

ROLAND HILL LTD

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HEALTH AND SAFETY POLICY

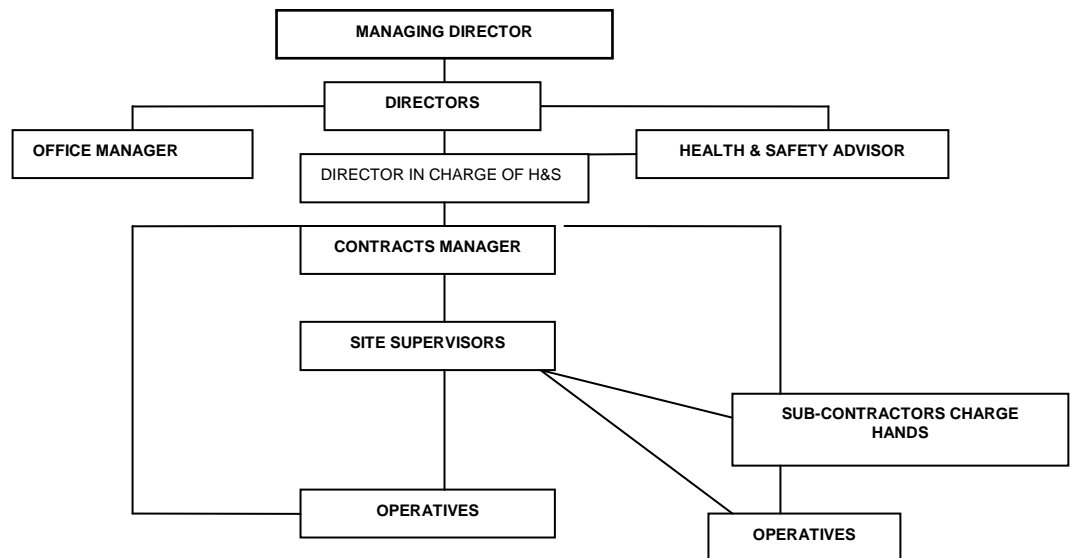
GENERAL

The company acknowledges and accepts its responsibilities to secure the health, safety and welfare of its employees, sub contractors and all others who are affected by its activities and will provide and maintain as far as is reasonable possible safe and healthy working conditions.

The company also recognises its responsibility in encouraging all its employees and sub contractors to be actively involved in maintaining these safe and healthy conditions

ORGANISATION AND RESPONSIBILITIES

C R Hill as Managing Director has the ultimate responsibility for health and safety and has nominated F J Barwise to have particular responsibility:



Roles and responsibility for health and safety have been allocated to the above and must be carried out. These are summarised as follows:

MANAGING DIRECTOR AND DIRECTORS INCLUDING DIRECTOR IN CHARGE

1. Review Health and Safety Policy.
2. Review Company arrangements.
3. Monitor application of Health and Safety Policy.
4. Co-ordinate Health and Safety actions.
5. Continual liaison with clients and contractors.
6. Ensure Risk Assessments are carried out.
7. Provide and maintain for all employees and for others as requested Method Statements and Risk Assessments.
8. Carry out all notification to the HSE as required by law.

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9. Ensure office and workshop safely and fire precautions.
10. Ensure all insurance's are in place.
11. Set good personal example.

CONTRACT MANAGERS

1. Set good personal example.
2. Monitor compliance of safety policy, statutory requirements and good working practices.
3. Co-ordinate all Health and Safety activities.
4. Ensure day to day Health and Safety procedures are implemented.
5. Continual promotion of Health and Safety and good working practices.
6. Ensure that all accidents are properly reported and investigated.
7. Liaise and consult with all managers, supervisors, sub-contractors and employees on all Health and Safety issues.
8. Carry out Induction Training and ensure that all supervisors and employees received any new updated or specialist training required.
9. Ensure that all plant and equipment is regularly and properly inspected and maintained and ensure competency of all users.
10. Implement Risk Assessment and Method Statements.
11. Ensure adequate PPE is provided, used and maintained.
12. Utilise the company's **DISCIPLINARY** procedures for health and safety.
13. Ensure that First Aid equipment is provided and maintained and where required ensure that a First Aider is appointed and trained.

SITE SUPERVISORS (AND CONTRACTS MANAGER WHERE NO SITE SUPERVISOR HAS BEEN APPOINTED.)

1. Maintain Welfare Facilities.
2. Implement and maintain Fire Fighting and Emergency Procedures.
3. Monitor waste disposal procedures.
4. Continually monitor the workplace, and ensure that all work is carried out without risk to the health of employees and others.

OPERATIVES

1. To comply with all Health and Safety instructions, information or training given and to co-operate with all others to ensure as far as possible as safe and healthy workplace and working practices.
2. Do not put himself/herself at risk.
3. Use PPE and plant and equipment in a correct and proper manner and to report any defects.
4. Report any risks that may occur.
5. Do not abuse or misuse any welfare and safety facilities provided.
6. Keep all tools in a good condition.
7. Report any dangerous occurrences or accidents.

MONITORING OF HEALTH AND SAFETY

Continual monitoring of health and safety procedures will be carried out in order to minimise further any risks if nor eliminate them completely. As details in the notes on Organisation every employee from MD to operatives on site have a duty to continually monitor and report on health and safety issues.

ARRANGEMENTS

1 Communications

This policy to be displayed on all site notice Boards. Copies of all sub-contractors policies to be obtained and displayed. Copies to be inserted in the Health and Safety file as well as employees own Safety handbooks. Health and Safety issues to be communicated during site inductions, tool box talks and general health and safety meetings.

2 Training

General and specific training to be given in;
Use of equipment and PPE
Hazardous materials
Trade practices as well as new work practices
Site specific hazards
New employee training regime
First Aid

3 Risk Assessments and Method Statements

The company maintains and continually updates a schedule of general risk assessments and method statements for all generic activities. This includes but is not limited to;

PPE
Use of hazardous materials
Manual handling
Fire safety
General trade and industry activities.
Tool and equipment use, testing and maintenance

Site and activity specific risk assessment's and method statements to be communicated during site inductions and tool box talks, this includes but is not limited to;

Emergency procedures
Welfare provisions
Clients own rules and assessments
Known site hazards.

4 Sub Contractors

Sub Contractors are only engaged following completion of a general questionnaire and submission of the following documentation;

Health and safety Policy
Insurance documentation
Risk Assessments and Method statements

5 Public Safety

The company recognises that its activities are often hazardous to the general public and all appropriate protective measures to be taken.

6 Welfare

Welfare arrangements will be arranged on each site utilising the clients facilities or where this is not possible temporary facilities will be provided by the company.

7 Personal protective Equipment (PPE)

The company will ensure that PPE is available for all activities where risk assessments highlight its necessity, that adequate supplies are available and that all operatives are trained in its use.

8 CDM Regulations

Most of the company's activities are carried out under the Construction Design and Management Regulations and therefore all of the above details and documentation together with additional Health and Safety issues are contained within the site Health and Safety File. All the procedures within this file are also to apply where possible to transient activities and to the workshop based activities. Items within this file include:

- Procedures for reporting accidents
- Procedures for reporting dangerous occurrences
- Details for Hot Work permits and procedures
- Details of all known hazards
- Copies of all Health and Safety Data from the client
- Agendas for all safety inductions
- All emergency procedures
- All COSHH data

REVIEW

The company will actively and regularly monitor and review this policy to ensure that high standards are maintained.

C R Hill
Managing Director