

***LUCE BAY***

# Health & Safety Policy



## **Contents**

### **1 Part A – Health and Safety Policy Document**

#### 1.1 Statement of intent

### **2 Part B – Responsibility for Health and Safety**

#### 2.1 The Safety Director

#### 2.2 The Safety Adviser

#### 2.3 Managers and Works Supervisors Duties

#### 2.4 All Employees of the Company

### **3 Part C – Arrangements for Health and Safety**

#### 3.1 Health and safety advice and guidance

#### 3.2 Communication of health and safety matters

#### 3.3 Training and competence

#### 3.4 Risk Assessments – Method Statements – Safe Systems of Work

#### 3.5 Control of Substances Hazardous to Health Regulations (COSHH)

#### 3.6 Noise and Vibration

#### 3.7 Asbestos Containing Materials

#### 3.8 Electrical Safety

#### 3.9 Personal protective equipment

#### 3.10 Health monitoring and surveillance

#### 3.11 Welfare and first aid

#### 3.12 Fire precautions and prevention

#### 3.13 Injuries, diseases and dangerous occurrences

#### 3.14 Smoking policy

#### 3.15 Protection of Environment

#### 3.16 Alcohol and prescribed substances

#### 3.17 Violence towards employees

#### 3.18 Working time

#### 3.19 Management of stress

#### 3.20 Driving Company Vehicles

## Part A

### 1.1 STATEMENT OF INTENT

Overall and final responsibility for health and safety in Luce Bay Plant Hire Limited is with Mr Adam McIntosh who is the director responsible for safety.

The company will comply with the Health and Safety at Work Act 1974, and other relevant legislation and meet the standards required to protect all of our employees and any person likely to be affected by our work operations.

The objective of this policy is to attain and maintain high standards of health and safety performance throughout the company and detail the standards expected of employees and sub-contractors who undertake work on its behalf.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be attained, so far as is reasonably practicable by:

- The provision and maintenance of plant and systems of work that are safe and control risk.
- Adequate arrangements for the regular assessment of work activities in order to identify associated hazards and control the risks arising.
- Arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage, transportation and disposal of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the Company.
- Providing any necessary personal protective clothing and equipment.
- The maintenance of the workplace under the control of the company in a condition that is safe and without risk the provision and maintenance of access and egress, that is safe and without risk.
- The provision and maintenance of the working environment that is without risk to health with regard to, first aid; fire prevention and control.
- Systems to consultation with employees on all matters of health and safety.
- A visible management commitment to a high standard of health and safety achieved through monitoring performance consultation and promoting a culture of continuous improvements within health and safety throughout the company.

The policy will be reviewed annually or as the business dictates.



Adam McIntosh  
Company Director  
01 December 2021



Alastair McIntosh  
Company Director  
01 December 2021



## **Part B - Responsibilities and Duties**

### 2.1 THE SAFETY DIRECTORS DUTIES

- Health and safety is promoted in a positive way with a continuing commitment to improvement. The management of health and safety within the Company is periodically audited to ensure high standards of health and safety performance are maintained, and to identify areas where improvements are required.
- To maintain lines of communication within the organisation in respect of health and safety matters.
- The Director will be responsible overall for the health, safety and welfare of all employees of the company and for fulfilling all legal duties imposed on them, as the employer, by relevant legislation.

**Employees are deemed to be those persons who undertake any work on behalf of the Company.**

In recognition of the legal duties imposed on them, the Director will ensure:

- Adequate resources are available to enable legal and moral obligations to be met.
- Effective implementation of this Policy.
- Effective communication routes between management and employees to promote maximum consultation on health and safety matters.
- Safe working systems are implemented and that all work equipment and materials are safe and suitable for the work for which they are to be used.
- All new employees receive adequate induction training as soon as is reasonably practicable after joining the company.
- Suitable and sufficient assessments are undertaken for work activities, to identify and implement effective control measures required to eliminate, reduce or control the risk of harm.
- The results of these assessments are effectively communicated within the company and to others who may be affected by the activity.
- All injuries, diseases and dangerous occurrences involving employees of the company or members of the public are recorded, investigated and, where appropriate, reported as required under the *Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995*.
- Safety advisers' site inspection reports and any accident or dangerous occurrence reports are scrutinised to ensure that corrective action is taken as necessary.
- Immediate action is taken in respect of:
  - a. Prohibition and Improvement Notices from enforcement agencies.
  - b. Concerns by employees or others, of health and safety standards.
  - c. Accidents, incidents and near misses involving members of the Company.
- Registers and records as required by current legislation are maintained.

## 2.2 THE SAFETY ADVISERS DUTIES

The Safety Advisor will visit the sites and:

- Carry out an inspection of the work and safety procedures in force, if possible in the company of a manager, providing advice and assistance on health, safety and welfare matters.
- When present, notify the manager of defects found and leave a written report of such defects on site, forwarding a copy to the Company's Safety Director.
- Immediately contact the Company's Safety Director if conditions are found, that in the opinion of the Safety Adviser, are dangerous enough to warrant stopping the operation.
- Carry out investigations into, and report on dangerous occurrences and serious accidents, as agreed by the company.
- Inspect offices and workshops as required / requested by the Company.
- Provide advice and assistance as necessary.

## 2.3 MANAGERS AND WORKS SUPERVISORS ARE TO:

- Plan and supervise all working activities to meet the requirements of this Policy.
- Ensure that all employees under their control understand this Policy and their own responsibilities.
- Ensure that where young persons (under 18 years) are employed, the special regulations applicable are enforced before work starts.
- Ensure cooperation with the Safety Adviser, HSE Inspectors and Environment Health Officers and other agencies.
- Appoint and delegate a competent person to be in charge during their absence.

## 2.4 EMPLOYEE DUTIES

All employees have legal duties under health and safety legislation while at work, to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees will:

- Comply with the safety requirements of Luce Bay Group and those of the principal contractor where we are acting as a contractor.
- Not intentionally or recklessly interfere with or misuse anything provided by the company, or the principal contractor, in the interest of health and safety.
- Co-operate to promote a positive health and safety culture throughout the company.
- When conducting activities on site as a contractor, comply with this Policy and any safety rules, procedures and reasonable instructions issued by the Principal Contractor in the interest of health and safety.
- Make themselves aware of all site first aid and emergency procedures.
- Only undertake work for which they have been trained and are competent.
- Use and maintain all work equipment in accordance with the training provided.
- Ensure all accidents and injuries, including near misses are reported to the responsible person on site to ensure that an appropriate investigation can be undertaken. All accidents are to be entered in the Accident Book, which will be available from the main office.
- Not to undertake any activity involving significant hazard until a suitable and sufficient assessment has been conducted by a competent person, and the results communicated to them and others who may be affected by their activity.
- Raise all matters of concern relating to health and safety, as they arise, to the appropriate responsible person.
- Use and maintain in accordance with instructions and training given, all personal protective equipment.

When employed in company activities, employees are at all times to be aware of unsafe acts and unsafe conditions and are to cease or suspend all activities in the interest of safety, if in their opinion such acts or conditions exist. Appropriate action is to be taken prior to recommencing the activity.

## 2.5 REPORTING

Whenever an employee, supervisor or manager notices a health and safety problem which they are unable to put right, they must straight away tell the appropriate person named above or, if sub-contracting, the person who controls the work.



## **Part C - Arrangements for Health and Safety**

### 3.1 HEALTH AND SAFETY ADVICE AND GUIDANCE

Health and safety advice will be provided by:

- Gary Ross, Roche Environmental
- Tracy McGowan, Luce Bay Plant Hire Ltd

### 3.2 COMMUNICATION OF HEALTH AND SAFETY MATTERS

Concerns over the standards of health and safety within the company or issues relating to health and safety are to be brought immediately to the attention of the Director responsible for safety.

Health and safety will be a standing agenda item at management committee meetings. Health and safety information, where it relates to the activities of the company, will be communicated by the quickest possible means.

### 3.3 TRAINING AND COMPETENCE

All employees of the company will be trained where necessary to carry out the activities of the Company in a competent and safe manner.

Where issued, certificates and records of training, qualifications and competence will be available to the client or the principal contractor on request.

Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

All employees of the company will receive induction training on joining the company, when transferred to a new site and prior to activities commencing.

### 3.4 RISK ASSESSMENTS – METHOD STATEMENTS – SAFE SYSTEMS OF WORK

The Safety Director will ensure that:

- Where significant hazards are associated with the activities of the company, an appropriate risk assessment is undertaken and communicated to those at risk.
- Safe working method statements or written procedures detailing safe systems of work are produced based on the findings of risk assessments.
- All risk assessments, safe systems of work and safety method statements are communicated to all those who may be affected by the activity.
- Due provision is made to include members of the public with particular attention to the old, infirm, handicapped and children where applicable.

### 3.5 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

To comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) we shall follow these seven steps:

1. Assess the risks to health arising from hazardous substances used in or created by our workplace activities;
2. Decide what precautions are needed. We will not carry out work which would expose our employees to hazardous substances without first considering the risks and the necessary precautions, and anything else needed to comply with COSHH;
3. Prevent or adequately control exposure. We will prevent our employees from being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then we will adequately control it.
4. Ensure that control measures are used and maintained properly and that safety procedures are followed.
5. Monitor the exposure of employees to hazardous substances, if necessary.
6. Carry out appropriate health surveillance where our assessment has shown that this is necessary or where COSHH sets specific requirements;
7. Ensure that employees are properly informed, trained and supervised.

### 3.6 NOISE AND VIBRATION

To conform to the Provision and Use of Work Equipment Regulations, we shall take account of noise and vibration emissions when selecting work equipment. Where the work involves the use of equipment with loud noise and/or high vibration emissions we shall select equipment that produces the least possible risk of injury.

We shall ensure that tools and equipment are maintained in good order; check that employees are issued with suitable personal protective equipment, such as ear protectors and gloves; and in the case of high vibration, provide employees with proper training on how to grip tools properly, on how to reduce vibration directed into the hands and on how to maintain good blood circulation in the hands.

We shall carry out suitable risk assessments and minimise exposure by limiting the length of time that employees spend using work equipment with loud noise and/or high vibration emissions.

### 3.7 ASBESTOS CONTAINING MATERIALS

It is the policy of the company to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to exposure to any asbestos containing materials that may be present in any of the properties it owns or occupies or maintains.

If suspect materials are discovered during the course of the works then the work will be immediately halted and staff in the vicinity informed. Advice must be sought immediately from the site supervisor who may arrange for any necessary analytical work, air-monitoring tests etc. that may be appropriate.

### 3.8 ELECTRICAL SAFETY

All reasonable steps shall be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the company's intention to reduce the risks as far as is possible.

All electrical equipment and installations shall be maintained to prevent danger; this will include an appropriate system of visual inspection. Fixed installations shall be inspected and tested periodically by a competent person. All items of portable electrical equipment shall be inspected/tested by a qualified person on a regular basis in accordance with the Electricity at Work Regulations i.e. PAT test 110 volt tools and equipment, which are used on site, every three months; and 230 volt tools and equipment, which are used on site, every month. Equipment users can help by reporting any damage or defects which are found.

It is the company's policy that the best way of reducing the risk of injury when using electrical equipment is to limit the supply voltage to the lowest needed to get the job done;

- where electrically powered tools are used, battery operated are safest; or
- Portable tools are readily available which are designed to be run from a 110 volts centre-tapped-to-earth supply.

### 3.9 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Suitable personal protective equipment will be worn by employees and other visitors to site where it is required by current legislation and identified by risk assessment.

PPE will be utilised in circumstances where protection from exposure to hazards cannot be affected by other means or to supplement existing control measures identified by risk assessment. An assessment will be made to ensure that the PPE is suitable for the purpose and is appropriate to the risk involved.

Employees will make full use of PPE and maintain it in a serviceable condition.

### 3.10 HEALTH MONITORING AND SURVEILLANCE

Employees are to declare any aspect relating to their health that may put them at risk whilst undertaking the work for which they are employed, or that may be affected by the environment in which is to be undertaken.

Employees will be provided with health surveillance appropriate to the risks to health and safety resulting from their employment.

### 3.11 WELFARE FACILITIES AND FIRST AID

Welfare facilities and first aid arrangements on site shall be assessed and provided in compliance with current legislation where the Company is the Principal Contractor. Where the Company is acting as Contractor or otherwise working on occupied premises, suitable arrangements shall be made with the Principal Contractor or Client.

### 3.12 FIRE PRECAUTIONS AND PREVENTION

Wherever the site is under the control of the Company, the person in charge will ensure that adequate fire precautions are taken, and that emergency procedures are established.

Employees will familiarise themselves with the fire arrangements on the site, prior to starting work.

### 3.13 INJURIES, DISEASES AND DANGEROUS OCCURRENCES

Where employees are on the site of a Principal Contractor all injuries, dangerous occurrences and near misses are to be reported to the site manager so that an investigation can be conducted if appropriate.

In the event of a dangerous occurrence or reportable accident occurring to an employee of the company or a member of the public, the Safety Director will ensure statutory requirements under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013* are met.

### 3.14 SMOKING POLICY

Employees are to abide by the smoking policy currently in force when employed on the site.

### 3.15 PROTECTION OF THE ENVIRONMENT

We will endeavour to conduct our undertaking in such a way that adverse effects to the environment will be avoided or minimised so far as is reasonably practicable.

Employees will be informed on all environmental aspects and issues as they affect our undertaking and standard operating practices will be employed to control the pollution of the working and general environment from noise, dust and hazardous substances.

Due care and attention will be given to the protection of all waste courses from spillage and wastes arising from our workplaces.

All waste materials from site will be handled by registered waste carriers and in accordance with the 'Duty of Care' requirements contained in the Environmental Protection Act.

### 3.16 ALCOHOL AND PRESCRIBED SUBSTANCES

We have adopted a no alcohol/drugs policy.

Disciplinary action will be exercised if employees undertake work whilst under the influence of any alcohol or drugs. Consideration will be given of course where an operative needs to take prescribed medication which does not affect health and safety.

### 3.17 VIOLENCE TOWARDS EMPLOYEES

In the event that employees are faced with aggression or threat of violence, a non-confrontational position will be adopted.

Where dispute or disagreement giving rise to aggression or threat of violence occurs between our employees, the matter will be immediately referred to management for consideration of possible disciplinary action.

### 3.18 WORKING TIME

We recognise that where employees work excessive hours there is a risk to their health and safety. Therefore procedures will be implemented to ensure that the requirements of the Working Time Regulations are fully complied with.

### 3.19 MANAGEMENT OF STRESS

We acknowledge that stress in the workplace can affect staff at all levels and can be caused by a number of quite diverse factors eg. job content, working environment, relationship with others at work, communication arrangements, excess workloads, excess working hours, inadequate training etc, as well as personal problems outside the workplace.

We will therefore provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

### 3.20 DRIVING COMPANY VEHICLES

We will ensure all company vehicles are properly maintained and defects are reported. All persons driving vehicles, including those privately owned will ensure that the vehicles are properly licensed and insured and will report driving convictions and point penalties. They will have adequate rest between journeys. Training will be provided where individual accident/incident records indicate the need.

Employees, who are driving a vehicle, must not make or receive a call on a hand-held mobile phone unless parked with the engine switched off. Any employees found in breach of this policy will be subject to the company's disciplinary procedure.

## Further Information

**Further information which should be read in conjunction with this policy:**

CITB (GE 700) CONSTRUCTION SITE SAFETY  
(Health, Safety and Environmental Information)

Contains information and advice on the following:

Section A	Legislative Requirements
Section B	Occupational Health and Hygiene
Section C	Work at Height
Section D	Plant and Equipment
Section E	Hazards at Work
Section F	Personal Protection
Section G	Environmental Management
Section H	Fire and Fuels

*Update information – “CITB (GE700) Construction Site Safety.  
This manual is periodically updated – complete the request form (in book) to ensure content is  
updated as necessary*

### **Further information:**

*If in doubt or for further advise and assistance, contact Luce Bay  
On 01581 400248  
or fax 01581 400289*