

# HEALTH & SAFETY POLICY



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Date of Issue	Comments	Ref No.	Authorised by	Revision
TBC	Issued to all sites	CE/HN/002	Henry North	01
Approved By: Henry North				
Position: Director				

## *Health & Safety Policy*

This Health and Safety policy has been produced for HN Contracting Ltd and covers their operations at any of their sites. This policy and other Health & Safety documents give guidance to employees and sub-contract labour working at any location.

### **Effective: Immediately**

#### **1) Our Statement of General Policy is:**

- To provide adequate control of the Health and Safety risks arising from our work activities;
- To consult with our employees and sub-contractors on matters affecting their Health and Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary at regular intervals.

#### **2) Responsibilities:**

Overall, day-to-day responsibility for ensuring this policy is sufficient and final responsibility for Health and Safety is that of the Mr Henry North the Managing Director of HN Contracting Ltd.

#### **3) All employees and sub-contractors are required to:**

- Co-operate on all Health and Safety matters;
- Not interfere with anything provided to safeguard their Health and Safety;
- Take reasonable care of their own Health and Safety and that of others e.g. fellow employees, site visitors, etc. Or interfere with anything provided to safeguard their Health and Safety;
- Report all Health and Safety concerns to Mr North who is the appropriate person as detailed in this policy statement.

**4) Health and Safety risks arising from our work activities:**

**General Risk Assessment:**

As necessary risk assessments will be completed, and the findings reported to all employees.

Action required to remove/control risks will be certified by Mr Henry North with whom responsibility for ensuring any work needed rests.

Risk assessments will be reviewed every 12 months or when the work activity substantially changes, whichever is soonest.

**Fire Risk Assessment:**

As appropriate a risk assessment will be, undertaken, and Mr North will approve any action required to remove/control risks not covered to date.

Responsibility for ensuring the action required and is implemented rests with Mr North who will check that the implemented actions have removed/reduced the risks.

Fire risk assessments will be reassessed when required following working activity changes.

**Manual handling risk assessment:**

Manual handling risk assessments will be undertaken when necessary, and Mr North will approve action needed to remove/control risks.

Responsibility for ensuring any action required is undertaken lies with Mr North or his appointee who will check that the implemented actions have removed/reduced/controlled the risks.

Manual handling risk assessment will be reviewed when the work activity changes.

**Noise risk assessment:**

Should a noise risk assessment be required, this will be undertaken, and Mr Henry North will approve action to remove/control risks.

Responsibility for ensuring the action required is implemented rests with Mr North, or his appointee who will check that the implemented actions have removed/reduced/controlled the risks. The noise risk to be undertaken after 12 months or when the work activity changes, whichever is soonest.

**Hazardous substances (COSHH) risk assessment:**

The responsibility for identifying all materials that need a COSHH assessment rests with Mr North or his appointee.

When hazardous substances are thought to be present risk assessments will be undertaken. The responsibility for ensuring that all relevant employees / sub-contractors are informed about the COSHH assessment rests with Mr Henry North.

Action required to remove/control risks will be approved by Mr North who will be responsible for ensuring that the action required is undertaken.

Mr North or his appointee, will check that new substance can be used safely before they are purchased.

The hazardous substances (COSHH) risk assessment will be reviewed as and when required.

**5. Safe plant and equipment:**

Mr Henry North will identify plant and equipment requiring maintenance. He will put in place effective maintenance procedures to ensure that all identified maintenance requirements are implemented. Any problems found with plant/equipment should be reported Mr Henry North

Mr Henry North will check that new plant and equipment meets health and safety standards before it is purchased or acquired for use on the site.

**6. Information dissemination:**

This Health and Safety policy is relevant to all employees and subcontractors, and a copy will be supplied to each employee or sub contract that will be required to sign for the receipt of this document.

**7. Competency for tasks and training:**

If appropriate training will be identified, arranged and monitored by Mr Henry North.

**8. Accidents, first aid and work-related ill health:**

As and when required a first aid box will be kept at any site. All accidents and work-related ill health will be recorded in a central accident book. This book will be maintained by Mr Henry North or his appointee.

The responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority rests with Mr Henry North.

**9. Monitoring:**

To check the working conditions and ensure safe working practices are being followed, Mr Henry North will do the following:

He will take an active approach, carrying out inspections and making reports as necessary and by carrying out spot checks from time to time will ensure that all Health and Safety regulations are being upheld.

In the event of any accidents, he shall investigate the causes thoroughly and take any action necessary to prevent any recurrence. The responsibility for investigating accidents rests with Mr Henry North who has the responsibility for acting on investigation findings to prevent a repeat of the incident.

The responsibility for investigating work-related causes of sickness/absences also rests with Mr Henry North.

**10. Emergency procedures: fire and evacuation:**

As and when required escape routes will be identified and notified to all parties working at that site before the commencement of any work.

If necessary, fire extinguishers will be located on the sites. All workers will be aware of the whereabouts of the fire extinguishers before the commencement of work on the site and a designated person appointed to check the fire extinguishers daily. Emergency evacuation will be tested as required.

**11. Review:**

This health and safety policy will be reviewed as required

