

# Health and Safety Policy statement

For

## Bluegrain Ltd

The Director of Bluegrain Ltd recognises its duty to comply with the Health and Safety at Work Act 1974. The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

Named person responsible for H&S: Brett Warde

The Company recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operation and as such the Director of Bluegrain Ltd will as far as practicable:

- Provide adequate resources to maintain health and safety
- Carry out risk assessments and review them on a regular basis to ensure they remain current and applicable to the work tasks that are required.
- Provide and maintain safe systems of work which are without risk to health
- Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
- Carry out health surveillance where required.
- Ensure that all equipment supplied is maintained in a safe condition
- Make adequate provision and arrangements for welfare facilities at work
- Monitor safety performance to maintain agreed standards

The duties of the employees are to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
- Co-operate with others in the Company to fulfil our statutory duties.
- Not interfere with, misuse or wilfully damage anything provided in the interests of health and safety.
- Reporting any accidents or near misses however minor to the Site Supervisor or line manager
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.
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To ensure this policy is effective, we will

- Review it annually or on any significant changes to our business.
- Make any such changes known to our employees.

- Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare.

## **Risk Assessments**

The Health and Safety coordinator / Representative will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, they will take further advice from the H&S Coordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

## **Method Statements**

Formal method statements (safe working procedures/assignment instructions) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

## **Co-operation with Clients**

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities. Clients site procedures and specific instructions will be followed at all times.

## **Work Equipment**

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: Ray Middleton in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice.

Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor or line manager.

### **Personal Protective Equipment (P.P.E.)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: Ray Middleton

### **First Aid & Accident Reporting**

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office – the first aid box is located at reception

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities.

All accidents **MUST** be reported to your Site Supervisor/line manager and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 3

working days

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

### **Fire Safety & Emergency Procedures**

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the site by the nearest available exit and assemble at the designated assembly point.

Signed.....

Position...MD.....

Date.....