



HEALTH AND SAFETY POLICY

GENERAL STATEMENT

Reddington Groundworks Ltd. recognise their duties as employers under the current health and safety legislation, of which the most relevant to the activities of the company are referred to in the **General Policy** section of this document. The company **Directors** seek to ensure, so far as is reasonably practicable, that they will maintain high standards of the health, safety and welfare at work through the provision of adequate resources, for all company employees and comply with all relevant health and safety legislation.

In particular, the company **Directors** will provide a safe place of work including the storage, transport, handling and use of work equipment, tools and materials, provide timely and relevant training, instruction and information with regard to the work activities of the company and the locations in which the work takes place. This latter will be achieved by completing suitable and sufficient risk assessments for the activities to be undertaken and taking into account the working environment and location of the individual tasks to be completed. The workforce will be fully involved in this process and in the preparation of method statements for the contracts that are carried out by the company.

The company further recognises the need to ensure that the health, safety and welfare is preserved, so far as is reasonably practicable, of anyone, be they employees, clients, clients' employees, general public or anyone else who may be affected by the activities of Reddington Groundworks Limited.

Following suitable risk assessments carried out for both generic and specific activities of the company, information, instruction, training and supervision will be provided along with personal protective equipment where no reasonably practical alternative to the use of such equipment becomes necessary. This equipment will be maintained in proper working order and/or replaced at company expense when it becomes beyond a functional state of repair.

All employees are given a copy of the attached policy and are expected to co-operate fully with senior members of staff in its implementation in accordance with Section 7 and 8 of the Health And Safety At Work Act 1974 (HASAWA).

Signed:

A handwritten signature in black ink, appearing to read "B Reddington", written over a horizontal line.

Date: 15/04/2013

**Blake Reddington, Health and Safety Director of:
Reddington Groundworks Limited., 38, The Glade, Stoneleigh, Epsom, Surrey. KT17 2HB
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COMPANY GENERAL POLICY AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE AT WORK

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A) HEALTH AND SAFETY AT WORK ACT 1974

GENERAL PROVISIONS

In recognition of its statutory duties in accordance with the provisions of the Health And Safety At Work Act 1974, **Reddington Groundworks Ltd.** will take all reasonably practicable measures to ensure the health, safety and welfare of its employees at work.

In particular, the Company will ensure, so far as it is reasonably practicable: -

- (a) That all places under its control, where employees are required to work, are maintained in a condition that is safe and without risk to health and that the access to and egress from workplaces is similarly safe and without undue risk;
- (b) That a safe and healthy working environment is provided, with adequate facilities and arrangements for employee's welfare at work;
- (c) That no hazard arises from the use, handling, storage and transportation of articles and substances used in connection with the work activities of the company;
- (d) That plant and systems of work are safe and without risk to health.

Further, the **Company** undertakes to provide whatever information, instruction, training and supervision that are necessary to enable employees to identify and to avoid hazards and contribute positively towards their own safety and health at work and that of other employees, non-employees and members of the public.

The **Company** also undertakes that where employees are required to work in premises or at locations over which they (the **Company**) have no control, suitable guidance, instruction, and where necessary additional training, will be provided to ensure, so far as it is reasonably practicable, that risks associated with their work are under control.

In addition, the **Company** will ensure, so far as is reasonably practicable, that the health and safety of persons not in the **Company's** employ is not placed at risk by either the **Company's** activities, premises or facilities made available to such people.

Arrangement for ensuring safe and healthy working conditions is a primary responsibility of **Blake Reddington** as **Health and Safety Director** and through other managerial and supervisory staff of the **Company**. Without detracting from this principle, the **Company** undertakes to provide competent technical advice on matters of health, safety and welfare at work wherever that is necessary to assist line management in its task by seeking advice from their professional **Health and Safety Consultant (H&S C)**.

The **Company** believes that no policy is likely to be successful unless it actively involves the **Company** employees. For this reason, the organisation and arrangements for fulfilling the provisions of the policy will include appropriate consultation between representatives of the **Company** and those of the employees of the **Company**. This includes arrangements to encourage employees to identify hazards and suggest measures for improving safety performance.

In addition to ensuring that statutory obligations are fulfilled and satisfactory standards are maintained, the organisation and arrangements in support of this general policy are intended to ensure that by a continuous



programme for progressive improvement wherever necessary, the safest and healthiest working conditions possible in the circumstances are provided, that accidents are reduced to a minimum and positive steps are taken to eliminate them. To this end, the policy will be reviewed and amended as appropriate, to take account of new legal requirements, Approved Codes Of Practice (ACOPs), technology advances, authoritative and local experience.



A) HEALTH AND SAFETY AT WORK ACT 1974 (CONTINUED)

This aim can succeed only with the active support and co-operation of all employees at every level, working together to establish, maintain and improve standards. In this connection, the **Company** would remind its employees at all levels, of their own legal duties under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974 (HASAWA), to take care of their own safety, that of their fellow workers and to co-operate with the **Company** and others in order to enable them to carry out their statutory responsibilities successfully.

In consideration of the foregoing, the duties of the **Managing Director** will include ensuring on behalf of the **Company**, that the provisions of the policy are fulfilled. Health and safety matters will be dealt with at the monthly **Directors'** meeting when the implementation of the **Company Policy** will be arranged.

ORGANISATION

Responsibility for this **Company Policy** and the monitoring and supervision of its implementation rests with the company **Health & Safety Director, Blake Reddington.**

ARRANGEMENTS

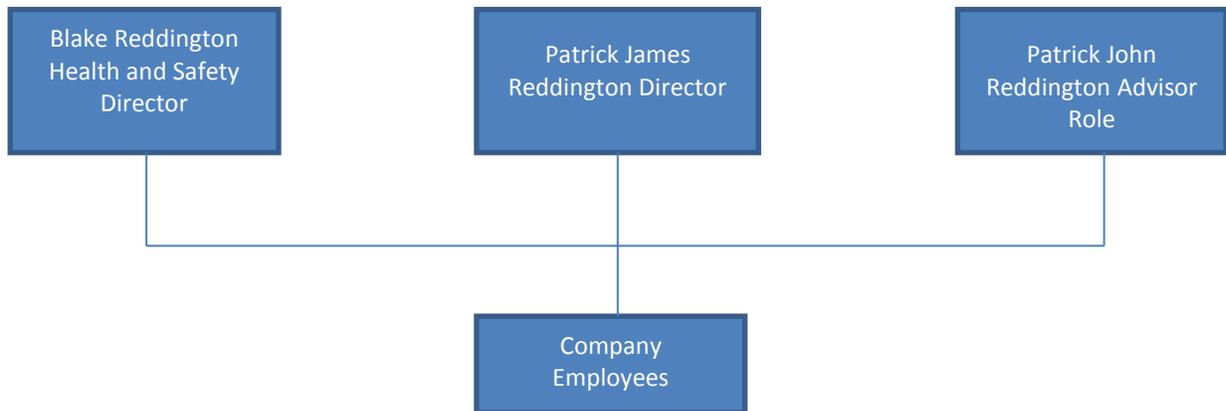
- 1) In the event of a fire at any company premises, the **Site Supervisors** or **Directors** will nominate any employees necessary to help; otherwise all other employees should evacuate the building/premises. The Fire Brigade **must** be called immediately and on no account must the personal safety of any **Company** employee be put at unnecessary risk.
- 2) Regular inspections of plant and equipment will be arranged by **Mr. Blake Reddington.** These inspections will take place at intervals that are recommended by the manufacturers and/or maintainers of plant and equipment and monthly for all other tools and equipment. The results and dates of these inspections will be noted in the plant book. Where defective equipment is found, it must be reported to the appropriate repairers who will make arrangements for the repair or replacement in the case of plant and equipment. When tools and safety Personal Protective Equipment (PPE) is found to be defective, this must be reported to the senior person on site who will arrange for its repair or replacement and inform **Mr. Blake Reddington.** Where operatives take plant out on to site, they shall sign the plant book and be responsible for its return in good working condition. They must report any faults they find to **Mr. Blake Reddington.** **Mr. Blake Reddington** will make regular inspections of the plant book and ensure that any entries have been acted upon.
- 3) When new plant or machinery is acquired, its accompanying instructions must be explained to the employee(s) who will be using it, with any additional formal training given where necessary. The **Director** handing over the equipment is responsible for ensuring that the operative signing for the item is familiar with its operation.
- 4) Protective clothing, gloves, boots, safety helmets, disposable respirators, hearing and eye protection is available from the senior employee on site and/or from head office. This equipment must also be carried on all company commercial vehicles. The **Site Supervisors** must ensure that such clothing is readily available and that it is worn at all times where the nature of works carried out make it necessary. Where an operative is not wearing protective clothing, the **Supervising Officer** is responsible for disciplining the operative concerned and noting any disciplinary measures in the site log book. This information must be communicated to head office for noting in



- 5) the employee's personnel record file. If an operative does not have the required protective clothing, he must ask his **supervisor** to provide same.
- 6) First Aid kits are carried in all company vehicles and are also available at the **Company** Office. The **Health & Safety Director** is responsible for ensuring that these kits remain fully stocked and this will be carried out with information received from the **Site Supervisors**.
- 7) Any personal clothing or articles left in the office should be in the care of **Mr B. Reddington**.
- 8) Toilet facilities are available at the **Company** Office and on site at the site offices. Washing facilities are also available at the **Company** office, as is drinking water.



B) COMPANY PERSONNEL & ORGANISATION CHART





C) REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995

Where any incident or accident at work occurs, the incident and nature of injury, if any, must be reported in the site log book and immediately reported to the **Company Head Office**. **Head Office** will then enter any accident involving injury in the **Company** accident book and will decide whether the incident/accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). No matter how trivial or minor the accident or incident is, the operative must report the matter to his supervisor for entry into both the site log and **Company** accident books. Any serious accident will necessitate calling an ambulance or taking the operative to the nearest hospital if he is able to be moved.

It is the responsibility of **Mr. Blake Reddington** to ensure that the relevant enforcing authority is informed where an incident or accident is reportable; i.e. the Health and Safety Executive for most site-related occurrences and the Environmental Health Department of the relevant local authority for all office-related and other incidents where this department is the enforcing authority for the work situation being carried out at the time. Reporting must be completed without delay, normally by a telephone call followed by an investigation report where this is required by the enforcing authority. The following are examples of incidents/accidents that **must** be reported under these regulations but this list is not exhaustive and each incident/accident will be evaluated at **Company Head Office** before reporting takes place:

- a) Any fatal injuries to **Company** employees or other people in an accident connected with **Company** business.
- b) Any major injuries to **Company** employees or other people in an accident connected with **Company** business. (Details of what constitutes a major injury are clearly laid down within the regulations and it is this detail that will be considered when an accident is reported to **Company Head Office**).
- c) Any of the following dangerous occurrences:
 - The collapse, overturning or failure of a load bearing part of a lift, hoist, crane, derrick or mobile platform, or an excavator, or a pile-driving frame with an operating height of over seven metres.
 - The collapse or failure of a load bearing part of a passenger-carrying amusement device or any safety arrangement connected with it.
 - The explosion, collapse or bursting of any closed vessel.
 - Electrical short circuits or overload causing fire or explosion.
 - Any explosion or fire resulting in the suspension of normal work for more than 24 hours.
 - The sudden, uncontrolled release of one tonne or more highly flammable liquid.
 - The collapse or partial collapse of any scaffold over five metres high.
 - Any unintended collapse of any building or structure under construction alteration or demolition involving a fall of more than five tonnes of material or a wall or floor in a place of work.
 - An uncontrolled or accidental release or escape of any pathogen or substance from any apparatus or equipment.
 - Any unintentional ignition or explosion of explosives.
 - Failure of any freight container or a loadbearing part thereof.
 - Bursting, explosion or collapse of a pipeline.
 - Any incident, in which a road tanker overturns or suffers serious damage, catches fire or causes the release of a dangerous substance.
 - Any incident in which a dangerous substance being conveyed by road is involved in a fire or where there is an uncontrolled release or escape of a dangerous substance.
 - Any incident where breathing apparatus malfunctions in such a way as to deprive the wearer of oxygen.



- Any incident in which plant or equipment comes into contact with overhead power lines exceeding 200 volts.
- Any case of accidental collision between a locomotive and train or any other vehicle at a factory or dock which might have lead to death or reportable injury.

NOTE: most of the items listed in c) above are unlikely to be the result of the activities of **Reddington Groundworks Limited**.

Mr. Blake Reddington must then send a written report to the enforcing authority within seven days of any incident in category a), d) or c) where this is required by that authority. Whilst the report form F2508 can be used for this purpose much of the information required can be provided via the telephone and on-line via the internet. This will be carried out as necessary by the **Company Head Office** in liaison with **Mr. Blake Reddington**.

Also in accordance with these regulations, the following cases of disease must be reported:

- Certain poisonings (a full list of the chemicals causing these conditions is held in the **Company Head Office**).
- Some skin diseases such as skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases, including occupation asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- The following infections – leptospirosis, hepatitis, tuberculosis, anthrax, any illness caused by a pathogen.
- Other conditions such as occupational cancer, cataracts, decompression sickness and vibration white finger.



D) ASBESTOS REPORTING PROCEDURES

Where asbestos is discovered as a result of work on site, its presence must immediately be reported to the order issuing authority. Under no circumstances must it be touched, handled, or removed from site.

PROCEDURE IN CASES OF ASBESTOS OCCURRENCE

- 1) If **Company** employees suspect that material they have come into contact with may be asbestos, they must stop work with or near that material immediately and tell their **Site Supervisor** who must:
 - a) Ask for the Client to nominate a NAMAS accredited analyst to sample and analyse material.
 - b) The client should then place an order for an analyst from the approved list to sample and analyse the material and report the results of this analysis back to the client.
- 2) The nominated analyst must provide certification of the sample(s) results in accordance with the latest edition of MDHS 77 to the client and these must be communicated to **Reddington Groundworks Limited** for full evaluation **before ANY further work can be carried out in this area.**

IF ASBESTOS IS IDENTIFIED

- 3) **Reddington Groundworks Limited** are not licensed to remove asbestos so the **Site Supervisor** must obtain from the client information regarding how the asbestos, if confirmed, will be made safe prior to our work continuing, including details of the contractor who is licensed to remove the asbestos where this is proposed or the action to be taken in the case of repair and encapsulation works. This information will then be evaluated in collaboration with our professional **Health and Safety Advisor.**

IN ALL CASES

- 4) The air clearance test must be carried out by a NAMAS accredited analyst **NOT** employed by the licensed asbestos contractor of the licensed contractor itself.
- 5) The licensed contractor must provide a certificate of disposal of the asbestos from the licensed disposal site.
- 6) The nominated analyst must provide a certificate of air clearance test results to the client to which **Reddington Groundworks Limited** must have access.



E) CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS 2002

The Control Of Substances Hazardous to Health (COSHH) regulations provide a framework within which **Reddington Groundworks Ltd.**, as the employer, must protect all its officers, staff and tradespeople against health risks from hazardous substances. The **Company** employees must all be aware that such substances include everything from paint, cleaning materials and chemical agents, through to the dusts, fumes and waste products that arise from works carried out.

It is the responsibility of **Reddington Groundworks Ltd.**, as the employer, to assess the risks involved arising from the works likely to be carried out. As such, the supervisor of the work area must evaluate the risk to **Company** employees and anyone who may be affected by the use of a particular product or products and with due regard to working in a particular environment. Products which may be hazardous to health must be evaluated by the **Company** before these are used by **Company** employees. This will be achieved by obtaining a hazard data sheet from the manufacturer of the product to be used and an assessment is then to be carried out by a competent **Director** of the company, using the data sheet to assist with the evaluation of the substance in accordance with the **task** to be performed and the **location** in which the substance will be used. On completion, this assessment will be communicated to the end user along with suitable instruction and the issue of the guidance literature on the use of the product. Where an employee is not familiar with a product in the location and application to be carried out, they must ensure that they ask their immediate supervisor for assistance before proceeding.

The nature of the **Company's** business demands that most of the work is carried out by **Company** tradesmen away from the **Company's** office. As such, it is imperative that employees co-operate fully with their supervisors in complying with following general guidelines:

- a) Where a work process or activity might affect other tradesmen, tenants, council officers, members of the public etc., an evaluation must be made to consider how that process could be altered so that the hazardous substance being used is not necessary or so that the activity does not generate a hazard.
- e.g.: the use of a dust collecting bag on a sander, combined with the adequate ventilation, cordoning off of the work area whilst sanding is in progress and for a suitable time to be left afterwards whilst dust settles.
- b) Where a product being used may be used in a safer form, then this form must be employed providing that the same end result of the work process can be achieved.
- e.g.: pellets used instead of powder.
- c) Where exposure to a product or process would involve substances being breathed in, swallowed or absorbed through the skin, adequate protection must be provided and used by the operator and anyone else likely to come into contact with the product or process. This use of Personal Protective Equipment (PPE) is a "last resort" and should only be employed where no reasonably practical alternative is appropriate.
- e.g.: face/breathing masks to be worn whilst carrying out insulation work in combination with gloves and long sleeved clothing to prevent skin irritation.
- d) Careful storage, temporarily or permanently, of potentially hazardous substances must be ensured.
- e.g.: tins of paint, cans of chemical paint stripper etc. must not be left on site where unauthorised persons, particularly young children, may come into contact with them.



- e) As with all plant, tools and materials etc., any potentially hazardous materials or substance must be signed for when they are taken from the company stores or collected from a supplier. If collecting direct from suppliers (i.e. builders merchants), **Company** employees are instructed to ensure that they
- f) request product handling information (data sheets) so that the **Company** can evaluate how a product must be handled and used.

It is the duty of **Company supervisors/Directors** to ensure that the general principles outlined above are adhered to, but **Company** employees must make every effort to comply with the COSHH regulations and to ask for guidance/literature if they are unsure about the product/process that they are using.



F) MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 & RISK ASSESSMENTS PROCEDURES

The Management of Health and Safety at Work Regulations 1999, and the associated Approved Code(s) of Practice and Essentials of Health and Safety, now make a specific requirement to undertake on-going risk assessments of all health and safety aspects of work tasks to be carried out.

The aim of **Reddington Groundworks Limited** is to enable all employees to assess health and safety risks on site, by making a careful examination of what, in their work, could cause harm to people, so that they and the **Company** can weigh up whether enough precautions have been taken. Employees may feel that much of risk assessment has already been carried out as a matter of course or good, sensible site practice. Similarly, some risk assessments may already have been covered elsewhere in our **Policy Document** (for example, the use of toxic or dangerous chemicals as assessed under the Control of Substances Hazardous to Health Regulations 2002 {COSHH}). However, it is important that a thorough risk assessment be taken and recorded wherever a risk exists.

Mr. Blake Reddington, Health and Safety Director, will carry out an on going programme of assessment. The steps that he will follow in carrying out a risk assessment are as follows: -

- a) LOOK FOR HAZARDS – walk around the likely site and decide what could reasonably be expected to cause harm. Ask employees, colleagues or representatives what they think. Remember that those carrying out a task may have noticed things that are not immediately obvious.
- b) DECIDE WHO MIGHT BE HARMED AND HOW – remember to think about not just those doing the work but others who may be on site, ie. Tenants, clients, members of the public etc.
- c) EVALUATE THE RISKS ARISING FROM THE HAZARDS AND DECIDE WHETHER EXISTING PRECAUTIONS ARE ADEQUATE OR MORE SHOULD BE DONE – remember that it is not good enough to do the ‘very minimum’ in ensuring that a risk assessment has been done. It is our responsibility to do all that is reasonably practicable to keep the work site safe. Where something is found that needs to be done, it must be decided whether the Hazard can be eliminated altogether, or if not, how the risk can be controlled such that the risk of harm being done is reduced as far as is reasonably practical.
- d) RECORD THE FINDINGS – the findings of any assessment that is carried out must be recorded on the **Company Risk Assessment Form**. The form must be filed in the Risk Assessment section within the **Company** filing system **AFTER** its contents have been communicated to all of the **Company** employees who may be affected by the work process(es) that have been evaluated. It is important that the findings of the assessment acted upon and that the operatives on site are informed of the findings. Where an on-site assessment is carried out, the results of the assessment must be entered on a blank copy of the **Company Risk Assessment Form** and an entry made in the **Site Log Book**. The completed form should be sent to the **Company** office for filing at the end of the work on that particular site or the end of the contract, whichever is most appropriate. A **Site Log Book** must be in each vehicle at the start of each workday.
- e) REVIEW THE ASSESSMENT FROM TO TIME AND REVISE IT IF NECESSARY - A new job, procedure, substance or new equipment may introduce new hazards and these must be considered in their own right with modifications or additions made to the risk assessment as necessary.

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F) MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 & RISK ASSESSMENTS PROCEDURES (CONTINUED).

In conjunction with the **Company** Risk Assessment procedure, all work activities carried out by the **Company** must be subjected to an evaluation of the best method of completing the task and the results recorded as Generic and Job-Specific Method Statements. These have been completed by the **Managing Director** in association with the **Company** Health and Safety Advisors and are subjected to review whenever there is a significant change or addition to the working procedures and tasks carried out by the **Company**.

Results and procedures for completing all job-related activities are communicated to **Company** employees and the documentation is kept at the **Company Head Office**. This includes contract-specific Method Statements completed by **Site Supervisors** which are sent to the **Company Head office** on completion of the work, for filing.



G) CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007

These regulations came into force on 6.4.07 and apply to all construction work. The definition of construction work is given in the Approved Code Of Practice for the regulations and most of the work of **Reddington Groundworks Limited** falls within this definition. Although the work of the **Company** is often repair and maintenance type contract work, in most cases the CDM regulations will apply to this work. It is therefore important that **Company** employees understand their implications.

The regulations have particular relevance to the **Site Supervisors/Directors** as they must ensure that all aspects of Health & Safety covered in this policy are co-ordinated and managed effectively through all stages of a construction project.

The key requirement within the regulations is that sufficient resources have, or will be allocated to a task to ensure that the task can be carried out in compliance with all health & safety law.

On projects where method statements are required to be provided in advance, these will be supplied to clients, CDM Co-ordinators and/or Principal Contractors along with the risk assessments for the work. Other information is usually required on construction contracts and the Company will supply copies of its Health and Safety Policy including its procedures for COSHH etc. and the general control of health and safety matters. Where assessments show a particular degree of risk in a task, the **Company** will co-ordinate its activities with other affected parties and submit plans for the execution of the work.

Where a project involves work with other parties and contractors under the CDM regulations, the **Site Supervisor/Director** will arrange a preliminary meeting with the **Health and Safety Director, Mr. Blake Reddington** for him to liaise with the client concerned.

All health & safety matters will be dealt with at the **Company** monthly meetings when the implementation of the **Company** policy will be reviewed.



H) MANUAL HANDLING OPERATIONS REGULATIONS 1992

There is always a risk that lifting or handling incorrectly will cause injury or strains and manual handling injuries may be accumulative rather than arising from any single accident. The aim of these regulations is to avoid manual handling operations where possible, to assess hazardous manual handling operations and then reduce the risk of injuries resulting from manual handling operations.

Mr. Patrick Reddington has attended courses on this subject and will provide further information, instruction and training to company employees as appropriate to their manual handling duties. Training in kinetic handling methods has also been given to all employees below **Managing Director** level and similar training will be given to any new employees when they are taken onto the company payroll. Assessments of all manual handling tasks will be carried out by the company **Health and Safety Director, Mr. Blake Reddington** involving professional safety advice and guidance from the Company Health and Safety Advisor where necessary. Any employee who is unsure of how a task should be accomplished must consult with the **Managing Director** and/or the **Director** responsible for **Health and Safety, Mr. Blake Reddington** via their **Site Supervisor/Director**.

There is a duty on all employees to consider the following factors when shifting a load.

- Can the layout of the task be improved?
- Can the load be reduced in size to become more manageable?
- Can the time between heavy manual handling tasks be improved?
- Can a team approach help?
- Can the conditions of the floor/ground be improved?
- Would better lighting and visibility help?
- Is the individual physically able to complete the task?

Written assessments are produced by the **Company** for manual handling tasks that are repetitive in nature and are not site dependant. These assessments are then communicated to **Company** employees and the notification to individuals recorded within their **Employee Personal Files**. Generic manual handling assessments are kept on file at the **Company Head Office**.



I) PERSONAL PROTECTION EQUIPMENT (PPE) AT WORK REGULATIONS 1994

These regulations cover the wide range of Personal Protective Equipment (PPE) that is used to:

- a) Provide protection in the event that something might go wrong.
- b) Reduce exposure to something which is primarily controlled by other means.
- c) Enable someone to work in an uncomfortable environment.

As a company, **Reddington Groundworkks Limited** is committed to providing the resources for the safe working environment for all of its employees. PPE will only be issued to employees for use where risk assessments determine that no other controls of the hazards and risk that are encountered as a result of the activities of the **Company** are reasonably practical.

Where PPE becomes necessary for any particular task, it will be provided free of charge to the individual requiring it in accordance with Section 9 of HASAWA. The **Company** will provide instruction and information in the use of the equipment where this is determined to be necessary. **Site Supervisors/Directors** have the responsibility for the provision and maintenance of protective equipment and to ensure that it is used when required. All employees have a responsibility to use the protective equipment provided as directed and to request replacements when equipment becomes unserviceable.



J) ELECTRICITY AT WORK REGULATIONS 1989

Reddington Groundworks Limited uses very little equipment that is powered by electricity. The exception to this is the **Company** office where computers, their associated hardware and other electrical equipment are employed.

The **Company** will provide information, instruction and training to advise staff of the hazards associated with the use of electricity and the measures which should be taken to reduce the associated risk. This is of particular importance where damage to underground services may occur as a result of the work of the **Company**.

Where electrical equipment is used by the **Company**, the **Company** will provide testing facilities for the equipment through the use of outside specialist agencies at pre-determined periods between each test as appropriate for the equipment concerned.

All employees will co-operate with the **Company** to enable it to fulfil its obligations under these regulations and will comply with instructions regarding the safe use and physical inspection of any electrical equipment that they are required to use. Typical hazards which must be addressed by individual employees include checking for damaged cables, faulty equipment, overloading and incorrect use of an appliance. They are instructed to always carry out a visual check of the equipment before they use it, looking for possible faults such as damage to cables, cracked plugs and scorch marks on the equipment/plug etc. They must not attempt any sort of repair to the equipment themselves.

Where employees have any doubts regarding the condition of a piece of equipment or the power supply required they are instructed not to attempt to use the equipment until they have raised the matter with their **Site Supervisor/Director**.



K) PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

In accordance with the requirements of the (PUWER) regulations, **Reddington Groundworks Limited** has systems in place to ensure that equipment provided for use at work is:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;
- used only by people who have received adequate information, instruction and training; and
- accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

In order to achieve this, only equipment that has been selected with the approval of the **Health and Safety Director and/or Managing Director** of the **Company** is allowed to be used for the **Company** business. This follows careful evaluation of the equipment using the considerable experience of the **Managing Director** prior to the purchase of individual items of tools and plant.

Where tools and plant are owned by the **Company**, a system of regular testing and inspection is in place appropriate to the items concerned, using contractors to carry out this work on behalf of the **Company** where it cannot be done in-house. Records of these tests and inspections are then retained and filed at the **Company** office. This inspection regime includes checks to ensure that safety markings and notices remain in readable condition.

Where it is not economically viable to purchase items of plant and equipment, these items are hired from reputable hire companies. The same companies are used as far as possible where these have been found to provide good quality equipment that is maintained in fully safe and serviceable condition and information and instruction is provided for its use.

An auxiliary precaution to ensure that equipment remains in safe and serviceable condition is implemented by instructions to the **Company** employees to inspect their equipment before it is used and to report any suspected or established defects to their **Site Supervisor/Director**. The equipment is then NOT to be used until it is passed as safe to be so by a person competent to give this authority. This latter is usually the person who carries out the safety inspections of the equipment.

Where the use of PPE is unavoidable, this is provided to the **Company** workforce for use with the equipment as detailed in Section H) of this document.



L) **WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992**

These regulations have only limited application to the work activities of **Reddington Groundworks Limited** being mainly confined to the **Company Registered Office** and storage yard facility. Construction sites, where most of the **Company** activity takes place, are not covered by the regulations and the safety of these sites is addressed in other sections of this Health and Safety Policy.

The **Company** undertakes to maintain its work premises in a condition that is safe and without undue risk to health and safety for its employees and directors. The condition of all means of access and egress to and from the premises will be monitored on a regular basis, this being achieved by the attendance to each site by the **Health and Safety Director** who will be responsible for instigating any repairs or improvements that are found to be necessary as a result of their attendances.

In addition to the foregoing, sites will be fitted with adequate lighting, sanitary facilities including hot, cold and drinking water, soap, hand towels and where appropriate, ventilation.



**M) HEALTH & SAFETY ((DISPLAY SCREEN EQUIPMENT)
REGULATIONS 1992 (INCORPORATING AMMENDMENTS OF 2002)**

The only activities carried out by the **Company** that these regulations apply to are those at the **Company Head Office** under the auspices of **Mr Blake Reddington**.

Mr Blake Reddington has completed an evaluation of the workstation in the **Company Head Office** and the equipment installed fully complies with the requirements of the regulations. Whenever any changes or modifications are made to the equipment, an updated evaluation will be carried out.

In view of the non-continuous requirement for Visual Display Screen (VDU) equipment to be used for **Company** business, many of the details of the regulations, particularly the need for work-breaks from the equipment, do not apply. Should this situation change in the future, a re-evaluation of the work station and working procedures will be carried out.



N) HEALTH & SAFETY (FIRST AID) REGULATIONS 1981

Mr. Patrick James Reddington has completed a First Aid Appointed Persons training course. In view of the **Company's** exemplary accident record in the period since both its original formation and its conversion to a limited company, and the maximum numbers of employees who regularly attend at each site, it has been felt that there was no need for anyone within the company to become a fully trained first aider. For this reason, the **Company** has nominated its **Site Supervisors** to be Appointed Persons within the terms of the regulations and these nominees have been instructed accordingly.

This policy remains under review and will be updated if and when it is felt necessary for this to be carried out, whereby nominated employees will be trained in first aid procedures.



O) WORKING AT HEIGHT

Reddington Groundworks Limited do not carry out **ANY** work that is the subject of the Work At Height Regulations 2005 as amended by the Work at Height (Amendment) Regulations 2007, all work being at ground level or below.



P) FIRE PRECAUTIONS

All fixed workplaces belonging to or occupied by **Reddington Groundworks Limited** are subjected to Fire Risk Assessment. The results of these assessments are communicated to the workforce and the relevant documentation is filed at the **Company Head Office**.

Suitable and adequate fire extinguishing equipment is kept on the premises with the exception of the company yard where fire extinguishing equipment is kept on each of the vehicles that visit the yard.

Fire Extinguishing Equipment is kept on each **Company** vehicle for use on the vehicle and for any fires that may result from activities on the worksites that the **Company** is employed on.

Basic Fire Awareness training is given to all **Company** employees but the main **Company** policy is that **NO** employee is to endanger his or her life by fighting fires with the exception that voluntary fire fighting may be carried out for the sole purpose of saving injury or the life of another individual whether they be employed by the **Company** or not.



Q) LONE WORKING

Due to the nature of the activities of the **Company**, there is almost NO lone working carried out by any **Company** employees.

Should lone working become a necessity for any reason i.e. illness of a **Company** employee, this will only be undertaken when all other attempts to prevent it have been exhausted. In these circumstances, the lone working individual will be instructed to maintain contact with **Company Head office** on a regular basis but with the maximum period between communication not exceeding 2 hours.



R) EMPLOYEES

All employees have a duty to co-operate with management in its efforts to comply with its duties. Employees also have a duty to take reasonable care of themselves and others. Employees must not interfere with or misuse anything, which is provided for reasons of health and safety. Machinery, equipment, substances etc. shall only be used in accordance with any training/instructions given, and employees are instructed that they must advise their **Site Supervisor/Director** of any work situation which they consider represents a danger to health and safety.



S) SUB-CONTRACTORS

Reddington Groundworks Limited use very few sub-contractors during the course of their work activities. Where sub-contractors are absolutely necessary to carry out work to complete contracts, the first option for their engagement is to use companies and individuals that have worked with the **Company** on previous occasions and who have proved themselves to be reliable, trustworthy and safe operatives who are both trained and experienced in their work.

In the event that companies need to be used of whom **Reddington Groundworks Limited** have no previous experience, all reasonable attempts will be made to establish that these companies have a good track record in health and safety and are competent to carry out the work for which they are engaged. This will be achieved by asking the companies for their health and safety policy and procedures, their accident and incident history over the previous five years, training certificates for their employees, especially for any machinery that is to be used, examples of their risk assessments and for contact names and details of the companies for whom they have worked within this period. They will also be asked to provide their Risk Assessments and Method Statements for the work to be carried out for the **Company**.



T) WASTE MANAGEMENT

The waste management policy of **Reddington Groundworks Limited** is to reduce, reuse and recycle last, all materials and equipment that the company uses.

On site our waste is divided into different materials. Excavated soil is taken to recycling plants where it is filtered and reused. Excavated concrete is taken to Day Aggregates to be crushed and recycled. We utilise recycled crushed concrete as sub-base where possible instead of new crushed stone. Any metal products are taken to the metal recycling plant in Mitcham, Surrey. Most surplus materials are stored in our yard and reused in future works. We collect rain water instead of using tap water for the relevant water lubrication of machinery when carrying out works. 900 kg of CO₂ are emitted for the fabrication of every ton of cement so we ensure we do not over order and minimise the use as much as possible to prevent the waste of this material.

In our head office we have different bins for recycling products such as plastic, paper and glass. We re-use waste paper for note taking. We aspire to have a paperless office by requesting companies to send us estimates, invoices and letters by email.

We use energy efficient light bulbs in the head office. We turn computers and monitors on to energy saving modes and turn off all electrical goods when not in use. When using machines on site we attempt to keep the revolutions of internal combustion engines down where possible to reduce fuel consumption. We try to keep vehicle journeys to a minimum by good planning.



U) ENVIRONMENTAL POLICY

The environmental policy of **Reddington Groundworks Limited** is to minimise cement usage to reduce CO² emissions. Block splitters are used when cutting blocks instead of abrasive wheels as these emit fumes from the 2-stroke engines and dust from the blade. When abrasive wheels are required to be used, lubrication systems are employed to minimise the release of dust into the atmosphere. Wherever possible the revolutions of internal combustion engines on plant are reduced to minimise emissions from their engines. Careful storage and transportation of fuel and other oil based materials is implemented to avoid pollution to land and water systems.



V) POLICY FOR THE CONTROL OF NOISE

Due to the nature of the work carried out by **Reddington Groundworks Limited**, it is difficult to control the generation of noise at source or to contain noise wherever it is generated by enclosure of the work to the exclusion of all employees or anyone else in the vicinity.

The **Company** retains details of the noise generated by each machine used by the **Company** and this shows that without exception, each machine that is in daily use exceeds the first action level as defined in the Control Of Noise At Work Regulations 2005 (80 dbA). For this reason, all employees are instructed to wear personal hearing protection whenever they use noise-generating machinery or are in the area where noisy machinery is in use whether by other **Company** employees or where noise is being generated by another company's activities.

Hearing protection is provided by the **Company** for the use of employees and is kept on the **Company** vehicles to be available at all times during working hours. In addition, **Company** employees are encouraged to use this equipment when carrying out any non-work related noisy activities.

To maximise the protection of non-**Company** employees during any activities that generate excessive noise, work exclusion zones are made as large as possible to keep people as far away from the work as possible. This is also carried out to minimise the spread of dust during these activities (although dust suppression is also carried out wherever possible).



W) CONTROL OF VIBRATION

Some machinery used by the **Company** during the course of its work activities produces vibration that could cause the operator to suffer the effects of Hand-Arm Vibration Syndrome (HAVS) and breach the Control Of Vibration At Work Regulations 2005.

Risk Assessments are carried out by the **Director** responsible for **health and safety** to evaluate both the machinery that produces vibration and the ways in which such machinery is used. These assessments are reviewed annually or on the introduction of new machinery or working methods, whichever comes first. As part of these assessments, an evaluation is carried out on all personnel using the various machines to try to ensure that no single employee uses any machinery to such an extent that could result in them being classed as above “Low Risk” as defined by the regulations.

In order to achieve the above objective, it is **Company** policy that the use of this machinery is shared by all of the operatives attending and working on any one site. The machines used by the company are of up to date technology as are any that are hired by the **Company** where special or one-off use is required. **Company** owned machines are also subjected to regular routine checks and maintenance.



X) CO-OPERATION AND CO-ORDINATION WITH OTHER CONTRACTORS

It is the Policy of **Reddington Groundworks Limited** to fully co-operate with any other contractors who may be sharing the site or be adjacent to the contract(s) being performed by the **Company**. This is achieved by dialogue being maintained with clients at the feasibility and/or design stages of any contract carried out by the **Company** and is normally further enhanced by establishing direct contact with other contractors once the work is due to begin.

Any arrangements that are necessary are determined by either the **Managing Director** or the **Director** responsible for **Health and Safety** in the first instance, this responsibility passing to the **Director** or **Site Manager** on site for the duration of the contract.



Y) Equal Opportunities

As a hospital and council approved contractor we engage with diverse individuals and communities. In doing so we aim to develop and sustain partnerships and relationships based on mutuality, in pursuit of understanding and trust. We ensure that dealings with employees, clients, customers and suppliers are conducted in a constructive way which does not give rise to unjustified discrimination and supports appropriate inclusion.

We take into account the fact that people differ from one another in many ways: for example gender, age, race/ethnicity, sexual orientation, physical ability, mental capacity, religion and belief, education, economic status, personality, communication style and approaches to work.

At this present moment in time we do not have any employees working for us. We are a small family business with the view to grow. When we do recruit we will continually adapt our equal opportunities policy.



A COPY OF THIS POLICY AND PROCEDURES DOCUMENT IS GIVEN TO ALL EMPLOYEES AND THEY ARE REQUIRED TO SIGN A RECEIPT TO SHOW THAT THEY HAVE BOTH RECEIVED AND READ THE DOCUMENT.

This policy has been prepared by **Mr. Blake Reddington, Health and Safety Director, Reddington Groundworks Limited** in co-ordination with the **Company Health and Safety Advisors, King Safety Services.**

Date: 07th May 2013.

I have received a copy of this Policy and Procedures Document and have read and understood its contents. I am aware that I may seek further information and explanation of health and safety matters via my **Site Supervisor** at any reasonable time during my employment with the **Company**.

SIGNED (EMPLOYEE)..... **DATE**.....

NAME (PRINT).....