

**PEVERIL DECORATORS  
LIMITED**

**HEALTH & SAFETY  
POLICY DOCUMENT**

Reviewed January 2018



# HEALTH & SAFETY POLICY 2018

<b>Index</b>	<b>Page</b>
Peveril Decorators Limited Policy Statement	3
Integration of Health & Safety Responsibilities within Peveril Decorators Limited	4
<b>Organisation:</b>	
Company Director Responsible for Health & Safety	5
Health & Safety Advisors (including external consultants)	6
Director, Contracts Manager and Surveying Manager	7
Quantity Surveyor	8
Estimator	8
Buyer	9
Supervisor	9
Office Staff	10
All Employees and Operatives	11
General Arrangements	12



# HEALTH & SAFETY POLICY 2018

## Peveril Decorators Limited Policy Statement

Peveril Decorators Limited has the highest regard for the well being of all persons involved in its activities and others who may be incidental to them.

All efforts will be made and appropriate resource will be made available to maintain as far as reasonably practicable, a safe and healthy environment at every location under the Company's control.

It is the Company's view that all accidents can be prevented by adherence to these policies and procedures and by taking a positive and proactive approach towards Health & Safety.

The Company expects and requires all levels of management and supervision to actively initiate and pursue ways and means of making the working environment as safe and healthy as possible. It is the responsibility of all employees to comply with their legal, moral and company safety duties.

It is the policy of the Company that at each working location a senior manager and the site is responsible for implementing the Company's Health & safety Policy.

It is the Policy of the Company that all persons working on all visiting any site must wear safety helmet, safety footwear and other appropriate personal protective equipment and clothing.

The Director responsible for Health & Safety co-ordination within the Company is Mr R Sims.

Mr Richard Sims will also ensure that the Company Health & Safety Policy is kept under review and revised as necessary; he will be supported in monitoring the implementation of this Policy by the Health & Safety Advisor.

A handwritten signature in black ink, appearing to read "R Sims", is written over a white background.

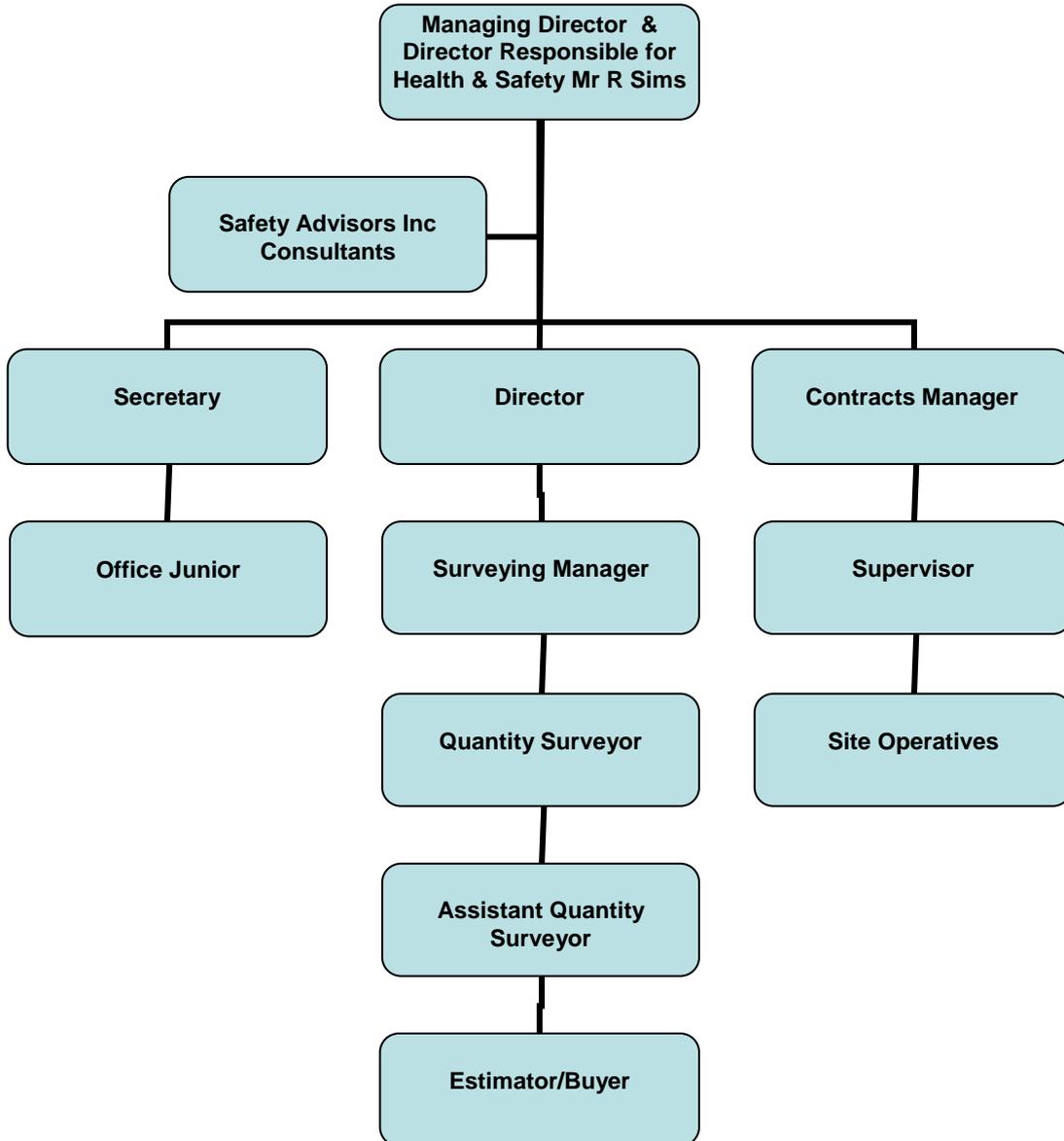
R Sims  
Managing Director

January 2018.



# HEALTH & SAFETY POLICY 2018

## Interaction of Health & Safety Responsibilities within Peveril Decorators Limited





# HEALTH & SAFETY POLICY 2018

## Organisation

### Company Director Responsible for Health & Safety

#### Responsibilities are:

- a) To know the requirements of the Company Health & Safety Policy
- b) To know the requirements of the relevant statutory provisions and safe working practices and ensure that staff under their control are also conversant with the same, and have had, or will receive, adequate training.
- c) To make provision, in tendering and planning stages, for adequate resources to be included for health, safety and welfare facilities and equipment.
- d) To consider the practical discharge of this policy as a normal management function, comparable in importance to the commercial arrangements and performance expected of responsible Directors.
- e) To ensure that adequate resources, including personnel training in work skills and dealing with emergencies, are made available to provide for safe systems of work for both in-house and sub-contract operations/activities.
- f) To ensure that the competence of contractors is adequate.
- g) To monitor health, safety and welfare standards during site visits and by reviewing Health & Safety Advisor reports and taking action as appropriate.
- h) To insist that sound working practices are observed and take appropriate action when they are not.
- i) To monitor on a regular basis the health and safety performance of the Company.
- j) To ensure that non-compliance with the Company Health & Safety Policy and Procedure is a disciplinary matter.
- k) To include health, safety and welfare as an item for discussion on the Management Board and Project Meeting Agendas.
- l) To ensure that suitable and sufficient arrangements for health and safety advice, monitoring, including inspections and accident/incident reporting and investigation, are made as soon as practicable.
- m) To seek advice and assistance from the Health & Safety Advisor on health, safety and welfare matters.
- n) To set a personal example when visiting sites by complying with all established site rules, legislative requirements and the Company Health & Safety Policy. To stop, then make Site Management aware, any unsafe conditions or practices observed.



# HEALTH & SAFETY POLICY 2018

## Health and Safety Advisors (including external consultants)

### Responsibilities are:

- a) To know the requirements of the Company Health and Safety Policy.
- b) To create at all levels within the Company a positive approach to accident prevention.
- c) To advise and support the Company's employees and managers at all levels in their efforts to improve health and safety performance.
- d) To advise all levels of management and supervision of the requirements imposed by or under the Health & Safety at Work Act 1974 and other statutory provisions governing the Company's operations.
- e) To maintain the positive measures in place to raise the level of health and safety awareness at all places of work.
- f) To advise and assist in promoting safe systems, safe conduct of work, production of effective health & safety plans, production of risk assessments and method statements, and in assessing competencies and resources.
- g) To give guidance to any employee of the Company on health & safety matters.
- h) To undertake periodic inspections of work places to ensure that the highest standards of health, safety and welfare are achieved and to monitor and report on compliance with the statutory provisions.
- i) To stop, and then make site management aware of, any unsafe conditions or practices observed.
- j) To undertake investigations of reportable accidents, dangerous occurrence and/or near misses and make recommendations to prevent recurrence.
- k) To liaise with the Inspectors of the Health & Safety Executive and other outside bodies.
- l) To check that statutory notifications have been completed and copies of the same displayed on site where required.
- m) To check that welfare arrangements and facilities are of an acceptable standard, and meet to the requirements of the regulations and advise site management if they do not.
- n) To check that suitable and sufficient fire fighting equipment is available and is serviceable,
- o) To ensure that copies of the Company's Health & Safety Policy and the Employers Liability Insurance Certificate are displayed in the site offices.
- p) To assist site management when and where practicable to undertake Safety Inductions and Tool Box Talks.
- q) To set a personal example when visiting sites by complying with all established site rules, legislation requirements and the Company Health & Safety Policy.



# HEALTH & SAFETY POLICY 2018

## Director, Contracts & Surveying Managers

### Responsibilities are:

- a) To know the requirements of the Company Health & Safety Policy.
- b) To know the requirements of relevant statutory provision and safe working practices and to ensure that staff under their control are competent and conversant with the same and have, will receive, adequate and appropriate training.
- c) To make provisions, in tendering and planning stages, for adequate resources to be included for health, safety and welfare facilities and equipment.
- d) To prepare, implement, monitor and modify as necessary the Construction Phase Health & Safety Plan.
- e) To insist that sound working practices are observed and take appropriate action when they are not.
- f) To consider the practical discharge of this policy as a normal management function, comparable in importance to the commercial arrangements and performance expected of responsible Managers.
- g) To ensure that adequate resources, including personnel training in work skills and dealing with emergencies, are made available to provide for safe systems of work for both in-house and sub-contract operations/activities.
- h) To ensure that the site supervisor has an up to date copy of the CITB Construction Site Safety Manual (GE700).
- i) To ensure that the competence of contractors is adequate.
- j) To monitor health, safety and welfare standard during site visits and by reviewing Health & Safety Advisor reports and taking action as appropriate.
- k) To liaise with the Health & Safety Advisors for implementing the Company Health & safety Policy.
- l) To ensure that the information required for the Health & Safety File is provided to the Planning Supervisor or Principal Contract as appropriate.
- m) To make a personal example when visiting site by complying with all established site rules, legislative requirements and the Company Health & Safety Policy and to stop, then make site management aware of any unsafe conditions of practices observed.



# HEALTH & SAFETY POLICY 2018

## Quantity Surveyor

### Responsibilities are:

- a) To know the requirements of the Company Health & Safety Policy.
- b) To ensure that tender prices include, and are adequate for, safe systems of work to be adopted.
- c) To ensure that information given in the Pre-tender Health & Safety Plan is taken into account when compiling estimates.
- d) To make provisions at tendering and planning stages for adequate allowances to be included for health, safety and welfare facilities and equipment.
- e) To be aware of the statutory requirements relating to the works being costed.
- f) To consult with other Managers and the Health & Safety Department on matters relating to health, safety and welfare.
- g) To ensure that the health and safety responsibilities of contractors are taken into account when obtaining prices for their work.
- h) In conjunction with Directors and Contracts Managers to ensure that the competence and resources of potential contractors are adequate.
- i) To set a personal example when visiting site by complying with all established site rules/legislative requirements and the Company Health & Safety Policy and to stop, then make Site Management aware of, any unsafe condition or practices observed.

## Estimator

### Responsibilities are:

- a) To know the requirements of the Health & Safety Policy.
- b) To ensure that tender prices include, and are adequate for, safe systems of work to be adopted.
- c) To be aware of the statutory requirements relating to the works being costed.
- d) To ensure that the health and safety responsibilities of contractors are taken into account when obtaining prices for their work.
- e) In conjunction with Contracts Managers to ensure that the competence and resources of potential contractors are adequate.
- f) To set a personal example when visiting site by complying with all established site rules/legislative requirements and the Company Health & Safety Policy.



# HEALTH & SAFETY POLICY 2018

## Buyer

### Responsibilities are:

- a) To know the requirements of the Health & Safety Policy.
- b) To make arrangements with suppliers to gain sufficient information, to ensure all articles and substances purchased can be used in a safe manner.
- c) To make arrangements that all information for the safe use of substances and articles is communicated to everyone that may be affected.
- d) To communicate to suppliers, other contractors, hauliers etc, the conditions of the Company Health & Safety Policy that will apply to their activities when on Company premises or premises under the Company's control.
- e) To ensure that when plant and equipment obtained, current certification is supplied where necessary.

## Supervisor

### Responsibilities are:

- a) To know the requirements of the Company Health & Safety Policy.
- b) To have adequate knowledge of, and observe the requirements of, the Health and Safety at Work Act 1974, Construction Regulations, Approved Codes of Practice and all other legislative requirements applicable in their area of responsibility.
- c) To ensure that safe working practices and systems are included at the planning stage of projects and that necessary safety method statements are prepared and implemented and to stop any unsafe conditions or practices observed.
- d) In conjunction with Estimators/Quantity Surveyors to ensure that the competence and resources of potential contractors are adequate.
- e) To establish adequate site rules and insure they are implemented.
- f) Co-operate with other contractors on site.
- g) To ensure that all assessments required by current legislation and the Health & Safety Plan are provided and adhered to, including those provided by and received from other contractors and that arise as works proceed.
- h) To co-operate and liaise with Health and Safety Advisors and act promptly on their recommendations.
- i) To ensure that suitable and sufficient welfare facilities are provided and maintained in a clean, healthy and safe condition.
- j) To ensure that all necessary and suitable Personal Protective Equipment is provided, maintained and worn as required in accordance with legislation, this Company Policy and Site Rules.
- k) To ensure that all test and examination records and reports etc are obtained where appropriate and maintained.
- l) To follow Company Procedures for reporting accidents and near misses.
- m) To ensure that plant is operated only by competent persons in possession of



# HEALTH & SAFETY POLICY 2018

Certificates of Training Achievement issued by the Construction Industry Training Board (CITB) or bodies accepted by the Company and that copies of these are kept available on site.

- n) To provide all the information required for the Health and Safety File to the Planning Supervisor or Principal Contractor as appropriate.
- o) To ensure that the arrangements for first aid required for the Regulations are complied with and the identity of the qualified First Aider(s) are known to the workforce.
- p) To release staff, supervisors and operatives where necessary for on site or external health and safety training.
- q) To ensure that all persons, whether Company employees, labour only, self employed or their contractors' employees attend a formal Safety Induction Talk prior to their commencement of work on site, and that a record of persons attending such Talks is kept on the appropriate record sheet.
- r) To ensure relevant Tool Box Talks are carried out on a regular basis. A record of persons attending such Talks is kept on the appropriate record sheet.
- s) To carry out effective consultation with employees and their contractors.
- t) To plan and maintain safe traffic routes, the safe delivery, stacking and positioning of materials and a tidy site through good housekeeping.
- u) To plan work processes in accordance with the approved safe working procedures, particularly when working near overhead or underground services or at height and prohibit at all times the taking of unnecessary risks.
- v) To establish suitable and sufficient procedures to deal with foreseeable emergencies and to ensure that key personnel are trained in these procedures.
- w) To ensure that adequate precautions are taken to prevent outbreak of fire; that suitable and sufficient fire fighting equipment is available, and that personnel are trained to use it.
- x) To set a personal example by complying with all established site rules/legislative requirements and the Company Health and Safety Policy.

## Office Staff

### Responsibilities are:

- a) To know the requirements of the Company Health and Safety Policy.
- b) To use the correct office aids and materials making full use of the safety equipment devices and procedures etc.
- c) To ensure that equipment provided in the interest of health, safety and welfare is not misused or abused.
- d) To report to the supervisor all defects in office machinery, equipment or fittings and NOT to attempt electrical or any other repairs to equipment.
- e) To report to their supervisor any unsafe or unhealthy working situations observed.
- f) To report all accidents, however minor, to the Office Administrator or First Aider.

*All employees must make themselves aware of emergency evacuation and fire precaution procedures relevant to their office location.*



# HEALTH & SAFETY POLICY 2018

## All Employees and Operatives

The law requires all Company employees, including labour only, and self employed persons to be aware of their duties and obligations to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and omissions.

The Company expects a reasonable and responsible attitude from ALL towards meeting their Health and Safety obligations at work.

### **Responsibilities are:**

- a) To make yourself familiar with the Company Health and Safety Policy and all the site rules and notices and procedures made known to you, and ask your supervisor if you are in doubt about any health and safety matters.
- b) To follow the safe methods and systems established for the site which may be set out in method statements, risk assessments site rules or otherwise.
- c) To use the correct tools and equipment for the job and keep such tools and equipment in good condition, reporting any defects to your supervisor.
- d) To use and maintain the correct safety equipment and protective equipment as required and supplied.
- e) To develop a personal concern for your own and others safety and suggest ways of eliminating hazards. Where appropriate, to take part in safety committees or other formal consultation procedures.
- f) Do not take unnecessary risks, and report all unsafe acts, dangerous incidents and all accidents to your supervisor.
- g) The wearing of a safety helmet, high visibility garment and safety foot wear at all times on site is mandatory in terms of this Policy.

N.B. Employees are reminded that it is an offence to intentionally or recklessly misuse or interfere with anything the Company uses or provides to comply with the health and safety legislation. Refusal or failure to comply with the Company's safety rules and policy will be considered a serious disciplinary offence.



# HEALTH & SAFETY POLICY 2018

## General Arrangements

### Company Health & Safety Procedures Manual

A Company Policy Document giving guidance on Health & Safety compliance and Company requirements for Health, Safety and Welfare are listed in the following Schedule of Safety Procedures. A copy of the Company Health & Safety Procedures Manual is available for reference.

### Improvements to Health & Safety Procedures

Suggestions for improvements to Health, Safety and Welfare Procedures are welcome and may be submitted to the Company Health and Safety Department for consideration using the cover note form in the Health and Safety Procedures Manual.

### Company Procedures

Procedures developed by the Company and incorporated into the Company's Health & Safety Procedures Manual.

SP-01	Health & Safety Duties of Site Personnel
SP-02	Risk Assessment and Method Statements
SP-03	Health & Safety Plan and Health & Safety Files
SP-04	Management of Sub-Contractors
SP-05	Accident/Incident Investigation and Reporting
SP-06	Health & Safety Induction Training
SP-07	Health & Safety Inspections
SP-08	Control of Substances Hazardous to Health
SP-09	Emergencies
SP-10	Hot Works
SP-11	Personal Protective Equipment
SP-12	Demolition
SP-13	Excavations and Earthworks
SP-14	Lifting Operations
SP-15	Scaffolding
SP-16	Confined Spaces
SP-17	Mobile Tower Scaffolding
SP-18	Mobile Elevating Work Platforms
SP-19	Overhead Services
SP-20	Roofing/Cladding
SP-21	Temporary Works
SP-22	Structural Steelwork
SP-23	Noise
SP-24	Alcohol and Drugs
SP-25	Display Screen Equipment



# HEALTH & SAFETY POLICY 2018

SP-26	Hand Arm Vibration Syndrome
SP-27	Services-Underground
SP-28	Protection of Public
SP-29	Site Security
SP-30	Portable Tools
SP-31	Plant & Transport
SP-32	Fire Arrangements/Procedures
SP-33	Health & Welfare
SP-34	Ladders/Stepladders/Trestles
SP-35	Welding
SP-36	Warning of Unsafe Action or Condition
SP-37	Manual Handling
SP-38	Consultation with Employees Regulations 1996
SP-39	Siting and Removing Site Accommodation
SP-40	Site Electrics
SP-41	First Aid
SP-42	Young Persons
SP-43	Lone Workers
SP-44	Site Establishment
SP-45	Asbestos
SP-46	Workplace
SP-47	Night Work
SP-48	Traffic Management
SP-49	Safety Signs
SP-50	Safe Systems of Work
SP-51	New Employees (to Inc. temporary staff)
SP-52	Mobile Communication
SP-53	Visitors
SP-54	Guidance for Maintenance Operations on Completed Projects
SP-55	Contaminated Land
SP-56	Tool Box Talks
SP-57	Leptospirosis (Weils Disease)
SP-58	Psittacosis (Parrot Fever)
SP-59	Health & Safety Training
SP-60	Workshop and Plant Depot Arrangements & Procedures
SP-61	Office Arrangements & Procedures