

HEALTH & SAFETY

(CBA10)



HEALTH & SAFETY

(CBA10)

Approved

A handwritten signature in black ink, appearing to read 'D. Watkins', enclosed within a circular scribble.

Dominic Watkins

Position

Director

Date

16th May 2018

CONTENTS

INTRODUCTION

PART 1: STATEMENT OF INTENT

1.0	HEALTH AND SAFETY POLICY STATEMENT	1
2.0	INDIVIDUAL RESPONSIBILITIES	4
2.1	Board of Directors	4
2.2	Health & Safety Director	5
2.3	Business Administrator	6
2.4	Project Directors/Principals	7
2.5	Project Manager	8
2.6	All Staff	10
2.7	Company Health & Safety Adviser	12
2.8	Buying and Purchasing Staff - Special Responsibilities	13
2.9	Company Car Co-ordinator	14
2.10	Pool Car and Own Car (Company Business) Users	15
2.11	Allocated Car Users	16
2.12	Sub-Contractors and Sub-consultants	17
3.0	PRACTICAL ARRANGEMENTS FOR HEALTH & SAFETY	22
3.1	General	22
3.2	Reporting of Injuries, Diseases & Dangerous Occurrences (Near Misses)	27
3.3	Fire Procedures	31
3.4	Highways Work	33
3.5	Staff Training	35
3.6	First Aid on Sites and in Offices	39
3.7	Contractors, Sub-Contractors and Sub-Consultants	42
3.8	Risk Assessments of Work Activities	43
3.9	Working Alone	57
3.10	Display Screen Equipment (DSE)	62
3.11	Office/Site Inspections	68
3.12	Work On or Adjacent to Railways	69
3.13	Safety in Design and CDM Regulations	71
3.14	Contaminated Land	76
3.15	Representatives of Employees Safety (RES)	77
3.16	Working Time Regulations	81
3.17	Working In, On or Near Water	83
3.18	Guidance on the use of Mobile Telephones	86
3.19	Safe Use of Vehicles While on Company Business	87
3.20	Stress in the Workplace	91
3.21	Home Working	92
3.22	Working at Height	95
3.23	Working in Confined Spaces	95

INTRODUCTION

This Health & Safety Policy is required to enable Chris Blandford Associates to comply with its duties as employers imposed by the Health & Safety at Work etc. Act 1974.

The Policy is in three distinct parts:-

Part 1: Statement of intent

This is the Company's statement of its intention to comply with the duties specified in Health & Safety legislation.

This is accompanied by the Organisational Structure chart, which shows who is responsible for the various aspects of implementing this policy.

Part 2: Responsibilities by position

This explains the particular health & safety responsibilities of the Directors and all levels of staff employed by them, to enable the requirements of this policy to be met.

Part 3: Practical arrangements

This part is practical guidance for you on how to comply with the duties imposed by Parts 1 and 2

Special Note:-

If at any time you are involved in a work activity that does not appear to be covered by this document you must seek advice from the Company as specific 'Method Statements' may then be required.

The Safety Policy is a "Controlled Document" but copies will be available at permanent offices, site offices and on the Company Intranet.

Compliance with this Safety Policy will help us to prevent accidents, save you pain & suffering and make our organisation more efficient, thus reducing costs and ensuring a secure future for us all.

PART ONE: STATEMENT OF INTENT

1.0 HEALTH AND SAFETY POLICY STATEMENT

Chris Blandford Associates shall provide the necessary arrangements and resources for:-

- a. the Health, Safety and Well-being of its employees at work, including work-related road safety.
- b. the Health and Safety of anyone who may be affected by its work operations.

To achieve this we will:-

- a. provide adequate control of the health and safety risks arising from our work activities;
- b. consult with our employees on matters affecting their health and safety;
- c. provide and maintain safe plant and equipment;
- d. ensure safe handling and use of substances;
- e. provide information, instruction and supervision for employees;
- f. ensure all employees are competent to do their tasks, and to give them adequate training;
- g. prevent accidents and cases of work-related ill health;
- h. maintain safe and healthy working conditions; and
- i. review and revise this policy as necessary at regular intervals.
- j. adopt a practical approach to greater integration of quality, environmental and health and safety risk management proportionate to the company's professional activities.

Safe Driving Policy Statement

As part of our overall health and safety policy, Chris Blandford Associates is committed to reducing the risks which our staff face and create when driving as part of their work. We ask all our staff to play their part. This policy covers all driving on company business including short and long distances and those staff who drive occasionally on company business.

To achieve this we will:

- Encourage staff to use public transport as an alternative to driving whenever possible;
- Provide and maintain suitable vehicles;
- Operate a pre-approval process and on-going approval process to ensure private vehicles used on company business are suitable and safe;
- Plan work to ensure measures are in place to allow appropriate time for journeys, taking into account staff level of experience, workload and current fitness to drive;
- Provide information and appropriate training to ensure staff are aware of their individual responsibilities for safe driving;
- Undertake regular risk assessment and monitor use of vehicles for company business and review effectiveness of safe driving policy.

Staff who drive for work must:

- Always consider whether use of public transport is a suitable alternative to driving;
- Always drive within road traffic laws, safely and responsibly;
- Co-operate with the company's pre-approval and on-going approval process when using a private vehicle on company business;
- Make your manager aware of any issues affecting your fitness to drive either temporary or long term;

- Notify the company car co-ordinator of any and all driving accidents, cautions, summons or convictions for driving offences (including speeding);
- Comply with the company's health and safety policy guidance relating to safe driving.

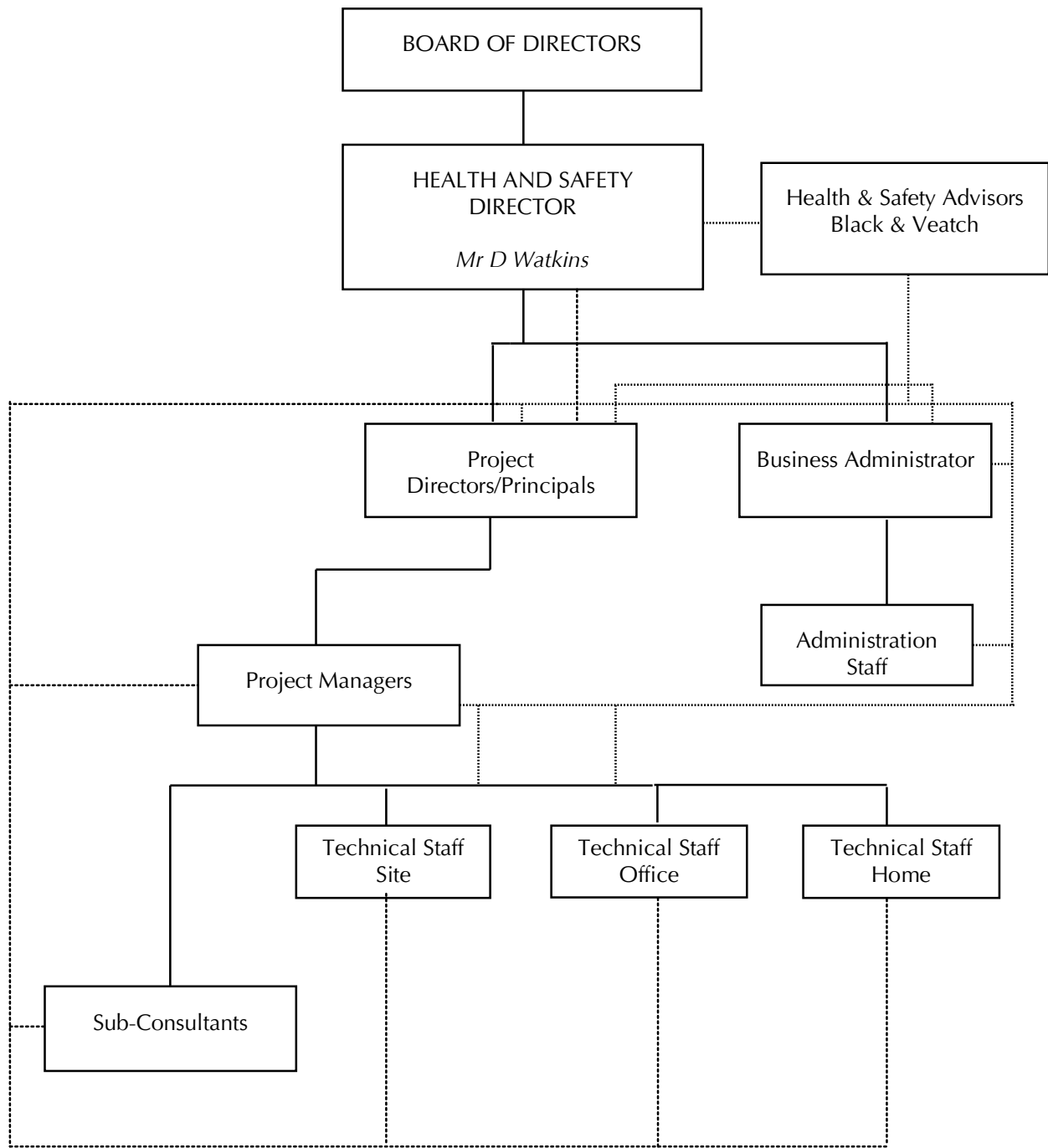
It is the responsibility of every employee to be aware of, and to comply with, their individual and collective responsibilities as defined in this document.

This statement is issued on behalf of Chris Blandford Associates by Mr D Watkins who is the Health & Safety Director of the Company.

Health & Safety Director.....  Date: 16 May 2018

Review Date May 2019

ORGANISATION STRUCTURE



DIRECT MANAGEMENT LINE —————

INFORMATION LINE
.....