

## HEALTH AND SAFETY POLICY

# P N R Associates Ltd

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## Health and Safety Policy Amendment Sheet

### Record of Amendments

Version No	Date	Index Ref.	Brief Description of Amendment
One	10.07.2006		Original Policy issued 16.04.2004 Complete rewrite of whole document in new style
Two	23.05.2007	Part 1	Change to Management Structure and responsibilities
		Part 2	Replaced Sections B, C, D, E, F, G, I, M, O, Q, S and T
		Guidance Notes	Replaced Sections B, C, G, H, I and J Removed Sections L and O
Three	05.06.2008	Part 1	Change to Management Structure and Responsibilities Added Smokefree Policy Statement
		Part 2	Replaced Sections B, E, I, O, Q and S
		Guidance Notes	Replaced Sections B, D, G, H, I, J, M and N Added Section O

Distribution	Purpose of issue	Number



## **INTRODUCTORY NOTE**

This health and safety management system (the policy) is divided into two sections – policy and arrangements.

The '**policy**' section contains the company's policy statement together with the health and safety organisation and the responsibilities allocated to individuals.

The arrangements for putting the goals of the policy statement into practice are contained in more specific form in the '**arrangements**' section, which includes guidance on procedures (including assessment and documentation procedures) to be observed and adhered to in the course of company operations. Such guidance would be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments.

## **COMPLIANCE REVIEW**

P N R Associates Ltd's health and safety policy shall be formally reviewed annually by The Health and Safety People Limited for as long as this company retains their services. This review shall cover all sections of the policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the company.
- b) The arrangements remain unchanged.
- c) The guidance is still applicable.

Additionally, the policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

## **SAFETY PROGRAMME**

The Health and Safety People Limited shall undertake an annual review of the company's safety programme to ensure that the company is in compliance with the policy. This review shall check that:

1. All the responsibilities allocated in the policy are understood and are being performed.
2. The arrangements set up in the policy are being complied with and remain effective.
3. Records, as required in the policy, are being adequately compiled and retained.
4. All the necessary reports are being prepared and forwarded to the relevant persons within the company and the relevant enforcing authorities.

They will also evaluate:

1. The attitude to health and safety of both management and employees.
2. The effectiveness of the training carried out and the requirements for further training.
3. The effectiveness of the policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health in the workplace.

The results of the review shall be compiled into a report for the managing director and shall include recommendations of the action to be taken to rectify any non-compliance.



**P N R Associates Ltd**

**Health and Safety Policy Statement**

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act, 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Board of Directors of P N R Associates Ltd have produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work related accidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures;
- Providing and maintaining safe work equipment;
- Establishing and enforcing safe methods of work;
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility;
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform;
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate;
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information;
- Furnishing sufficient funds needed to meet these objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents and ill health.

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the P N R Associates Ltd health and safety manual.

Signed ..... Date: .....

DIRECTOR/HEALTH & SAFETY



**P N R Associates Ltd**

# **SmokeFree Policy Statement**

## **PURPOSE**

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

## **POLICY**

It is the policy of P N R Associates Ltd that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles if they are used by more than one person. This policy applies to all employees, customers, consultants, contractors and visitors.

## **IMPLEMENTATION**

Overall responsibility for policy implementation and review rests with the Board of Directors. However, all employees are obliged to adhere to and support the implementation of the policy. They shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. They will also ensure that new employees are given a copy of the policy on recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the company premises and in all smoke-free vehicles.

## **NON-COMPLIANCE**

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## **HELP TO STOP SMOKING**

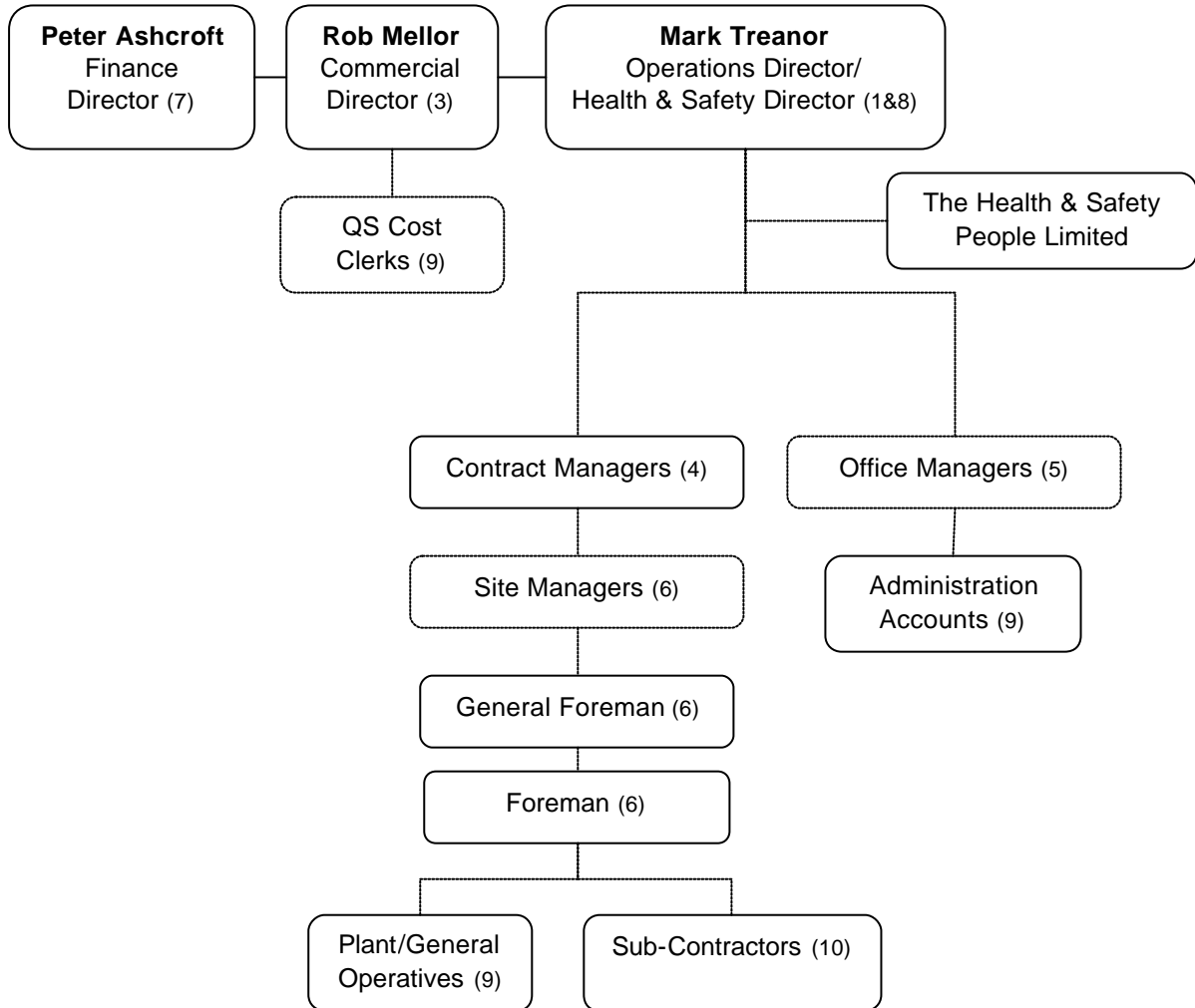
The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details.

Signed: ..... Date: .....  
DIRECTOR/HEALTH & SAFETY



**P N R Associates Ltd**

**Management Structure for Health and Safety**





# **P N R Associates Ltd**

## **Responsibilities for Health and Safety**



## **Mark Treanor, Operations Director/Health & Safety Director**

The Health & Safety Director's Health and Safety responsibilities are to ensure that:

1. The Policy is effectively implemented, monitored, developed and communicated effectively to all staff and that necessary alterations are made to the policy to reflect changes in legislation or Company development;
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the Policy;
3. The appropriate insurance cover is provided and maintained;
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination;
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this Policy;
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties;
7. The Board recognizes its role in providing health and safety leadership in the Company and to engage the active participation of workers in improving health and safety through continuous improvement;
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards;
9. Procedures are put in place to ensure that adequate welfare facilities are provided for employees;
10. Where necessary, health and safety rules are developed;
11. Management are advised of relevant changes in health and safety legislation, codes of practice and recognized industry standards;
12. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority;
13. All accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work, are recorded and investigated such that effective controls can be implemented to help prevent recurrence;
14. Contact is coordinated with external organizations, such as emergency services;
15. Regular meetings are held at which issues of health and safety can be discussed, objectives and plans reviewed and actions for continual improvement developed;
16. Health and safety assessment requirements are identified and advised to management;
17. He complies with the requirements of the CDM Regulations.
18. He designs out the risks inherent in constructing, maintaining or repairing the structure, as far as is reasonably practicable.
19. Those residual risks which cannot be eliminated in the design are able to be controlled in some practical manner.
20. He supplies sufficient information to allow those working on the design to do so safely;
21. Risk assessments are carried out and written instructions provided to establish safe working methods; regular reviews are carried out and any changes brought to the attention of staff affected;
22. Regular health and safety site inspections/audits are carried out to ensure that all staff and working conditions are in compliance with all mandatory legislation and site rules.



**Peter Ashcroft, Finance Director**

The Director is responsible for the operation of the Company and for the implementation of this Policy. His specific Health and Safety responsibilities are to:

1. Support the Health and Safety Policy;
2. Ensure that the necessary finance is allocated for the development and maintenance of safe systems of work, which shall include the provision of adequate funds for equipment, training, monitoring the effectiveness of the policy and for the provision of adequate welfare facilities for employees;
3. Generally review the Company's health and safety activities and to include a statement regarding health and safety in the Company's annual report.



## **Rob Mellor, Commercial Director**

The Commercial Director's health and safety responsibilities are to ensure that:

1. He understands the company's health and safety policy, his role and all decisions that reflect the health and safety intentions; as articulated in the health and safety policy statement.
2. The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development.
3. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
4. The appropriate insurance cover is provided and maintained.
5. He takes responsibility for ensuring that the workforce are kept informed of relevant health and safety risk management issues within the company.
6. Procedures are put in place, where applicable, to ensure that health and safety activities are co-ordinated between all contractors working on the same site.
7. Procedures are put in place to ensure that all accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident.
8. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination and all plant is operated only by trained and experienced personnel.
9. Procedures are put in place to ensure that any hazardous substances are stored and handled in accordance with established rules and procedures as published in the manufacturer's material safety data sheet.
10. Procedures are put in place to ensure that written instructions are provided to establish safe working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
11. He actively leads the implementation of the health and safety policy.
12. Adequate welfare facilities are provided and maintained in a satisfactory condition.
13. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
14. He communicates and consults with staff on issues of health and safety and encourages staff to report hazards and raise health and safety concerns.
15. Where necessary, health and safety rules are developed and followed by all.
16. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new and young persons (under the age of 18 years).
17. All accidents, ill health, near miss incidents and issues concerning safety raised by anyone at work are investigated, recorded and reported to establish effective controls and to ensure that these are implemented and communicated to staff.
18. Safety training requirements are identified for all members of staff under his control to ensure that employees are competent to undertake their work in a safe manner.
19. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
20. He sets a good personal example by using the appropriate protective equipment whilst on site.



## **Contract Managers**

The Health and Safety responsibilities at the Contract Managers' level of management are to ensure that:

1. They understand the Company's Health and Safety Policy and understand their responsibilities;
2. They actively lead the implementation of the health and safety policy;
3. Adequate welfare facilities are provided and maintained in a satisfactory condition;
4. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns;
5. Written instructions are provided through risk assessment and safe systems of work, to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
6. All health and safety site rules are followed by all;
7. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination;
8. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under 18 years);
9. Safety training requirements are identified for all members of staff under their control, to ensure that those members of staff are competent to undertake their work in a safe manner;
10. They set a good personal example by using the appropriate protective equipment whilst on site;
11. Their Line Manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



## Office Manager

The health and safety responsibilities at the Office Manager's level of management are to ensure that:

1. He/she understands the company's health and safety policy and understands his/her responsibilities.
2. He/she actively leads the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. He/she communicates and consults with staff on issues of health and safety and encourages staff to report hazards and raise health and safety concerns.
5. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
6. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
7. All health and safety site rules are followed by all.
8. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
9. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under the age of 18 years).
10. Safety training requirements are identified for all members of staff under his/her control to ensure that those members of staff are competent to undertake their work in a safe manner.
11. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
12. He/she sets a good personal example by using the appropriate protective equipment whilst on site.
13. His/her line manager is informed of any change to his/her state of health, either temporary or permanent, which might affect his/her working ability or his/her suitability to carry out any particular task or tasks.



## Site Managers and Foremen

The Health and Safety responsibilities at this level of management are to ensure that:

1. They understand the company's health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
5. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
6. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
7. Persons under their control are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner.
8. All health and safety site rules are followed by all.
9. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
10. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
11. Management is informed of any safety issues that cannot be resolved.
12. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
13. They set a good personal example by using the appropriate protective equipment whilst on site.
14. They inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



## **Qs Cost Clerks, Operatives, Administration and Accounts**

The Health and Safety responsibilities of the above personnel are to ensure that they:

1. Understand the Company's Health and Safety Policy, understand their responsibilities and comply with the requirements;
2. Use the correct tools and equipment for the task;
3. Use the personal protective equipment provided;
4. Only use tools which are in good condition;
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
6. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work;
7. Avoid improvisation;
8. Warn new employees of known hazards;
9. Refrain from horseplay, and follow all health and safety site rules;
10. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety;
11. Co-operate with the Company on all aspects of health, safety and welfare;
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
13. Report all accidents and incidents so that action can be taken to prevent a recurrence;
14. Inform their Line Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



## **Sub-Contractors**

The Sub-Contractors' Health and Safety responsibilities are to:

1. Provide copies of their Health and Safety Policy and any other documentation appertaining to health and safety that may be requested by the Company;
2. Comply with all the requirements of this Company's Health and Safety Policy;
3. Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public;
4. Ensure that all plant or equipment brought on to site is safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking;
5. Ensure that any injury sustained or damage caused by their employees is reported immediately to this Company's site representative;
6. Follow this Company's site safety rules and comply with any safety instructions given by this Company's site representative;
7. Ensure that any materials or substances brought on site which have health, fire or explosion risks are used and stored in accordance with Regulations and current recommendations and that information is provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health that will be used on the site must be presented to this Company's site representative before work commences;
8. Ensure that workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds;
9. Provide written instructions through risk assessment and safe systems of work, to establish safe working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
10. Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.



## **First Aiders**

The First Aiders' Health and Safety responsibilities are to ensure that:

1. They have undertaken a Health and Safety Executive approved training course in administering first aid at work and hold a current first aid at work certificate;
2. The first aid materials, equipment and facilities provided by the Company are made available to employees at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it;
3. First aid containers are kept easily accessible and placed, if possible, near to hand washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked to the prescribed standard;
4. First aid boxes are inspected frequently and replenished as soon as possible after use and where items have expired;
5. All accidents and incidents are recorded in the Company accident book.



## **Fire Marshal**

The fire marshal's health and safety responsibilities are to ensure that:

1. In the event of a fire, all personnel are evacuated efficiently and safely from buildings and sent to an area of safety.
2. She familiarises herself with her allocated area, and are aware of the needs of the people in that area, e.g. contractors, visitors and disabled persons.
3. She is familiar with all the escape routes from the building.
4. Fire exit routes remain clear at all times.
5. She maintains the fire diary for her particular area.
6. She carries out routine inspections of the fire fighting equipment to ensure that it is serviceable, i.e. not damaged or discharged.
7. She is the point of contact for the emergency services.



## **The Health and Safety People Limited**

The Health and Safety People Limited have been retained as the Company's Safety Advisers and shall:

1. Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required;
2. Provide a telephone advisory service relating to all aspects of health and safety at work;
3. Carry out site safety inspections, as requested by the Company;
4. Provide written reports and assessments for the Company subsequent to the inspections;
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority;
6. If requested, assess all method statements prepared by the Company;
7. If requested, attend meetings regarding health and safety, on behalf of the Company;
8. If requested, provide health and safety training to both management and staff;
9. Ensure that The Health and Safety People's staff act to reduce imminent danger wherever that may be seen in any area of the Company's responsibilities.

