



**TRENDGREY CONSTRUCTION LTD
COVENTRY BRIDGE MEADOW
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CV47 8HX**

COMPANY HEALTH & SAFETY POLICY PART 1

Part One – Policy

Issue No-5
Issue Date 1st January 2017
Expiry Date 31st December 2017
Amendment No 3 Reviewed

Introduction

Introductory Statement

This document sets out the policy organisation and arrangements for the health and safety throughout Trendgrey Construction Ltd as required by section 2(3) of The Health and Safety at Work etc Act 1974

The overall aim is to ensure the control of risks to health and safety arising from the work undertaken by Trendgrey Construction Ltd

The Health and Safety Director Mr Nick Henderson fully accepts his role in providing health and safety leadership for the organisation.

Health and Safety is a shared responsibility. Everyone has a duty to take reasonable care of themselves and those around them, we must therefore all work together to prevent accidents and ill health and the effects that follow.

Statement of Intent

This statement recognises our obligation under the Health and Safety at Work, etc. Act 1974.

Trendgrey Construction Ltd is fully committed to achieving and maintaining the highest standards of health and safety for all its employees, the company further recognises that the effective control of health and safety is an integral and essential part of successful management and that the vigilance, teamwork cooperation and involvement of all employees is vital in monitoring and achieving continuous health and safety improvements.

Key Responsibilities

- The company recognises its responsibility for all health and safety matters and requires all directors and managers to be responsible for safety performance within their areas
- All employees and subcontractors are reminded that they have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Objectives

- To identify and minimise the risk of injury and health hazards to all persons who are affected by the company's activities
- To reduce by practical means the number of accidents and dangerous incidents at the workplace
- To ensure that the legal obligations of the company and its employees are fully observed

Policy

In order to achieve these objectives Trendgrey Construction Ltd will ensure that:

- A annual review and update of the health and safety policy and safety management system is carried out and that a copy of the policy is displayed on sites and workplaces
- Provide, develop and maintain the safety management system as a framework and guide for safe working practices and procedures.
- A copy of the health and safety policy and the safety management system is issued to all appropriate staff and that it is properly maintained and readily accessible
- All staff are aware of their safety responsibilities and comply with the arrangements of the safety management system
- They provide safety advice to all managers and employees to undertake their work in a safe and responsible manner
- Provide adequate health and safety training for all employees at all levels. All employees are expected to engage in the health and safety training provided
- Provide staff with the necessary authority to implement the policy throughout their operations.
- Encourage liaison with the external health and safety consultant on all matters concerning health and safety.

- Trendgrey construction Limited has a no fault policy with operatives in the open reporting of Health and Safety issues or incidents to encourage the open participation of all parties in the safe working practices on the site.



Signed

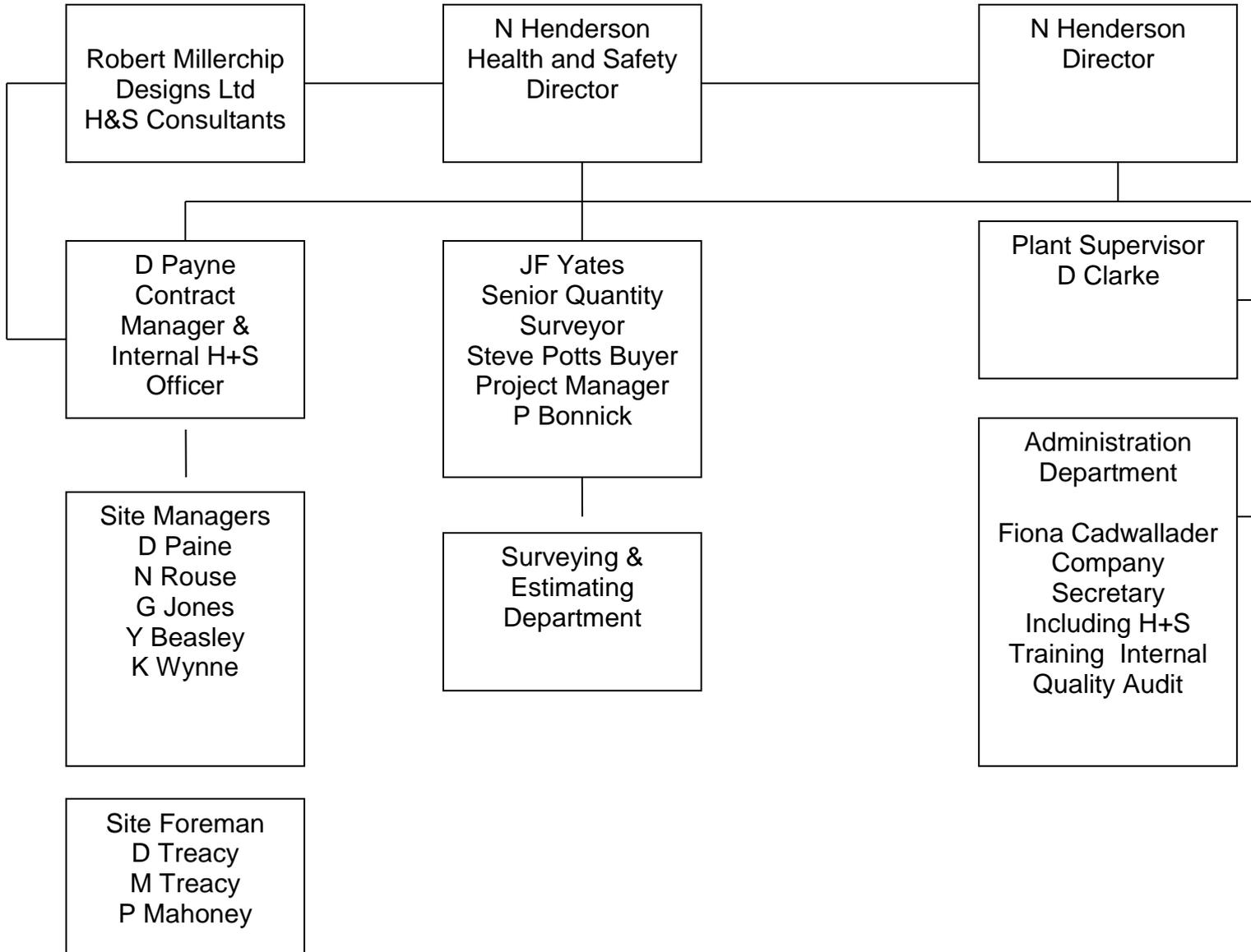
Managing Director

Print Name: Nick Henderson

For and on behalf of Trendgrey Construction Ltd

Dated: 03.01.2017

Expiry Date 31st December 2017



Structure and responsibility

Within Trendgrey Construction Ltd ultimate responsibility for health and safety rests with Mr N Henderson, a Director of the Company. Mr David Paine with support Mr N Henderson to ensure compliance with it's the companies duties and on site compliance

To aid compliance with its duties under the Management of Health & Safety at Work Regulations 1999, the Company retains the services of Robert Millerchip Designs Ltd, together with other specialist companies and trainers as may be required, to advise and assist with all aspects of health and safety management.

Directors

Main responsibilities:

Overall responsibility for health and safety throughout the company.

Ensure that the implementation of the company's health and safety policy and safety management system is carried out.

Has an awareness of the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, The Environmental Protection Act 1990 and Construction (Design and Management) Regulations 2015 and any other appropriate regulations or codes of practice.

Develop and maintain a culture that achieves a high standard of health and safety throughout the company.

Ensure that adequate resources are made available to meet the requirements of the company health and safety policy

Ensure that health and safety implications receive consideration at tender stage

Ensure that employees receive initial training and refresher training and ensure that it is adequate to enable them to carry out their responsibilities under the health and safety policy.

Apply the same standards of health, safety and welfare to contractors and others working in areas under your control.

Ensure that the health and safety policy is current and brought to the attention of all employees
Reprimand any person failing to discharge their health and safety responsibilities

Ensure all parties are aware of the companies no fault policy with operatives in the open reporting of Health and Safety issues or incidents to encourage the open participation of all parties in the safe working practices on the site.

Lead by personal example

Internal Health and Safety Officer

Main responsibilities:

To actively assist and support the Director responsible for Health and Safety in his responsibility for implementing health and safety throughout the company

Has an awareness of the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, The environmental Protection Act 1990 and Construction (Design and Management) Regulations 2015 and any other appropriate regulations or codes of practice. Where appropriate ensure information on current regulations are distributed to all Site Managers and the managers have understood the implications

To work with the Site Managers to promote the culture that achieves a high standard of health and safety on all sites and report to the Directors any dissention or condition imposed that may affect the aspiration of high standard

To work with the Site Managers to promote the culture that achieves a high standard of health and safety throughout the company and report to the Directors any dissention or condition imposed that may affect the aspiration of high standard and to review the procedures on site to monitor the health and safety achieved and recommend improvements

Ensure that resources that are made available to meet the requirements of the company health and safety policy are effectively used; review the resources on site, identify inadequacies and recommend improvements

Ensure that employees training and refresher training is up to date and ensure that it is adequate to enable them to carry out their responsibilities under the health and safety policy. Review the training requirement with the internal Health and Safety Training officer to ensure adequate training is available.

Ensure that the health and safety policy and health and safety procedures manual is available on the construction site and ensure that the policies carried by the Site Managers are current

Report to the Directors any person or company failing to discharge their health and safety responsibilities Support the site manager in emphasising to operative and sub contract companies the need to comply with health and safety requirements for the site

In conjunction with the Site Managers pre plan and organise site so that operations are carried out with minimum of risk to persons employed and ensure the Construction Phase Plan is in place at the commencement of the works and developed throughout the contract

Ensure site specific risk assessments and method statements for the work has been undertake and are in place Ensure the specific risk assessments are reviewed are the controls are adequate for the work undertaken make recommendation for improvements

Monitor and review the construction work as the work proceeds prepare reports for the Directors and monitor the requirement for improvements on site

Lead by personal example

Contract Manager

Main responsibilities:

Ensure that the implementation of the company's health and safety policy and safety management system is carried out as directed by the company Directors.

Has an awareness of the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, The environmental Protection Act 1990 and Construction (Design and Management) Regulations 2015 and any other appropriate regulations or codes of practice.

Promote the culture that achieves a high standard of health and safety throughout the company and report to the Directors any dissention or condition imposed that may affect the aspiration of high standard .

Ensure that resources that are made available to meet the requirements of the company health and safety policy are effectively used

Ensure that employees training and refresher training is up to date and ensure that it is adequate to enable them to carry out their responsibilities under the health and safety policy.

Apply the same standards of health, safety and welfare to contractors and others working in areas under your control on the construction site.

Ensure that the health and safety policy and health and safety procedures manual is available on the construction site

Report to the Directors any person or company failing to discharge their health and safety responsibilities

In conjunction with the Site Managers pre plan and organise site so that operations are carried out with minimum of risk to persons employed and ensure the Construction Phase Plan is in place at the commencement of the works and developed throughout the contract

Monitor and review the construction work as the work proceeds

Ensure adequate communication with regular Sub Contractor meetings ensure all meeting are minuted and circulated to all parties

Lead by personal example

Site Managers and Surveyors

Main responsibilities:

Has an awareness of the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, The environmental Protection Act 1990 and Construction (Design and Management) Regulations 2015 and any other appropriate regulations or codes of practice.

Ensure that work is carried out within the terms of the health and safety policy

Pre plan and organise site so that operations are carried out with minimum of risk to persons employed

Ensure that other contractors on site work competently and comply with the procedures set out in the health and safety plan

Carry out or arrange to have carried out all statutory inspections and examinations of excavations and lifting appliances etc.

Record and report all accidents and dangerous occurrences as required

Ensure that first aid arrangements are adequate and that first aid boxes are fully stocked. Ensure details of the Site Aider on the site is clearly displayed

Ensure that Site specific risk assessments the safety management system are prepared as required and implemented on site construction activities

Stop any dangerous activity observed when visiting a site and drawing the attention of the site manager or foreman to any breach of legal requirements

Ensure that risk assessments and method statements provided by subcontractors are satisfactory, before any work is carried out.

Lead by personal example

Foreman

Main responsibilities:

Has an awareness of the requirements of the Construction (Design and Management) Regulations 2015 and any other appropriate regulations or codes of practice.

Ensure that work is carried out within the terms of the health and safety policy

Organise sites so that work is carried out with the minimum of risk of either injury to employees or damage to equipment and materials.

Ensure that all regulatory requirements are observed on site, that all registers, records and reports are up to date and that the competent person appointed has sufficient knowledge of plant and machinery to evaluate its safe operation.

Ensure that procedures in risk assessments and safe methods of working are followed in respect to the operation being carried out

Take necessary steps to ensure that all plant and equipment supplied to site is in a safe condition whether hired or owned by the company

Ensure that all plant defects are reported

Ensure that suitable PPE is available and being used as appropriate

Ensure that all first aid provision is available and the location made known to employees

Ensure that all persons know where to obtain first aid assistance

Report all accidents and dangerous occurrences

Co-operate with external safety consultants on visits to site and act on recommendations

Reprimand any person failing to discharge their health and safety responsibilities

Lead by personal example

Operatives

Main responsibilities:

Ensure that work is carried out within the terms of the health and safety policy

Use the correct tools and equipment for the job, ensuring that they are in a good condition and safe and suitable for use

Wear the appropriate PPE for all tasks being undertaken

Report to the supervisor or foreman any defects in plant or equipment

Develop a personal concern for the safety of yourself and others, particularly newcomers site visitors and young persons

Warn newcomers of known hazards

Avoid improvisation that entails any risk

Refrain from horseplay and abuse of facilities

Suggest ways of improving safety

Do not interfere with or misuse any equipment or PPE provided for securing health and safety

Co-operate with the site management on all matters relating to health safety and welfare

Do not use or attempt to use any plant or equipment unless trained to do so

Office Staff

Main responsibilities:

Ensure that work is carried out within the terms of the health and safety policy

Develop a personal concern for the safety of yourself and others,

Use the correct equipment for the job

Report any defects in equipment

Avoid improvisation that entails any risk

Refrain from horseplay and abuse of facilities

Suggest ways of improving safety

Be familiar with the procedure for summoning the emergency services in the event of a fire or other emergency

Be familiar with the procedure to be followed in the event of a fire or emergency

Be familiar with the location and operation of fire fighting equipment and fire alarm control points

Be familiar with the arrangements of first aid treatment

Maintain your workplace in a tidy and safe manner

Carry out an assessment of your work station

H+S Training Officer

Main responsibilities:

Working with the Health and Safety Director and the internal Health and Safety Officer, prepare the Training Schedule for all members of staff

Consult with all members of staff to agree their personnel training plan and the programme for implementation.

Consult with external consultant and external training providers to ensure the training proposed is adequate and relevant.

Facilitate through external providers the training requirements for the company

Ensure that all sub contract companies providing services to Trendgrey Construction Limited have adequately trained staff and a programme for on-going training

Monitor and review the effectiveness of the training providers used the company.

Monitor and review the training requirements within the company

Hazard Identification, risk assessment and Control

The Management of Health and Safety at Work Regulations 1999 require employers to assess the risk to the health and safety of their employees and others who may be affected by their undertaking. The assessment of risk is a process that identifies hazards and details the controls to be implemented. Managers at all levels will identify the hazards and record their findings prior to the development of a specific risk assessment.

In all parts of the company this will start at the earliest possible stage and continue throughout the work process.

- Where applicable design stage assessments will be carried out and continue throughout the works process
- Tender stage assessments will identify major risks so that provision can be made for suitable controls in the tender
- Where relevant pre construction information will be used in developing the health and safety plan
- Task specific assessments will then be carried out where all the hazards will be identified and the detailed control measures specified.

Although not a legal requirement, method statements are the most common way of describing how specific tasks are to be carried out, therefore Trendgrey Construction Ltd require that method statements be carried out for all high risk operations, the content of the method statement will vary according to the complexity of the job and the level of risk involved.

Legal and Other requirements

To ensure that the regulations are identified, assessed and updated, Trendgrey Construction Ltd will obtain information from:

- The external Consultants
- The HSE web site
- Trade bodies and organisation

Visits by Enforcing Officers

Should an HSE, Local Authority, Fire Authority or Environment Agency enforcing officer visit a site or premises, it is the responsibility of all personnel to conduct themselves in a courteous manner at all times, and demonstrate to the officer this company's commitment to health and safety.

It is a legal requirement that all personnel fully co-operate with all enforcement inspectors; under no circumstances can any employee (direct or indirect):

- obstruct an officer
- refuse access to the premises, equipment or personnel
- refuse to answer questions (representation may be requested)
- use verbal abuse

Should a disagreement ensue, the matter is to be treated with courtesy at all times and referred immediately to a superior for further discussion

Construction (Design & Management) Regulations 2015

For contracts carried out under the Construction (Design & Management) Regulations 2015, the responsibility for the establishment of a safe site, in line with the requirements of Construction (Design & Management) Regulations 2015, Parts 1, 2 & 4, rests with the Health & Safety Director, Site Agents and the Site Foreman.

All employees are under an obligation to assist the Company in its CDM duties by following instruction, reporting any failures in systems, hazardous situations and "near-misses".

The responsibility for the development of the Construction Phase Health & Safety Plans (as required by CDM 2015 Part 3) and other relevant documentation, and compilation of final documentation for Health & Safety File purposes rests with the Health & Safety Director.

The Health & Safety Director is fully acquainted with the requirements of the CDM Regulations 2015

The Company will diligently undertake its CDM responsibilities whether acting as Principal Contractor or Contractor.

Construction Works at Company Premises

All construction operations undertaken at Company premises (as defined by CDM 2015) will be undertaken under the auspices of the Company as responsible Client

As Client on any construction project, the Company will diligently undertake its full responsibilities under CDM 2015 to ensure the health, safety and welfare of all relevant contractors, Company employees and all others affected by the works, both during the project and in the future

Risk Assessment and Information Dissemination

It is the responsibility of the Health & Safety Director to ensure that risk and COSHH assessments for hazardous operations or materials (and all others such as noise, vibration and manual handling as they become necessary) are undertaken as appropriate, and to clearly disseminate the information to, and instruct accordingly, all workers on site (both directly and indirectly involved with those operations).

Control of Sub-Contractors

It is the responsibility of the Company Directors, site agents and surveyors to ensure that only those sub-contract companies who can demonstrate competency for the work will be considered for inclusion on the Company Approved List

Currently, entry onto the Approved List is reliant on either:

- 1) Proven health & safety performance on site or
- 2) An assessment initially by questionnaire and supervision on site

The Health & Safety Director is responsible for ensuring that the system is monitored and effective

Trendgrey's Internal Quality audit managers will audit and the control procedures and ensure sub contract companies information is up to date

The Health & Safety Director is also responsible for ensuring that all sub-contractors are made aware of risks and control measures as detailed within Company and site rules, and relevant contract-specific risk assessments

Site management is responsible for co-ordinating and controlling all sub-contractors on site, site activities and all matters relevant to health and safety on site. Sub-contractors will, effectively, be treated as employees and representatives of the Company; they will be controlled and disciplined accordingly.

Training

The Company is committed to the principal of fully training its workforce for the types of tasks required.

It is the responsibility of the Health & Safety Director to ensure that adequate training has been carried out, and the responsibility of the Health & Safety Consultant to advise as necessary on the types and levels of training required.

Specific training takes the form of either:

- the formal course provided by a suitably qualified or accredited instructor, or
- informal instruction given by either Company management or by the Health & Safety Consultant

Training needs are continually assessed according to the current qualifications or experience of the workforce, the introduction of new equipment, and changing company circumstances.

Induction is given by the Health & Safety Director, or delegated person of suitable competence, at the start of employment

Further induction is given by the Site Agent/Foreman at the start of each job to all workers on that site, whether employed by the Company or working under their jurisdiction. This induction is site-specific and defines the site rules, workers' responsibilities, foreseeable risks and control measures. Tool-box talks are given periodically to update the risk and controls information, or to focus on topical issues.

It is the responsibility of all employees to ensure that they do not undertake tasks for which they have received insufficient or no training. Further training or instruction should be requested where necessary.

Personal Protective Equipment

It is the responsibility of the Health & Safety Director (and thence, site management) to ensure that sufficient and adequate personal protective clothing and equipment (P.P.E.) is supplied according to the nature of the tasks to be undertaken. It is also the responsibility of management to ensure appropriate items of P.P.E. are worn by employees (direct or indirect) under their control.

It is the responsibility of all employees to abide by the rules laid down for that site, and wear the P.P.E. provided in the manner intended.

It is the responsibility of management to set a personal example and wear appropriate P.P.E. on site.

It is the responsibility of all employees to store and care for their P.P.E. in the correct manner, to regularly inspect the items for damage, and to request replacements when necessary.

Plant and Equipment

It is the responsibility of the Health & Safety Director and site managers to ensure that all plant and equipment is kept in good working order and meeting all current health & safety requirements.

All items are checked before use each day; more thorough inspections are recorded regularly by relevant competent individuals (authorised by the Company) in line with current legislation. Damaged or faulty items are withdrawn from use until rectified correctly.

In addition, it is the responsibility of the Health & Safety Director and site managers to ensure that all portable electrical equipment is PAT tested (as a minimum annually) and full records kept. This is to include the portable electrical equipment of all sub contractors working on the site

No plant or equipment is operated by anyone who is not sufficiently trained to the correct level; it is the responsibility of management to ensure the correct training has been given and that sub-contract operators hold the necessary proof of competence.

Control of Substances Hazardous to Health

COSHH assessments are carried out for all substances or products considered to present a hazard.

Common substances and products have been previously assessed; a COSHH Assessment Manual is held by the Company and contains these findings.

For unfamiliar substances or products, data sheets are sought from the supplier and specific COSHH assessments carried out.

Information from all assessments concerning the use, handling and storage of substances and products is disseminated to those on site through induction or tool-box talks.

Asbestos

All employees are under strict instruction not to disturb any existing materials unless their contents have been established; employees are under strict instruction to contact either Head Office for guidance if in doubt.

The Company will only undertake work involving the disturbance or removal of asbestos-containing materials (ACMs) if this can be carried out using the guidance give in HSG210.

Should more extensive or complex disturbance or removal be required, the Company will sub-contract the works to specialist contractors.

The Health & Safety Director is responsible for ensuring that the above procedures are strictly followed and employees disciplined for non-compliance.

Work at height

The Health & Safety Director and site agents are responsible for ensuring that all work at height (above or below ground, and including access to high cabs on plant) is assessed and appropriate mitigation and control measures established; due consideration is given to the task, distance from the ground, prevailing environment, duration of the works and materials handled

Employees are informed of the resultant risk and control measures during induction or tool-box talks; sub-contractors are kept informed of Company and site rules regarding work at height

Equipment provided for safe access or risk mitigation is only erected by competent persons (direct or indirect employees)

The Health & Safety Director is responsible for ensuring that appropriate training is undertaken, that scaffolding is erected to appropriate standards or design, and that mandatory inspections are undertaken

Employees and sub-contact employees are responsible for abiding by Company and site rules regarding work at height in general, and for making full use of any equipment provided for safe access or risk mitigation

All employees (direct and indirect) are responsible for ensuring their own safety by visually checking to the best of their ability that equipment provided for their safety at, or safe access to, work at height has been erected correctly and remains safe for use

Electricity at Work

All work in close proximity to electrical power cables (above or below ground, internal or external) is undertaken in accordance with current legislation and HSE guidance; the Electricity at Work 1989, HSE Guidance Notes 6 & 47.

Risk assessments are carried out for all circumstances considered to present a hazard. Where possible, all local power supplies will be made dead prior to the works; where not possible, appropriate mitigation measures will be instigated .

In line current legislation, all power tools on site will be 110v (refer to safety Manual for further details).

Manual Handling

Due consideration is given to the weight, size and shape of all items to be handled. Following assessment, mechanical means are used or assistance provided where necessary in line with the Manual Handling Regulations 1992.

However, where manual handling is unavoidable, manual handling instruction is reiterated for all employees and compliance monitored on site. Tasks are matched to the individual's capabilities and the site environment.

Accident Prevention and Reporting

It is the responsibility of management to provide sufficient equipment, manpower, health & safety training, etc. on each site to ensure that the work can be completed without risk to life or limb.

It is the responsibility of all employees to utilise the equipment and manpower in the manner intended and as instructed by management, and to request further when necessary.

All employees are responsible for reporting and recording all accidents and "near-misses" (using the Company documentation).

The Health & Safety Director is responsible for reporting all serious incidents resulting in fatality, major injury or dangerous occurrence as defined by RIDDOR to the HSE immediately (or as soon as reasonably practicable) through the central reporting telephone number: **0845-300 9923**.

The Health & Safety Director is also responsible for formally investigating all such incidents in order to submit a report to the HSE if necessary and to prevent recurrence in the future. The Health & Safety Consultant may give assistance in such cases if requested, including liaising with the HSE.

Provision of First-Aid

Management is responsible for ensuring there is sufficient first-aid cover on each site as per the Health & Safety (First-Aid) Regulations 1981 and Approved Code of Practice, and that sufficient first-aid supplies are held on site.

Unless alternative and satisfactory arrangements are made, first-aid cover and facilities is provided by the Company.

Details of First Aiders are to be clearly displayed in buildings or construction site controlled by Trendgrey Construction Limited

Emergency Procedures

Management on each site is responsible for setting up clear procedures to be followed in case of emergency. These will include the most practical alarm signal, safe exit routing (taking account of changing circumstances if refurbishing buildings internally), assembly points, and the locations and telephone numbers of emergency services.

There is access to a telephone and vehicle on each site for use in case of emergency.

Lone working is avoided where practicable. If unavoidable, arrangements are made to ensure the safety of the lone worker (e.g. good communication and regular checks).

Suitable fire extinguishers are issued to each site and all workers are familiar with their use. For "hot-works", procedures laid down by the Loss Prevention Council's Joint Code of Practice are followed so far as reasonably practicable

Visitors and the General Public

Visitors to site are not allowed into the working areas unless they are:

- Accompanied at all times, and
- Wearing appropriate P.P.E.

Access to unauthorised persons is restricted by the most appropriate means during both unattended and (where necessary) working periods; sites will be left in a safe, stable and secure state when unattended.

Discipline

It is the responsibility of all employees (direct or indirect) to conduct themselves in an appropriate manner as representatives of the Company and to ensure their own health and safety and that of all others affected by their actions.

It is the responsibility of management at all levels to uphold the discipline on the Company's sites and premises, and to reprimand or dismiss those employees behaving in an irresponsible or dangerous manner.

The use of alcohol and recreational drugs whilst at work is strictly prohibited, as is their use outside working hours when subsequent judgement on site may be hindered. Prescriptive or "over the counter" drugs must be declared to management (in confidence), particularly if causing drowsiness, dizziness or loss of judgement, in order that safe tasks may be found.

Employee Co-Operation

Full co-operation is expected of all employees, and all sub-contractors' employees on the Company's sites, to assist the Company in carrying out its contracts in a safe manner.

All those on site must, under the law, comply with any reasonable instruction or request of a health and safety nature in order to assist the Company in safeguarding its employees and all others affected by its works.

Such instructions include following (and not deviating from) agreed working methods, wearing the correct P.P.E., and using plant and equipment in the manner intended.

Non-compliance is subject to disciplinary measures.

Employee Consultation

In line with the Consultation Regulations 1996, the Directors are responsible for ensuring adequate discussion with employees under their control regarding any changes which may affect their health and safety, and for airing their feelings and grievances in a sympathetic and practical manner without fear of retribution.

The Environment

The Company is committed to ensuring so far as reasonably practicable that its operations do not unduly impact on the local environment.

Part two of Trendgrey's Health and Safety Management system is the procedures manual, using this manual will ensure that all persons discharge their duties correctly, thus meeting the requirements of this policy and the Health and Safety at Work Act 1974.

Part three of the system contains the SMS Management forms which contain used to implement the Safety Management System.