### Safety Inspection, Audit and Review

The Health and Safety Policy will be monitored and periodically reviewed at least on an annual basis.

To ensure high safety standards are maintained, and that site staff are working in compliance with generic or specific risk assessments or the contents of Construction Phase Plans, the Company Health and Safety Advisor will carry out a formal, recorded safety inspection of each site on at least a monthly basis.

The site inspection will be discussed with the relevant Site Foreman at the time of the inspection, and a copy of the inspection report will be issued to the Site Foreman and the Managing Directors.

The Company Health and Safety Advisor and the Managing Directors will convene regular meetings to discuss and evaluate the findings of the site inspections, to make arrangements for improvements where necessary and to generally assess the Company's safety performance.

## SECTION 3 ARRANGEMENTS

### **Management of Health and Safety at Work Regulations 1999**

The Managing Director is aware that risk assessment is fundamental to successful health and safety management and has appointed a competent person to assist.

The Company's appointed competent person is:

Chris Whitfield CMIOSH  
Company Health and Safety Advisor  
Check Safety Services Limited

The Company Health and Safety Advisor has prepared a generic risk assessment of the greater proportion of the Company's tasks and processes.

To accompany this generic assessment, the Company Health and Safety Advisor will visit each site prior to commencement to prepare a project specific risk assessment.

Each Site Foreman will be issued with a copy of the generic risk assessment, which will be available within the site offices for all staff to consult.

Factors to be included within the project specific risk assessment include the contents of Pre-construction Information and ground investigation reports.

The Company Health and Safety Advisor will prepare a suitable project specific method statement of the main stages of each project.

In addition, and irrespective of whether the Company is appointed as Principal Contractor, The Company Health and Safety Advisor will prepare a Construction Phase Plan for all projects.

The project specific risk assessment, method statement and Construction Phase Plan will be delivered to the Managing Director, Site Foreman and Client in good time prior to working beginning on site.

The project specific risk assessment, method statement and Construction Phase Plan will be made available for staff to refer to within the site offices.

## SECTION 3 ARRANGEMENTS

### **Control of Substances Hazardous to Health Regulations 2002 (as amended)**

The Company Health and Safety Advisor will examine material safety data sheets and carry out assessments of substances posing a risk to health and will recommend adequate control measures to minimise the risk of illness, disease, accident or incident.

Where necessary, the Company will make arrangements to medically screen or monitor the health of staff when required as a result of any assessment.

The Site Foremen will ensure all hazardous chemicals or substances, or any flammable gases or liquids are stored in a safe and secure environment.

Where used, flammable gases such as propane or flammable liquids such as petrol will be stored in minimal quantities within a locked and ventilated cage and other substances will be stored within a suitable locked storage cabin.

The COSHH assessments and COSHH safety guidance sheets will be made available for staff to refer to within the site offices.

To ensure that staff are protected against the risks associated with crystalline silica during cutting and drilling processes, all cutting and drilling equipment will be fitted with pressure fed water dust suppression systems, and all staff will be provided with suitable respiratory protective equipment which will be face-fit tested to ensure correct fitting.

### **Confined Spaces Regulations 1997**

Entry into a confined space to carry out a sewer connection is one of the more hazardous operations staff may have to undertake.

Only competent, certificated staff will undertake confined space work.

Staff will adhere to the requirements of a Water Authority safe system of work when working on a live sewer and will liaise if necessary with the Responsible Officer for Sewer Safety (ROSS).

The Company Health and Safety Advisor has prepared a generic method statement relating to confined space work which will be amended as necessary for each separate project.

The method statement will be made available for staff to refer to within the site offices.

## SECTION 3 ARRANGEMENTS

### **Lifting Operations and Lifting Equipment Regulations 1998**

All lifting operations will be properly planned and supervised by competent persons in compliance with BS 7121.

Where excavators are to be used to lift pipes or ground support systems etc. above 1 tonne, check valves will be fitted onto excavators and where applicable, excavators with Prolec lifting systems or similar and non-return check valves will be utilised.

All excavators, lifting chains or other equipment will be subject to statutory inspections with certificate evidence of inspection or thorough examination being held within the site offices.

### **Personal Protective Equipment at Work Regulations 1992**

The Managing Directors are aware that the use of PPE is to be considered as a last resort.

Where it is not practicable to control risk by other means, suitable personal protective equipment will be issued to all site staff.

All site staff will be provided with information and instruction regarding the correct use of PPE and the hazards against which it is designed to protect.

The site specific risk assessment may stipulate other items of required PPE.

As a minimum standard, all staff must wear the following items of PPE when working on a construction project:

- High visibility vest or jacket
- Steel toe-cap safety boots with protected mid-sole
- Safety helmet

All staff are made aware they must report any damage or loss of PPE to the Site Foreman.



## SECTION 3 ARRANGEMENTS

### **Provision and Use of Work Equipment Regulations 1998**

The Managing Directors are aware of the importance of safe plant and equipment so that a project may progress without accident or incident.

All plant machinery, equipment, and electrical appliances will be kept in good working order.

Where required, statutory examinations of equipment will take place. In any case, equipment will be subject to regular inspections with all staff being encouraged to carry out a brief user inspection on all tools and equipment.

Where faults are identified, they will be reported to the Site Foreman who will decide whether the equipment is safe for continued use or whether it needs to be taken out of use and repaired.

Where necessary, repairs will only be carried out by competent persons or contractors.

The Company Health and Safety Advisor will carry out recorded safety testing of electrical equipment as recommended by the Institute of Electrical Engineers latest Code of Practice.

### **Control of Vibration at Work Regulations 2005**

The Managing Directors are aware of the possible chronic health effects arising from hand, arm and body vibration in the workplace.

The Company Health and Safety Advisor will carry out an assessment of equipment to ascertain the risk to staff arising from transmitted vibration.

Where the risk is indistinct, suitable measurement of vibration will be carried out.

In all cases, and as far as is reasonably practicable, the daily exposure action value of  $2.5 \text{ m/s}^2$  will not be exceeded.

Suitable health surveillance will be provided to all staff to help identify existing conditions, persons at particular risk, or progressive disorders.

## SECTION 3 ARRANGEMENTS

### **Construction (Design and Management) Regulations 2015**

The Managing Directors are aware of the importance of the Regulations and the responsibilities placed upon the Company.

Where necessary, all assistance will be provided to a Principal Contractor to enable the preparation of Construction Phase Plan.

When the Company is appointed as Principal Contractor:

- The Company Health and Safety Advisor will prepare a Construction Phase Plan.
- The Construction Phase Plan will be issued in good time to the Client, Managing Directors, Site Foreman and, where applicable, Contractors, to give them sufficient time to examine its contents.
- The Client will inform the local Health and Safety Executive of the nature of the construction work, the identities of the duty holders and the project duration within the statutory HSE F10 form.

In addition, and when identified within the project specific risk assessment, the Company will inform neighbouring companies, organisations, residents or members of the public of the nature of the construction work and the duration of the project.

The local police authority, and when necessary, the local fire authority will be informed of the nature and duration of all projects where the Company are appointed as Principal Contractor.

A competent Site Foreman will be present on all construction sites.

A trained first aid provider will be present on all construction sites.

The Managing Directors are aware that the well-being of staff extends to the provision of welfare.

Irrespective of whether the Company is appointed as Principal Contractor, suitable and adequate welfare facilities will be provided for each construction project and will be in place prior to commencement of work.

These facilities will include:

- A separate toilet and urinal with foul and fresh water holding tanks.
- A wash basin with warm water, soap and towels.
- A warm and dry rest room with facilities for making hot drinks and heating food.
- A wholesome supply of drinking water.

In addition, a separate office with stationary and supplies will be provided to assist the Site Foreman with his administrative duties on site.

All welfare and office facilities will be cleaned on at least a weekly basis.

## SECTION 3 ARRANGEMENTS

### **The Regulatory Reform (Fire Safety) Order 2005**

The Managing Directors are aware of the dangers and potential of fire and aim to minimise the risk of fire in the first instance.

The Company Health and Safety Advisor has prepared a generic fire risk assessment which examines the potential for fire, the emergency and evacuation procedures and the issues surrounding the use of fire extinguishers.

To accompany this generic assessment, the Company Health and Safety Advisor will visit each site prior to commencement to prepare a project specific risk assessment which may refer to additional hazards or control measures.

Factors to be included within the project specific risk assessment include the contents of Pre-construction Information and ground investigation reports, where issued, which may make reference to flammable ground contaminants.

In addition, and irrespective of whether the Company is appointed as Principal Contractor, the Company Health and Safety Advisor will prepare a Construction Phase Plan for all projects which will include any relevant findings of a project specific fire assessment.

As a minimum standard for fire fighting, all site welfare cabins or offices will be equipped with a suitable dry powder fire extinguisher suitable for fighting:

- Class A fires involving wood, paper and cardboard.
- Class B fires involving flammable liquids such as petrol or oil.
- Class C fires involving LPG and flammable gases and fires involving electricity.

### **Health and Safety Information for Employees Regulations 1989**

The Managing Directors are aware of the transient nature of civil engineering works and the fact that staff do not have a permanent base to return to.

In order that all employees are made aware of the local enforcement agency and medical advisory service as well as other statutory information, a suitable Health and Safety Law poster will be posted in each office site cabin.

All employees are informed of the identity of the person responsible for health and safety within the Company.

## SECTION 4 FIRST AID & ACCIDENT REPORTING

The Managing Directors are aware that accidents are not always avoidable and that staff may have to depend upon the provision of first aid treatment.

In addition, and where serious accidents or incidents occur, the importance of the role of the Health and Safety Executive is recognised.

In accordance with the requirements of the:

- **Health and Safety (First Aid) Regulations 1981**
- **Data Protection Act 2018**
- **Social Security Administration Act 1992**
- **Health and Safety (Safety Signs and Signals) Regulations 1996**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

The Company will:

1. Provide for each construction project, a trained first aider with equipment and facilities that are adequate in the circumstances,

Where necessary, additional or special training will be provided when recommended within the project specific or a COSHH risk assessment.

2. Ensure all site staff are made aware of the first aid and emergency arrangements when first arriving on site and that those facilities are adequately sign-posted.

The Site Foreman will provide suitable information within safety induction.

3. Ensure all site staff are made aware of the necessary procedures for reporting an accident or a dangerous occurrence.

In the first instance, the Site Foreman should be informed.

Where an accident involves the Site Foreman, immediate contact must be made with:

Andy Leigh	Telephone number: 07711 465360	OR
Ian Leigh	Telephone number: 07970 945769	OR
Chris Whitfield	Telephone number: 01772 619018 / 07977 141738	

4. Provide for each site office a suitable accident record book, with detachable report forms.

When an accident is reported, the report form must be detached and returned to the Head Office for secure storage.

5. Report applicable accidents or incidents to the relevant enforcing authority.

Contact should be made with the Company Health and Safety Advisor who will make a report by e-mail, or by telephone where immediate notification is required.

Where a doubt exists as to whether an accident is reportable to the HSE, contact should be made with the Company Health and Safety Advisor.

6. Investigate all accidents and incidents with the intention of determining the cause to help prevent a recurrence.

## SECTION 5 SITE FOREMEN RESPONSIBILITIES

The Managing Directors are not always available to assist with the day to day management of health and safety on a construction site. In these circumstances, they will delegate certain duties to the Site Foremen.

The Site Foreman will:

1. Assist the Managing Directors with the implementation of the Health and Safety Policy and by carrying out any reasonable health and safety instructions given by the Managing Directors or Company Health and Safety Advisor.
2. As soon as is reasonably practicable, read the contents of the Construction Phase Plan and project specific risk assessment and contact the Company Health and Safety Advisor where any issue is not clear.
3. As far as reasonably practicable, ensure the requirements of the Health and Safety Policy, the Construction Phase Plan and the Company generic or project risk assessments are complied with on site.
4. Comply with the requirements of the formal site safety inspections or make known to the Company Health and Safety Advisor any queries or concerns.
5. Ensure the site welfare facilities are in good working order and are regularly cleaned with any major faults being reported to the Managing Directors.
6. Provide adequate safety induction to all staff and visitors to site on commencement of the project or as soon as they arrive on site.
7. Instruct staff, Contractors where applicable and visitors, that they must wear the required personal protective equipment, and that all losses of PPE or damage must be reported.
8. Ensure as far as reasonably practicable that all Company guidance notes, method statements and machinery or excavation inspection schedules are adhered to.
9. Ensure that plant machinery or equipment is only operated by persons who are trained, competent and authorised to do so.
10. Seek guidance from the Managing Directors or Company Health and Safety Advisor if they have any doubts as to the safe operation of machinery and equipment or the safe manner of carrying out any work tasks or procedures.
11. Ensure the work site is kept reasonably tidy and will ensure that waste materials are disposed of in a safe and responsible manner.
12. Report to a Managing Director or Company Health and Safety Advisor any major spillages of substances that may enter a watercourse.
13. Report immediately to Managing Director any unsafe equipment or plant machinery or any repeated unsafe acts or behaviour or any unsafe activity that may cause an accident in the future.
14. Ensure that tools, equipment and hazardous substances are stored safely and, as far as reasonably practicable, ensure the site is safe and secure at the end of the work shift.
15. Ensure machine operators remove keys from excavators and dumper trucks at break times and that all cab covers are fitted and secured to excavators at the end of the working shift.
16. Ensure that excavations are suitably protected by ground support systems or have sides sloped or battered back.

## SECTION 5 SITE FOREMEN RESPONSIBILITIES

17. Ensure that when ground support systems are installed, that the tops of excavations are protected by edge protection fencing or are suitably stepped to prevent persons falling any distance where injury could occur.
  18. Check that the site perimeter fencing, and excavation or manhole covers remain intact and in good repair, and that all fencing, barriers and covers remain in place at all times except when it is necessary to remove them for access purposes.
  19. Check that safety signage remains in position on the site perimeter and make contact with the Company Health and Safety Advisor where signs are broken or missing.
  20. Ensure that all lifting operations taking place on site are planned, carried out under adequate supervision and that the requirements of B7121 are complied with.
  21. Ensure that any confined space working is carried out under adequate supervision, by competent, certified personnel and that the Company method statement relating to confined space work is followed.
  22. Where necessary, ensure the relevant Water Authority safe system of work is adhered to when working on a live sewer and where necessary co-operate with the Responsible Officer for Sewer Safety (ROSS).
  23. Ensure that all vehicles entering and leaving the work site do so under the supervision of a banksman and that reversing of vehicles is kept to a minimum.
  24. Instruct staff and where applicable Contractors, that the main site entrance is to be closed as soon as a vehicle has entered or left site.
  25. Ensure that fire fighting equipment on site is clearly visible and accessible and make regular checks to ensure that equipment is correctly pressurised.
- Faults should be reported to Managing Director or Company Health & Safety Advisor.
26. Report to a Managing Director or Company Health & Safety Advisor any accidents, incidents or serious near misses and ensure an entry is made in the BI 510 site accident record book, however minor an injury may seem.
  27. Ensure the site First Aid Kit is kept visible, clean and well stocked.
  28. Ensure that any employee requiring first aid treatment or medical attention receives it as soon as reasonably practicable.
  29. Carry out an end of project inspection of site and before handover to ensure that as far as reasonably practicable, the area is safe and cleared of all waste materials or components created during the construction project.

## SECTION 6 EMPLOYEE RESPONSIBILITIES

Both the Managing Directors and the Site Foremen depend upon the co-operation of all staff in successful health and safety management.

All employees are expected to:

1. Assist the Managing Directors and Site Foremen with the implementation of the Health and Safety Policy and comply with its relevant requirements.
2. As far as is reasonably practicable, ensure the health and safety of themselves, their colleagues and any other persons affected by their acts or omissions.
3. Carry out all reasonable health and safety instructions given by a Managing Director, Site Foreman or Company Health and Safety Advisor during site induction or at any time.
4. Keep welfare facilities clean and tidy and report any faults to the Site Foreman.
5. Dispose of waste in a safe and responsible manner in waste skips or bins as appropriate.
6. Ensure they understand the meaning of warning, prohibition, mandatory and other safety signs and to seek guidance from an identified duty-holder where a sign is not understood.
7. Adhere to all Company guidance notes, safe systems of work and inspection schedules and seek guidance from the Site Foreman where issues are not fully understood.
8. Only operate machinery or equipment where they are authorised and certified to do so.
9. Seek guidance from the Site Foreman if they have any doubts as to the safe operation of machinery, equipment or the safe manner of carrying out any work tasks or procedures.
10. Act responsibly while at work and not to indulge in any dangerous behaviour likely to cause an accident or incident.
11. Arrive for work in a fit state and not to attempt to carry out any work task whilst under the influence of alcohol or drugs, whether medicinal or recreational.
12. Report to a Managing Director any disability, illness, medical problem, current medication or other health issue that could affect their own or any other person's safety.  
  
It is the policy of the Company to deal sympathetically with each genuine case and to treat any such information in the strictest confidence.
13. Replace perimeter, excavation or manhole fencing where it has been necessary to remove or alter the same during the normal course of work.
14. Accept possession of, wear and look after, personal protective equipment, and report any loss or damage to the Site Foreman or any item they consider as unsuitable for the task.
15. Report immediately to a Site Foreman any unsafe tools, equipment or machinery or any unsafe acts or behaviour, facility or activity that may cause an accident in the future.
16. Store tools, equipment and hazardous substances safely and, as far as reasonably practicable, ensure that the site is made safe and secure at the end of the working shift.
17. Ensure keys are removed from excavators and dumpers at break times and that cab covers are fitted to excavators at the end of the working shift.
18. Seek treatment from the first aider and not to administer first aid unless trained to do so.
19. Report to the Site Foreman any accidents, incidents or near misses and ensure an entry is made in the BI 510 site accident record book, however minor an injury may seem.