

Health and Safety Policy

Introduction

This policy sets out how Avondale Construction Limited (the Company, we, us or our) approaches maintaining health and safety standards and protecting all staff and visitors.

Who does this policy apply to?

This policy applies to all employees, officers, consultants, sub-contractors, self-employed contractors, casual workers, agency workers, volunteers and interns. It also applies to anyone visiting our premises or using our vehicles.

Who is responsible for this policy?

All managers must:

- ensure their team members understand and follow this policy
- address concerns or breaches fairly and consistently
- consult senior management when unsure how to apply this policy.

All staff must comply with this policy and raise any concerns they may have.

Non-compliance

If you are an employee, worker or agency worker, you should raise any concerns about potential breaches of this policy with your manager. Other staff should speak to their contact in the Company. We may act under our disciplinary procedure if you are an employee and you fail to comply with this policy. In the case of workers, agency workers and contractors, if you breach this policy we may terminate your engagement.

Questions about this policy

Contact your manager if you have questions about this policy or how it applies to you.

1. About this policy

- 1.1 We are committed to ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.
- 1.2 The purpose of this policy is to set out our arrangements in relation to:
 - (a) assessment and control of health and safety risks arising from work activities;
 - (b) preventing accidents and work-related ill health;
 - (c) consultation with employees on matters affecting their health and safety;
 - (d) provision and maintenance of, where we have physical premises, a safe workplace and equipment;
 - (e) information, instruction, training and supervision in safe working methods and procedures;
 - (f) where we have physical premises, emergency procedures in cases of fire or another major incident.

2. Who is responsible for this policy?

- 2.1 Management has overall responsibility for the effective operation of this policy. The management has delegated responsibility for overseeing its implementation to the Health and Safety Manager. Suggestions for changes to this policy should be reported to the Health and Safety Manager and they can be contacted via email Gerry.Mcgee@avondale-construction.co.uk
- 2.2 Any questions you may have about the day-to-day application of this policy should be referred to your manager in the first instance.
- 2.3 This policy is reviewed annually by the Health and Safety Manager.

1. Site Manager & Supervisors' responsibilities

- 1.1 The responsibilities include (non-exhaustive list):
 - (a) Having a good understanding of the Construction Regulations and other Regulations which are relevant to site work;
 - (b) Ensuring the Health and Safety of all and providing employees and subcontractors with information relevant to their health safety and welfare, which may include drawing, plans etc.;

- (c) Liaising with the client, sub-contractors and others to ensure that we maintain high standards of Health Safety and Welfare;
 - (d) Carrying out comprehensive site inductions for all attending the site;
 - (e) Ensuring that all employees, sub-contractors and labourers are adequately trained in the tasks they have to perform and the work equipment we expect them to use
 - (f) Ensuring the competence of all employees and sub-contractors by requesting certificates where appropriate;
 - (g) Maintaining site accident records and ensuring we report all accidents or dangerous occurrences to the management
 - (h) Ensuring that we provide site operatives with appropriate personal protective clothing and equipment as determined by risk assessment and demanded by site rules and that they wear it;
 - (i) Regular inspection of the first aid box on site, in any event following its use, to ensure it is correctly stocked;
 - (j) Ensuring that all employees and subcontractors are aware of the emergency procedures covering first aid, fire (including emergency evacuation) etc.;
3. Ensuring that all plant and equipment used on site are properly maintained and we hold record of maintenance.
- 4. Your responsibilities**
- 4.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 4.2 You should report any health and safety concerns immediately to your manager or the Health and Safety Manager.
- 4.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 4.4 We may treat failure to comply with this policy as misconduct and deal with it under our disciplinary procedure. In the case of workers, agency workers or contractors, breaches of this policy may result in the termination of your engagement.
- 5. Information and consultation**
- 5.1 We will inform and consult directly with all staff or the elected workplace safety representatives regarding health and safety matters.
- 5.2 We will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively.
- 5.3 The Health and Safety Manager is responsible for informing and consulting employees about health and safety matters.
- 6. Training**
- 6.1 We will ensure that we give you adequate training and supervision to perform your work competently and safely.
- 6.2 We will give staff a health and safety induction and provide them with appropriate safety training. This may include manual handling, control of substances hazardous to health (COSHH), working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE).
- 7. Equipment**
- 7.1 You must use equipment in accordance with any instructions we give you. You must immediately report any equipment fault or damage to your manager or Health and Safety Manager.
- 7.2 No member of staff should attempt to repair equipment unless we have trained them to do so.
- 7.3 The Health and Safety Manager is responsible for ensuring equipment safety and maintenance.
- 8. Accidents and first aid**
- 8.1 Details of first aid facilities and the names of trained first aiders are available upon request.
- 8.2 All accidents and injuries at work, however minor, should be reported to the Health and Safety Manager and recorded in the Accident Book.
- 8.3 The Health and Safety Manager is responsible for investigating any injuries or work-related diseases, ensuring that accident records are kept, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR).
- 9. National health alerts**
- 9.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your manager.

9.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

10. Fire safety

- 10.1 All staff should familiarise themselves with the fire safety instructions, which are available upon request.
- 10.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings or use any lifts. Fire wardens will assist in the evacuation of the building, and you must follow their instructions. Do not re-enter the building until told to do so.
- 10.3 If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.
- 10.4 Nominated individuals will be trained in the correct use of fire extinguishers.
- 10.5 You should notify your manager if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in your vicinity.
- 10.6 Fire drills will be held periodically and must be taken seriously.
- 10.7 The Health and Safety Manager is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

11. Risk assessments and measures to control risk

- 11.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties because of our activities, and to identify any measures that need to be taken to control those risks.
- 11.2 We will take measures to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.
- 11.3 We will avoid the use of hazardous substances at work wherever possible and will use less hazardous alternatives where available. We will provide training on the control of substances hazardous to health (COSHH) as necessary.
- 11.4 Where we require health surveillance for your role, we will notify you.
- 11.5 We provide personal protective equipment (PPE) where there are risks that cannot be adequately controlled by other means.
- 11.6 The Health and Safety Manager is responsible for workplace risk assessments and any measures to control risks.

12. Computers and display screen equipment

- 12.1 If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:
 - (a) You should try to organise your activity so that you take frequent short breaks from looking at the screen.
 - (b) You are entitled to a workstation assessment.
 - (c) You are entitled to an eyesight test by an optician at our expense.
- 12.2 You should contact your manager to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.
- 12.3 We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.
- 12.4 You can obtain further information on the use of DSE from your manager or Health and Safety Manager.