



BN Drainage Ltd - Health and Safety Policy

Part 1: Statement of Intent

We recognise that we have a duty of care to all our employees and to the many other people who are affected by the way we manage our work – our customers and visitors to our premises. We will therefore ensure that we can comply with our legal obligations by managing health and safety appropriately. As part of this, we will:

- Comply with the provisions of the Health and Safety at Works etc. Act 1974
And the Regulations that apply to our activities.
- Provide sufficient resources for the objectives in this Statement to be met.
- Employ the right people for the job, ensuring they are skilled and
Competent, and provide them with training, as necessary.
- Ensure that suitable and sufficient procedures are in place for all
Tasks that we undertake.
- Operate an 'open door' policy to allow all staff to challenge the
Management team on any health and safety matter.
- Provide an open forum for discussion on health and safety and the procedures we follow.

Our objectives for this year are to increase near miss reporting, achieve zero P1's in Safety Assurance Assessments, achieve a RoSPA award and improve all the elements of a standard occupational health and safety management system (Health Surveillance)

This policy will be reviewed twelve months after its ratification. Date 26th June 2020

Signed: Signed:

Barry Novell

Vicki Novell

Part 2 Organisation

Roles and Responsibilities

2.1 The Director Will:

- In consultation with Health and Safety Manager and the Company's Health and Safety

Advisers set a plan for how Health and Safety will be managed for each 12-month period.

- Take responsibility for ensuring that the plan is delivered on time and within allocated

Resources.

- In consultation with the Health and Safety Manager and the Company's Health and Safety

Advisors establish a risk profile of the Company.

- Ensure that a robust system is in place for controlling the significant risks of the Company's activities.
- Take health and safety issues into account when planning changes to activities, Equipment or the organisation considering how these changes may affect current Procedures or controls.
- Monitor the Company's health and safety performance through scrutiny of regular reports

From the Health and Safety Manager.

- Undertake an annual review of the Company's health and safety performance and act

On any findings of that review promptly.

- Provide the role of Chair for the Health and Safety Committee and ensure that agreed

Actions are completed promptly.

- Keep abreast of current legislation and best practice.

- Lead by example in order to engender a positive health and safety culture throughout

The company.

- Set achievable objectives on health and safety management for the Health and Safety

Manager, other managers and staff.

2.2 The Health and Safety Manager will:

- Take part in the consultation needed to set an annual plan for how health and safety

Will be managed.

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- Take part in the process of establishing a risk profile for the Company.
- Work with the Company's Health and Safety Advisers to facilitate site visits and Provide accurate information about risks of the Company's activities.
- In consultation with the Company's Health and Safety Advisers, establish a robust System for assessing and controlling the significant risks of the Company's activities.
- Keep records of any significant risks found and ensure information from those records is Readily available to all who need it.
- Set systems and procedures in place that will deliver the annual plan.
- Ensure that health and safety training needs are identified throughout the Company

And put a suitable programme in place to meet those needs

- Set up systems for monitoring the Company's health and safety performance and provided regular reports on the findings of such monitoring to the Directors.
- Take an active part in the work of the Health and Safety Committee, by attending meetings and following up any actions that are within his remit.
- Take part in the annual review of the Company's health and safety performance and act on any findings of the review promptly.
- Seek advice from the Company's Health and Safety Advisers about any matter which is beyond his competence or is a cause for concern.
- Keep abreast of current legislation and best practice.
- Lead by example.

2.3 All Managers will:

- Make sure they have read and understood the Company health and safety policy and ensure that they are fully aware of the roles and responsibilities set out within the organisation section of this policy.
- Ensure that all new staff under their control have been suitably inducted.
- When requested, release staff under their control for any health and safety training that the Company deems to be necessary.
- Take part in the risk assessment process and ensure that any work needed to reduce the level of risk in their area is done promptly.
- Co-operate with the Health and Safety Manager by supplying any information that is needed and distributing information to their staff as required.
- Ensure that accidents, near misses, work related ill health and dangerous occurrences are reported consistently and investigated where necessary.
- Ensure that any remedial action identified from the incident investigation, is implemented to minimise the chance of a recurrence of a similar incident.
- Ensure that the work they manage is done in accordance with good risk management practice and current legal requirements.
- Keep abreast of the legislation and best practice that applies to their area of control.
- Ensure that their own working practices set a good example to their staff.

2.6 All Employees Will:

- Take responsibility for their own health and safety.
- Be aware of and take care for other people's health and safety.
- Cooperate with the Company in its work of complying with the law, by following Company rules and procedures.
- Use all work equipment in accordance with their training and instruction.
- Report any unsafe conditions, unsafe acts and any health and safety hazards to their line manager or the Health and Safety Manager.

3. Arrangements for implementing the Policy

3.1 Assessing and controlling Risks

Under the Management of Health and Safety at Work Regulations 1999 it is a legal requirement for all employees to assess the risks of their activities, record any significant findings and put suitable control measures in place to reduce risks to the lowest level that is reasonably practicable.

The current template for recording risk assessments is available on the Company intranet. Each manager is required to look at the work activities that are done in their area of control and arrange for the risks of work to be assessed. The assessments should be done primarily by those who are involved in the work. A team approach is often the best way and the team may be drawn from anywhere in the Company. The Health and Safety Manager will help if required.

All risk assessments should follow the steps set out in the risk assessment procedure.

Risk assessments relevant to the work activities of the franchise are as follows: -

Excavations, CCTV, Confined Space, Working at Height, High Pressure Water Jet (HPWJ), Repairs (using chemicals), Spartan Equipment, Lone Working, Hand/Arm Vibration (HAV,s) Asbestos, Manual Handling & Waste Management.

Where a risk assessment shows that the level of risk needs to be reduced, action should be taken promptly and recorded in the Action Log. If action cannot be taken quickly – for budget or other reasons – then consider if there is anything else that can be done in the meantime to reduce the risk.

3.2 Consultation and Communication

Consultation

A Health and Safety Forum (Safety Circle) will be set up which will meet quarterly to consult on such matters as risk assessment and control, systems and procedures, training and other issues that could affect the health and safety of staff or others. Any members of staff are very welcome to raise health and safety issues with a member of the Forum or with the Health and Safety Manager.

Minutes of the meetings will be widely circulated, and all comments are welcome, including constructive criticism.

If you would like to become a member of the forum, please discuss it with the Health and Safety Manager in the first instance.

Communication

The Health and Safety Manager is responsible for ensuring that all departments have information about health and safety or guidance on where such information can be found. All staff should check notice boards regularly to keep up to date with the latest health and safety information. Managers, particularly, must make sure that they pass on information to employees

It is important that all members of staff tell us about anything at all that could affect people's health and safety. Contact your line manager or the Health and Safety Manager with your views and ideas.

3.3 Monitoring our Health and Safety Performance

Managers are responsible for monitoring the health and safety performance of their area of control via two-monthly inspections of their area of the premises and the plant and equipment their staff are using.

The completed inspection checklists must be copied to the Health and Safety Manager so that the results of all inspections can be collated. This will help us to identify common problems that are better dealt with at a strategic level.

Actions arising out of such inspections must be completed within 4 weeks of being identified, unless the problem poses only a low-level risk or requires expenditure that is not within the manager's control.

The Health and Safety Manager will monitor the health and safety of the work done on customer premises through regular unannounced visits to work sites. The results of these inspections will be collated to give an overall picture of where staff need more support or where procedures need to be reinforced or altered.

The Managers will compile quarterly reports for the Directors (copied to the Company's Health and Safety Advisers) that include:

- the results of the departmental and site inspections
- sickness absences that are, or may be, work-related
- the numbers of risk assessments completed and outstanding
- the numbers of outstanding risk control actions
- accidents and lost-time incidents

The Directors will discuss the quarterly reports with the Health and Safety Manager and a summary will be given at the Health and Safety Forum.

A summary of the quarterly report will be put on the notice board, on the internet and sent to all managers.

3.4 Auditing

An annual audit will be done that will measure some specific areas, rather than the Company as a whole. The results of the audit will be given to the Directors for their consideration. The results will be used as part of the annual review of the Company's health and safety performance.

A full audit of every area of the Company's work will be done every three years.

3.5 Review

The Director will lead an annual review of the Company's health and safety performance, using information from the quarterly reports, information from the

Health and safety manager, types as well feedback from the health and safety forum and any comments or suggestions received from staff. The review will examine whether the objectives set out in the annual plan have been met and the required standard of performance attained by the company during the year. A new annual plan will then be drawn up setting out new objectives for the forthcoming year.

3.6 Incidents, accidents, and work-related ill health

The reporting of injuries diseases and dangerous occurrences regulations 2013 require employees to appoint a responsible person to report various major incidents and injuries and occupational diseases to the health and safety executive as required by the regulations. The health and safety manager is the responsible person For the company. In order for such reporting to be done, managers are required to ensure that all last time incidences, accidents and work-related ill health Are reported to the health and safety manager promptly, use the forms available on the Internet. It is important that there is sufficient detail given to allow investigations to be made where necessary. Please ask for help from the health and safety manager if there is some doubt about what should and should not be recorded.

The health and safety manager will provide feedback on any action taken or plans as a result of each report sent in.

Reportable incidents and diseases must be reported within a relatively short time frame. It is therefore very important that the health and safety manager is informed immediately of the following:

- Sickness absence or a person being unfit for normal duties for more than 3 consecutive days including any rest days. This is not reportable to the HSE but the company has a legal duty to record it.
- Sickness absence or a person being unfit for normal duties for more than 7 consecutive days including any rest days. This is reportable to the HSE.
- Any major injury, for example fractures, amputations, loss of or permanent damage to sight, crush injuries to the head or torso, serious burns.
- Diagnosis is of occupational diseases, for example carpal tunnel syndrome, severe cramp, occupational dermatitis, tendonitis or tenosynovitis or forearm , occupational cancer.

The company's health and safety advisors will be kept informed of all incidences, accidents and work related illness health and will assist with any investigations that the company considers to be necessary. The results of these investigations will be fed back to staff, if necessary, in an anonymised form, So that any adjustments to company procedures or systems can be made.

It is a requirement to attend B & E drainage Ltd panel review in the event of an accident

3.7 First aid

Since most of our work force is mobile, we do not have a large team of first aiders on our premises. First aid boxes are provided on all engineers' vans and there is a first aid box in the main office. A list of 1st ages is posted on the main office notice board.

First aid boxes an provisions are checked by the first aid team and supplies are replenished when required. If you find a first aid box that is deficient in any respect you should contact one of the first aid team.

3.8 Training

All employees are given a health and safety induction by the health and safety manager within 3 weeks of beginning work with the company. The induction includes, as a minimum, a brief explanation of our health and safety policies, directions on fire and other emergency procedures, an overview of our general health and safety rules, and names of particular post holders with health and safety responsibilities. Each new starters line manager will ensure that the risk assessments for their work are explained carefully to them, ensuring that they understand the way such risks are to be controlled.

A training matrix is in place that shows the training needs of each person's role, including the health and safety training that each person needs for their work. The health and safety manager work with the managers and the companies health and safety advisors to ensure that the most appropriate type of health and safety training is provided.

All employees receive additional health and safety training when they take on a new role that gives greater responsibility for other people's work.

3.9 Plant and Equipment

The companies purchasing procedure for new work equipment involves an assessment of its suitability for the work to be done, the people who will need to use it and whether it could introduce additional hazards to the work environment. The company purchases the most appropriate crimp equipment available, from reputable manufacturers and suppliers, ensuring it meets European other standards.

Risk assessments are undertaken on the installation or purchase of new plants and equipment, to identify any hazards in its setting up , operation, cleaning and maintenance. Any controls shown to be necessary or implemented before the equipment is put into use.

Old plant and machine operators are given training for their work and are supervised for a period until they have established their competence.

All operators of plant and equipment have safe systems of work provided to them where necessary, which they are expected to follow.

A schedule of planned preventative maintenance is in place to ensure that all plants and equipment is kept in efficient working order and good repair. The health and safety manager is responsible for ensuring that the PPM schedule is reviewed periodically and is followed.

Machines such as high-pressure water jetters are marked with easily recognised and understood warnings to ensure that users are aware of the hazards involved.

The drainage managers are responsible for ensuring that statutory thorough examinations that apply to lifting equipment, lifting tackle and pressure systems are done at the appropriate intervals by a competent contractor. They also ensure that all such contractors provide the company with a schedule for the examinations, showing the nature and extent of the examinations.

3.10 Electricity

The integrity of the company's electrical installation is the responsibility of the landlord. It is required to be tested by competent electrical contractor every 3 years to ensure it meets the criteria of BS7671. All electrical intakes, switchgear and distribution boards are kept locked, a marked with a hazard sign and kept free from any combustible items.

The health and safety manager is responsible for ensuring that all electrical equipment is visually inspected by users so that obvious defects are detected quickly. The health and safety manager also ensure that all portable electrical appliances are tested for earth fault leakage and other faults at appropriate intervals. The work is undertaken by a competent contractor.

Staff are not permitted to bring in portable electrical appliances for use on the company's premises unless they are first given to the health and safety manager for testing.

3.11 Control of Contractors

Own contractors undergo an assessment of their health and safety competence before they are authorised to undertake work for the company. The health and safety manager is responsible for the assessment, take advice from the companies health and safety advisors where necessary. The assessment consists of a questionnaire to be completed by the contractor, along with supporting documents, which are assessed according to set criteria. If all is satisfactory then the contractor will be admitted to the authorised contractors

list. If there is some doubt the contractor will be asked to provide more evidence or to enter into discussions with the company about the standards they need to achieve.

All contractors are required to provide a site-specific risk assessment and method statement for the work they will do on immediately prior to the work starting. The health and safety manager works with the manager in control of the area where they will work to ensure that the method statement is complied with.

All current contractors' personnel are given a visitors induction by the health and safety manager on arrival and are asked to sign in and out to ensure their presence on site is recorded.

The health and safety performance of all current contractors is monitored by the health and safety manager and the information is used to review the authorised contractors list annually.

3.12 Fire

The wardens are appointed to ensure that each area of the offices is completely cleared during a fire evacuation. Each warden receives training for the work.

A fire risk assessment is in place for the site and this is reviewed annually, or sooner if circumstances warrant it. Any changes that are needed are made promptly.

The fire evacuation procedures are set out at appendix 2 of this policy, along with a fire and emergency plan. These procedures are reviewed after each evaluation and when changes are made, such as changes in staff numbers or changes to the layout of the premises.

The health and safety manager is responsible for ensuring that all fire precautions are properly maintained and for overseeing and recording all fire evacuations. Fire wardens help in this by regularly checking the fire precautions in their area and reporting to him any changes or improvements that need to be made.

Fire extinguishers are provided in the building as a means of securing escape from the building, not as an alternative to calling the fire brigade. Only those trained to use them should attempt to do so, and then only if the fire is small.

3.13 Company Vehicles

All Engineers are required to keep their vehicle tidy and reasonably clean. All equipment and other articles must be stowed securely to prevent them from becoming a missile in the event of an accident. Only equipment needed for the Engineer's work are to be stored in Company vehicles.

Tyre pressures, lights and liquid levels must be checked at least weekly. Engineers are responsible for ensuring that their vehicle is properly maintained and that any repairs or maintenance work needed are done promptly.

Drivers of company cars are also responsible for keeping the car properly maintained and for checking its condition weekly.

3.14 Driving on Company Business

The company's arrangements for driving on Company business can be found in the Employees Handbook. Please note that all those who drive on Company business – not just engineers – are subject to the Company's requirements.

3.15 Ergonomic Health

All staff engaged in manually handling loads as a normal part of their work are trained to understand how to lift and move loads without damaging themselves. The training consists of both information and practical work and is refreshed every year to ensure that bad habits are not developed.

A written risk assessment is done for all tasks that involve moving, lifting and handling loads, particularly where the work involves twisting, stooping, bending or stretching. Where such a risk assessment shows that the risk needs to be reduced, lifting aids and other handling equipment will be considered before Alpha risk controls.

Work that involves repetitive movements, particularly of the hands or forearms, will be carefully assessed to ensure that the risks of the work are reduced to the lowest level that is reasonably practicable. Where it is practice practicable to do so, job rotation and rest breaks will be used prevent putting undue Strain on particular muscle groups. Any equipment used will be checked to ensure that it is suitable for the user's physical characteristics and for the work.

3.16 Hazardous Substances

The health and safety manager is responsible for ensuring that all substances that are classed as **hazardous** have a safety data sheet or package label that is readily available with the substance.

All work that involves using hazardous substances has a written risk assessment that complies with the requirements of the COSHH regulations and details the controls that must be in place to reduce risks to the lowest level that is reasonably practicable, including the methods to be used to store and handle such substances. Staff who used the substances will have the risk assessment explained to them to ensure they understand what the risks are and how they need to be controlled.

3.17 Personal Protective Equipment (PPE)

There will be some types of work where the risks cannot always be adequately controlled through safe working procedures or where pp E provides an added level or protection. Where this is the case, the health and safety manager ensure that the type of PPE is matched to the risks of the work, as shown on the risk assessment, and the physical characteristics of the user. He also ensures that where 2 or more pieces of PPE will be worn together, one piece will not diminish the protection provided by the other.

PPE is purchased only from reputable suppliers, taking into account the relevant EN standards, the level of perfect protection that the PPE will give and its suitability for the work.

The company issues PPE 2 operatives ask required and records the issue of it in a log. Operatives are shown how to fit the PPE correctly, especially where respiratory protection is needed, and how to clean and maintain it. Damaged or defective PPE is returned to the health and safety manager and is replaced as necessary.

Employees must always use a PPE provided to them and must ensure that they keep it in a clean and usable condition. It must also be stored correctly. In particular, how tax must not be stored in the sunlight at this will tend to breakdown the materials. Stickers must also not be put on the hard hats without the authorization of the health and safety manager who will make sure that they are of the right type of hard.

3.18 Working at Height

Working at height, is work in any place, including a place at, above or below ground level where a person could be injured if they fell from that place. This can also include means of access and egress to a place of work. The legislation no longer specifies a minimum height, the "two metre rule". All engineers attend a working at height cost unemployment with the company and our assessed-on competency, regular audits on engineers and monthly briefings take place. All access equipment is purchased from LFI which conforms to British Standards.

3.19 Asbestos Awareness

Employees are not permitted to work on any asbestos areas. Always ask the customer if they are aware of asbestos containing materials (ACM) Or if the property has asbestos insulating boards (AIB).

The hazard is disturbing asbestos and releasing fibres into the air.

If asbestos is suspected, STOP! Inform the customer, dump down then secure the area. Call the operations manager and or the health and safety manager to report the incident and attend site.