

HEALTH AND SAFETY POLICY

SECTION 1.

GENERAL POLICY STATEMENT: **Director Responsible for Safety: A.C. Appleton**

The Director responsible for safety will ensure the adoption and maintenance of proper standards of safety, health and welfare in all areas of company activity to meet the requirements of the Safety Policy and communicate this effectively to the workforce.

- 1.1 The prevention of all accidents, involving personal injury or property damage, and work-related ill health is essential to the efficient operation of Appleton Piling Ltd. and the company will provide adequate control of risks arising from our work activities.
- 1.2 It is the policy of the company that its operations are executed at all times in such a way as to ensure, so far as reasonably practicable, the health, safety and welfare of all its employees and all persons likely to be affected by its operations. Including sub-contractors, visitors and the general public where appropriate and consultation with employees will take place to adequately assess risk.
- 1.3 In addition the company employs a competent construction Safety Adviser on a consulting basis. His specific responsibilities are set down in section 3.12.
- 1.4 It is incumbent on all employees to take reasonable care for their own safety and the safety of any others who may be affected by their acts or omissions and also to co-operate with the company in its arrangements to perform or comply with statutory safety obligations. This includes adherence to the company Safety Policy, the Health and Safety at Work Act 1974, and all other statutory safety legislation.
- 1.5 The company will provide and maintain safe plant and equipment.
- 1.6 The company will provide adequate information, training and supervision to all employees concerned with their work activities.
- 1.7 This policy document and the provisions contained herein shall be brought to the attention of all employees.
- 1.8 It will be the responsibility of the Director responsible for safety to review this policy, and to make recommendations updates and modifications when necessary.
- 1.9 Responsibility for safe operation and safe places of work rests clearly upon all sectors of management and the company will ensure that the policy is pursued with diligence.

Signed

A.C. Appleton Director Responsible for Safety

HEALTH AND SAFETY POLICY

SECTION 2

ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE COMPANY SAFETY POLICY

2.1 PURPOSE

To supplement the General Policy Statement by setting down the organisation and arrangements within the company for ensuring the effective implementation of that policy throughout the operation.

To pursue the aims of this policy by making an adequate assessment of risk, and where the CDM Regulations apply, as principal contractor develop a Health and Safety Plan throughout the construction phase and assist with the production of a Health and Safety file for the benefit of others.

2.2 ORGANISATION

2.2.1 The company recognises that all of its employees can make a contribution to reduce accidents and ill health and that their involvement and co-operation is an integral part of the construction process.

2.2.2 Therefore the company states that the management of health and safety is a function of line management and that management at all levels is responsible for the well being of those under their control and for others to whom the company owes a duty of care. Specific responsibilities are set down in Section 3.0.

2.2.3 Although subject to periodic change, line management will at all times be accurately defined by specified chains of command from the company Directors, through to the site supervisory staff and then, as defined by them, to those working on site.

2.3 ARRANGEMENTS

2.3.1 Services available within the company

In order to assist construction management in the discharge of its responsibilities for health and safety, the following services are made available to them from;

Health and Safety Adviser.

Farrington Safety & Training Ltd.

Construction Safety Advisers, Plant and Safety Training Consultants.

The Villa

High Street

Rawcliffe

East Yorkshire

DN14 8QL

This department has responsibilities with regard to the health and safety of the company operations as set down in Section 3.0.

HEALTH AND SAFETY POLICY

2.3.2 Reporting Structure

To ensure that health and safety performance is continually monitored and that improvement in this performance remains central to the company objectives. The company safety adviser will carry out periodic Health and Safety inspections at random Appleton Piling Ltd. offices and construction sites. His observations will be discussed immediately with management and more formally with the Director Responsible for Safety.

2.3.3 Information

Within the construction industry there is a considerable amount of safety literature in the form of legislation and guidance, which the Safety Adviser will obtain and bring to the attention of the companies management as necessary to enable them to fulfil the aims of the General Policy Statement.

Site managers will ensure that all employees are fully instructed and informed in the safety aspects of their day to day tasks by the use of induction training, tool box talks, information and instruction sessions and by the distribution of site rules.

2.3.4 Safety Training

Basic Considerations

The company recognises that safety training is an integral and important part of its overall Safety Policy and it will be given as a normal constituent of vocational training.

No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involving and the precautions to be taken.

Supervisory staff must be able to give safety training for jobs under their control and it will be incumbent upon them to ensure that 'on-the-job' training is given to new employees or those new to a job.

Managerial Training

The company recognises, as fundamental to the success of its safety policy, that all sectors of management should have received the training necessary to control effectively the areas for which they are responsible.

2.3.5 Safety Appraisals

The company recognises that each place of work is unique in terms of the nature of the work, the plant, the materials and the people involved whether they are company employees or others.

The detailed action required must therefore be site specific. Senior managers will ensure that prior to commencement on site, a safety plan (If Principal Contractor), a method statement and or risk assessment specific to that site will be prepared in consultation with the Safety Adviser and other specialists as appropriate.

HEALTH AND SAFETY POLICY

This appraisal will identify those activities with significant risks, which need to be eliminated, reduced or controlled as far as is reasonably practicable. Courses of action must be devised and implemented to avoid these hazards. To this end the company has documentation which should be referred to for hazard control arrangements and general Health and Safety guidance and appointments etc.

2.3.6 Inspection

The company Safety Adviser, on a consulting basis will regularly visit sites and other places of work to ensure that the plans defined above are implemented, that all relevant statutory regulations and company practices are being observed and that the site management receive the necessary advice and assistance to fulfil their health and safety obligations.

2.3.7 Plant and Transport

A Certificate of Training Achievement is required for plant confined to site. All drivers and operators must drive with care and consideration for other drivers/operators, site personnel and members of the general public. Drivers/Plant operators are responsible for basic maintenance of their vehicles/plant and must report any defects to their immediate supervisor.

No operative will operate any dumper, crane, forklift, excavator or piling machine of any kind on the public highway, unless they hold a current driving licence, have had formal training and can produce the necessary documentation.

In cases where a vehicle needs to reverse on, or around site, a look-out banksman must be used.

2.3.8 Fire

General Fire Protection and Maintenance

The company has a substantial capital investment in its buildings, equipment and stock; it is a major requirement to protect this investment against losses due to fire. It is of paramount importance to ensure that no person is at risk due to fire or explosion. Suitable fire fighting equipment will be provided as adequate protection against these hazards, and this equipment, together with the fire alarm system or alarm procedure, and the means of escape in case of fire, must be fully maintained.

Training in Fire Prevention

The most important facet of our fire policy is fire prevention. To this end we require all levels of management and employees to become thoroughly familiar with the minimum requirements of fire prevention and fire fighting and to have an understanding of the causes and nature of fire in accordance with CDM 2007 Regulations ACOP Part 4 duties 26-44.

2.3.9 Welfare

First Aid

Trained first aiders and or first aid co-ordinators will be provided at contract sites as required by the Health and Safety (First Aid) Regulations 1981 and suitable first aid kits will also be provided. Generally trained first aid on site is provided by the

HEALTH AND SAFETY POLICY

Principal Contractor.

Welfare Facilities

Suitable facilities, as required by the CDM 2007 Regulations ACOP Part 4 duties 26-44 will be provided on all contract sites, these may be shared with the principal contractor on site, or provided elsewhere off site. When facilities are provided off site suitable transport arrangements must be made to allow site personnel reasonable access.

2.3.10 Visitors, the General Public and Authorised Persons.

It is our duty to ensure the safety of visitors to our premises. They should not be allowed to enter the works area unaccompanied and they should not be allowed to enter areas where danger might exist. Protective clothing must be provided where necessary. All persons entering the work area must be inducted by the Principal Contractor before entry.

Protecting the Public

The company is aware of the need to conduct work in such a way as to ensure that persons not employed by the company, but who may be affected thereby are not exposed to risks to their health and safety, and will take every precaution in this respect.

Authorised Persons

The company recognises the responsibility to define specific parts of the site where entry is restricted to authorised persons. All reasonable steps will be taken to exclude those persons who are not connected with the construction work.

2.3.11 Consultation

Every opportunity and encouragement is given to employees to discuss safety matters with the managers and the visiting safety staff. When requested the company will recognise and co-operate with correctly appointed Safety Representatives in accordance with the CDM 2007 Regulations.

Safety is a standing item on the agenda of contract meetings. The Director Responsible for Safety is responsible for disseminating safety information to employees, through the company safety adviser, construction management and administration staff.

HEALTH AND SAFETY POLICY

SECTION 3

SCHEDULE OF INDIVIDUALS' RESPONSIBILITIES FOR HEALTH AND SAFETY

3.1 All Employees

- All employees have a statutory duty to take reasonable care to safeguard their own health and safety and that of others who may be affected by their acts and omissions.
- All employees have a statutory duty not to intentionally misuse or interfere with anything provided in the interests of health, safety, or welfare.
- All employees have a statutory duty to comply with all regulations which affect their work and to report to the appropriate person any defective plant or equipment or any hazardous situations.
- All employees have a responsibility to be aware of, and adhere to, any additional safety guidance issued by the company.

3.2 Director Responsible for Safety

The Director Responsible for Safety will:

- ensure the adoption and maintenance of proper standards of safety, health and welfare in all areas of activity under his control to meet the requirements of the company Safety Policy, the Health and Safety at Work Act 1974 and all relevant Acts, Regulations and Codes of Practice.
- ensure effective safety communications within the company. He is required to advise the safety adviser on matters which he feels need attention.
- implement the policy for the prevention of injury, damage or wastage and to ensure the correct disposal of waste, particularly waste which is hazardous in nature and has implications for the environment.
- arrange for adequate resources to meet the requirements of and ensure effectiveness of the Health and Safety Policy
- ensure that all levels of staff receive adequate and appropriate safety training
- set a personal example and promote an interest and enthusiasm for health and safety within the company.

3.3 Area / Contracts Manager

The Area / Contracts Manager will:

- understand the company policy and appreciate the responsibility of each individual
- ensure that all tenders are adequate to cover safe methods of working and reasonable and adequate welfare facilities.
- ensure that equipment purchased complies, where possible, with recognised safety

HEALTH AND SAFETY POLICY

standards and wherever necessary ensure that suppliers of hazardous substances supply suitable data sheets.

3.3 Area / Contracts Manager (cont'd)

- determine at the contract planning stage:
 - a) the most appropriate order and method of working consistent with safe practice.
 - b) provision of facilities for health, hygiene and welfare.
 - c) provision of adequate site access, egress and lighting.
 - d) that sub-contractors are competent and have allocated sufficient resources and are aware of their responsibilities for health and safety.
 - e) hazards which might arise from overhead or underground power lines and situations which might lead to unnecessary improvisations on site.
 - f) basic fire precautions.
- provide written instructions to site to establish work methods to explain the sequence of operations, to outline potential hazards and to indicate precautions to be adopted.
- check over working methods and precautions with working foreman before work starts.
- ensure that work, once started, is carried out as planned and that the CDM and Construction Regulations, and other appropriate Regulations and Approved Codes of Practice are observed on site.
- set an example by high personal standards of application and discipline in safety.
- maintain an awareness of site safety requirements and set a personal example.
- organise sites so that work is carried out to the required standard with minimum risk to men, equipment and materials - issue work method statements in written form and risk assessments where necessary
- give all Foremen and Operatives precise instructions of their responsibilities for correct working methods; see that they do not require or permit men (particularly inexperienced personnel) to take unnecessary risks.

see that the CDM 2007 Regulations and other legal requirements are observed on site; that all records and reports are in order and that the 'competent persons' appointed to inspect scaffolding, excavations and lifting appliances have sufficient knowledge to carry out these inspections effectively.

HEALTH AND SAFETY POLICY

- report all injury accident and dangerous occurrences as detailed in the company Site Safety Register, investigate these accidents and occurrences in an attempt to establish the cause and to prevent a recurrence, and to notify the Director, the Safety Adviser and the HSE where required by RIDDOR.

3.3 Area / Contracts Manager (cont'd)

- implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility, and where appropriate to ensure that written safe systems of work are produced and approved prior to work commencing.
- ensure that the arrangement for first aid required by the Health and Safety (First Aid) Regulations 1981 are available and that their location is known to employees. To ensure that proper care is taken of casualties and to know where to obtain help and ambulance service in the event of serious injury.
- accompany any HSE Inspector (Enforcement Officer) on site visits and act on his recommendations. In the event of the issue of an 'Improvement' or a 'Prohibition' notice by the Inspector he will telephone details to the Director and Safety Adviser.
- encourage, where necessary, suitable on or off site safety training.
- instigate site safety meetings with sub-contractors to ensure that the management of safety is controlled and co-ordinated.
- ensure that appropriate assessments of hazards are conducted to minimise risks to the work force with particular reference to COSHH and The Noise at Work Regulations.

3.4 Piling / Welding Foreman

The Piling / Welding Foreman will:

- know the broad requirements of the Health and Safety at Work Act, 1974, CDM and the Construction Requirements of other relevant legislation and Codes of Practice.

see that the CDM 2007 Regulations Part 4 and other legal requirements are observed on site; that all records and reports are in order.
- obtain the relevant permits to commence and progress the works. e.g. permits to work, hot works permits, permit to load the crane platform.
- report all injury accident and dangerous occurrences as detailed in the company Site Safety Register, comply with any investigation.
- give all Chargehands and Operatives precise instructions of their responsibilities for correct working methods; see that they do not require or permit men (particularly inexperienced personnel) to take unnecessary risks.

HEALTH AND SAFETY POLICY

- arrange delivery and stacking of materials to avoid doubling risks by double handling in accordance with the Manual Handling Regulations 1992; position plant effectively;
- plan and maintain a tidy site.
- implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.

3.4 Piling / Welding Foreman (cont'd)

- check that all machinery, plant and piling equipment including power and hand tools are maintained in good condition and that persons using them are adequately trained.
- make sure that protective clothing is available where appropriate, that employees are made aware of its availability and that it is used.
- accompany any HSE Inspector (Enforcement Officer) on site visits and act on his recommendations.
- encourage, where necessary, suitable on or off site safety training.
- co-operate with the visiting Safety Adviser and act on his recommendations.
- set an example by high personal standards of application and discipline in safety.

3.5 Piling Operatives / Welders / Plant Operators

Piling Operatives, Welders or Plant Operators may be directly employed, self employed or employed by a subcontractor or hire company.

They must be:

- familiar with the CDM 2007 Regulations ACOP Part 4 duties 26-44 and Codes of Practice applicable to the work on which the gang is engaged and insist that these requirements be met.
- briefed on the current method statement for the work to be carried out.
- incorporate safety instruction in routine orders and see that they are obeyed.
- restrain men from taking unnecessary risks.
- ensure that new employees, particularly apprentices and other young persons, learn to take safety precautions seriously and act upon their instructions.
- not permit the use of plant and equipment which is in an unsafe condition and immediately report the defects.

HEALTH AND SAFETY POLICY

- set an example by high personal standards of application and discipline in safety.
- observe safe practices and use the correct tools and equipment for the job; use the safety equipment and protective clothing supplied; e.g. safety helmets, harnesses, goggles, gloves etc keep tools in good condition.
- develop a personal concern for safety - for himself and for others - particularly newcomers and young people.
- avoid any improvisation which entails unnecessary risk.

3.5 Piling Operatives / Welders / Plant Operators (cont'd)

- refrain from horseplay and the abuse of welfare facilities.
- suggest ways of eliminating hazards.
- make themselves familiar with accident and fire procedures affecting their place of work

3.6 Office Staff

Staff working in offices have their own responsibilities and will:

- observe safe practices and use the correct equipment for the job.
- report defects in equipment to their superior.
- develop a personal concern for safety - for themselves, newcomers and young people.
- avoid any improvisation which entails unnecessary risk.
- warn new employees of known hazards.
- refrain from horseplay and the abuse of welfare facilities.
- suggest ways of eliminating hazards.
- make themselves familiar with accident and fire procedures affecting their place of work.

3.7 Employment of Young Persons Under 18 Years Old

Those responsible for the Employment of Young Persons under 18 years old will complete a young persons at works risk assessment.

- Inform employees that they must NOT operate any plant (including dumpers) or give signals to any crane driver or reversing vehicle.

HEALTH AND SAFETY POLICY

- Inform employees that they must NOT use any power tools or equipment unless being trained under the direct supervision of a competent person and in accordance with the young persons risk assessment.

3.8 The Safety Adviser

The Safety Adviser, on a consulting basis, will advise management on:

- a) preventing injury to personnel and damage to plant and equipment and investigation of accidents to find the route cause
- b) further improvement in existing safe working methods
- c) legal requirements affecting safety, health and welfare

3.8 The Safety Adviser (cont'd)

- d) provision and use of protective clothing and equipment
- e) suitability of new and hired plant and equipment, and validity of all test certificates
- f) changes in legislation
- g) carry out site inspections, in association with the site supervisor, to see that only safe methods of working are in operation; that all Regulations are being observed.
- i) supervise the recording and analysis of information on injuries, damage and production loss, assess accident trends and review overall safety performances
- j) foster, within the company, an understanding that injury prevention and damage control are an integral part of business and operational efficiency

Signed _____

A. C. Appleton Director Responsible for Safety

Date _____