



Ian Thomas Construction Services Ltd

Occupational Health and Safety Policy

Manual

Ian Thomas Construction Services Ltd

Occupational Health and Safety Policy Manual

INTRODUCTION

This Health & Safety Policy Manual has been designed to provide an overview of the health and safety management system relevant to the activities operated by the Company along with the relevant responsibilities incumbent upon members of staff for ensuring continuing system compliance.

Specific management and operational arrangements, that address issues of compliance with current Health & Safety legislation and industry best practice, are contained in a separate arrangements manual that operates to support this Policy Manual.

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 3 of 19	Client Version No: 002

Occupational Health and Safety Policy Manual

Contents

INTRODUCTION..... 3

HEALTH AND SAFETY POLICY STATEMENT..... 5

4.3 PLANNING 6

 4.3.1 Planning for Hazard Identification, Risk Assessment and Risk Control 6

 4.3.2 Legal and Other Requirements 6

 4.3.3 Objectives..... 7

 4.3.4 Occupational Health & Safety Management Programme(s) 7

4.4 IMPLEMENTATION AND OPERATION..... 8

 4.4.1 Structure and Responsibilities 8

 4.4.1.1 Director – R.THOMAS..... 8

 4.4.1.2 Site Forman 11

 4.4.1.3 Employees' Responsibilities 12

 4.4.2 Training, Awareness and Competence 13

 4.4.3 Consultation and Communication 13

 4.4.4 Documentation 14

 4.4.5 Document and Data Control 14

 4.4.6 Operational Control 15

 4.4.7 Emergency Preparedness and Response 15

4.5 CHECKING AND CORRECTIVE ACTION..... 16

 4.5.1 Performance Measurement and Monitoring..... 16

 4.5.2 Accidents, Incidents, Non-conformances and Corrective and Preventive Action 16

 Corrective and Preventive Action 17

 4.5.3 Records and Records Management..... 17

 4.5.4 Audit..... 17

4.6 MANAGEMENT REVIEW 18

 4.6.1 Management Review 18

 4.6.2 Follow-up 19

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 4 of 19	Client Version No: 002

Ian Thomas Construction Services Ltd

Occupational Health and Safety Policy Manual

HEALTH AND SAFETY POLICY STATEMENT

Ian Thomas Construction Services Ltd recognises its responsibilities as an employer to ensure the "Health, Safety and Welfare" of all employees whilst at work and that the rights of other individuals are not adversely affected by our work activities.

Ian Thomas Construction Services Ltd is committed to a system of continual improvement with regard to its Health & Safety performance that is based upon the setting, achieving and reviewing of objectives and targets which ensure that, at least, they achieve compliance with the statutory obligations incumbent upon them. In so doing, they recognise the importance of the Hazard Identification and Risk Assessment processes in the objective-setting activities and a pro-active Health & Safety management approach.

Ian Thomas Construction Services Ltd also recognise the importance of involving their staff in the management processes and undertake both to involve them in issues that affect Health & Safety and inform, train and supervise them with regard to their responsibilities under current Health & Safety Legislation.

Overall responsibility for the maintenance and development of the Management System however rests with senior management of the Organisation and the regular setting and reviewing of objectives and the provision of adequate resource to allow those objectives to be achieved.

All aspects of Ian Thomas Construction Services Ltd Health & Safety Policy are subject to regular management review and all related processes and procedures are subject to ongoing audit. In this way, each and every individual has a vital and specific role in maintaining Ian Thomas Construction Services Ltd safety standard.

Where necessary, Ian Thomas Construction Services Ltd will seek professional and competent advice on the conduct of its Health & Safety programme.

Ian Thomas Construction Services Ltd will ensure that its Health & Safety Policy is relevant to the purpose of the business, including a commitment to comply with all relevant Legislation and any other requirements that the company may subscribe, match industry best practices and to continually improve its Occupational Health & Safety Management System's effectiveness.



Ian Thomas
Director
Date 20/11/2019

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 5 of 19	Client Version No: 002

Occupational Health and Safety Policy Manual

4.3 PLANNING

4.3.1 Planning for Hazard Identification, Risk Assessment and Risk Control

In ensuring that sufficient resources are made available for the safety plan to be achieved, it is the aim of this Company to first identify the extent of the risks that are posed by routine and non-routine activities undertaken as part of its work processes.

The basis for identifying these risks is the process of hazard identification, risk assessment and risk control. These activities are cumulatively referred to in this document as the "Risk Assessment Process".

The risk assessment process is completed on a rolling annual basis unless there is a change in the activities, equipment or fabric of the building, which demands that an interim or new assessment is completed.

Similarly, interim assessments are completed where changes in personnel occur involving tasks of specific risk, or individual personal circumstances change which have an effect on the level of risk to that individual whilst carrying out their routine tasks. (eg a medical condition)

The nature of the relevant risk assessment processes is contained in the arrangements manual with the results of the processes being entered onto an action plan which forms the basis of the health & safety objectives.

Action plans identify the task to be completed, the person responsible for ensuring that the task is completed and a deadline date for its completion.

4.3.2 Legal and Other Requirements

Many of the operations that are subject to the risk assessment process have guidance that assists in complying with health & safety legislation.

Ian Thomas Construction Services Ltd has produced a legal register that contains the relevant legislation and associated guidance notes along with the activities that are subject to these legislative demands.

Arrangements for the maintenance of this legal register are contained in the arrangements manual.

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 6 of 19	Client Version No: 002

Ian Thomas Construction Services Ltd

Occupational Health and Safety Policy Manual

4.3.3 Objectives

Ian Thomas Construction Services Ltd's health & safety management system allows for three levels of objectives:-

- I. System development objectives (Derived from management review - set annually and monitored monthly)
- II. Development implementation objectives (derived from system development objectives - Set annually)
- III. Reactive objectives (Derived from one risk assessment process, accident investigations, new projects, changes in processes etc. - set as required)

In each instance, the objectives are recorded on an action plan document that contains the information described in 4.3.1 above.

4.3.4 Occupational Health & Safety Management Programme(s)

Progress with the completion of the nominated tasks against the target dates is reviewed on a monthly basis by the Director and actions delegated to other members of staff or contractors as required.

Where tasks are falling behind the time-scales set at the outset, a joint decision between the Director/ and the safety advisor will be made concerning the most appropriate corrective action with regard to that specific task.

Procedures for the monitoring and maintenance of the action plans and objectives are contained within the arrangements manual.

Where appropriate, operating procedures (in compliance with Operational Control 4.4.6) are generated and publicised to all relevant employees, to ensure that the appropriate part of the health & safety programme is maintained.

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 7 of 19	Client Version No: 002

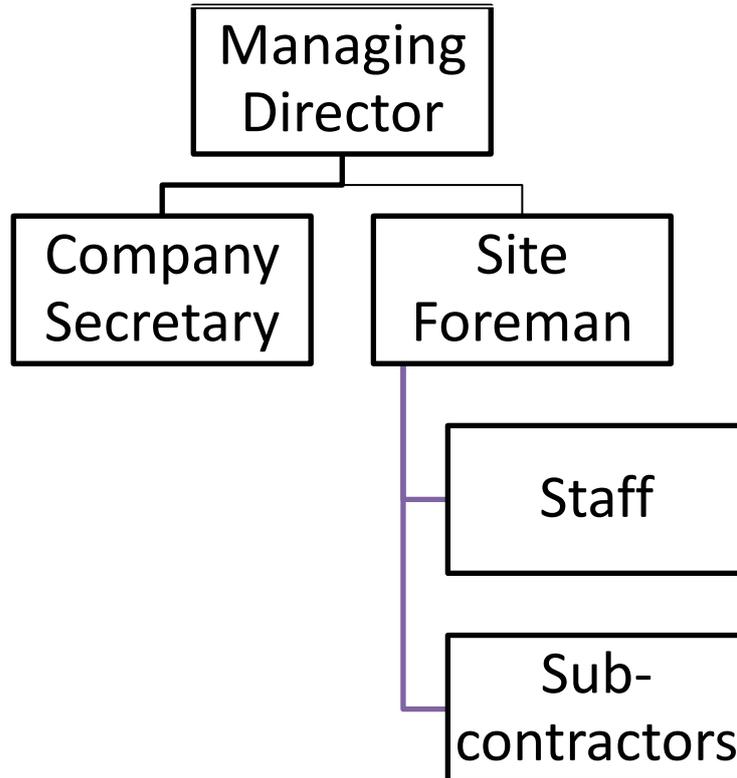
Ian Thomas Construction Services Ltd

Occupational Health and Safety Policy Manual

4.4 IMPLEMENTATION AND OPERATION

4.4.1 Structure and Responsibilities

Notwithstanding the fact that all employee's have a responsibility for their own safety and that of others who may be affected by their actions on an operational level, specific responsibilities have been assigned to certain key individuals within the organisation for ensuring that the management system operates effectively.



This structure is for health & safety purposes only:

The organisation chart provided within this policy document, outlines the structure within the organisation for the maintenance and development of the management system, other specific responsibilities and authorities are contained within various arrangements, but the main system responsibilities have been assigned as follows:

4.4.1.1 Director – R.THOMAS

- The provision of adequate resources necessary for the effective administration of health, safety and welfare arrangements.
- Deciding on priorities, taking into account legal, corporate, and moral duties, and ensuring the

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 8 of 19	Client Version No: 002

Ian Thomas Construction Services Ltd

Occupational Health and Safety Policy Manual

Company has in place strategic arrangements for planning health and safety management.

- Ensuring that sufficient funds are budgeted to meet the health and safety material, maintenance and training requirements of all equipment and processes.
- Ensuring that safety is a major consideration in all forward planning.
- Allocating specific responsibilities and ensuring that the objectives of the Health and Safety Policy are fully understood by all levels of Management and Employees.
- Maintaining the focus by actively promoting health and safety as an integral part of each person's job role.
- Liaising with the Health and Safety Executive and all other related bodies i.e. Fire Services etc, as necessary.
- Endeavouring to keep informed and updated on necessary aspects of health and safety legislation, whilst recognising his own limitations regarding specialist topics of health and safety management and to seek assistance when necessary.
- Leading by personal example.
- The provision of adequate resources necessary for the effective administration of health, safety and welfare arrangements.
- Deciding on priorities, taking into account legal, corporate, and moral duties, and ensuring the Company has in place strategic arrangements for planning health and safety management.
- Allocating specific responsibilities, setting targets, time scales and monitoring and reviewing these, and ensuring that the objectives of the Health and Safety Policy are fully understood by all levels of Management and Employees.
- Monitoring and reviewing the systems put in place for managing health and safety – in particular the Company's on-going risk assessment programme, and the subsequent actions and controls that emanate from it.
- Maintaining the focus by actively promoting health and safety as an integral part of each person's job role.
- Implementing this policy and ensuring that it is reviewed at least annually and is updated

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 9 of 19	Client Version No: 002

Occupational Health and Safety Policy Manual

accordingly, and ensuring the safety policy remains an integral part of the business and is progressively built and improved upon.

- Ensuring that controls emanating from the risk assessment process are implemented and managed.
- Ensuring that all accidents arising out of work activities are thoroughly investigated, recorded and reported.
- Ensuring that communication channels are maintained so that information concerning health and safety matters which may affect any or all employees is communicated to them and any matter relating to health and safety raised by an employee is directed to the responsible member of the management team so that any action required can be taken.
- Liaising and co-operating with Insurers and agents as necessary.
- Maintaining statutory health and safety/plant maintenance records e.g. lifting equipment, fire prevention equipment, electrical equipment etc.
- Ensuring that safe systems of work are agreed and implemented with the full acceptance and cooperation of employees so that all work within the Company is carried out as required by Statute, Codes of Practices and in house agreed procedures.
- Ensuring there are suitable and sufficient first aid facilities for their respective areas.
- Ensuring systems are in place for undertaking recorded supervisory safety inspections with particular emphasis, for example, on issues such as machinery guarding; fire protection and prevention; use of PPE; housekeeping; adherence to safety rules and procedures; use of chemicals etc.
- Ensuring all equipment, plant and substances are used safely for the task they are intended.
- Ensuring all new starters are given induction training which as an absolute minimum shall include:
 - The fire procedure, location of fire exits, location of fire fighting equipment.
 - Accident reporting and first aid procedures.
 - Hazard controls and safe systems of work identified from the risk assessment process relating to their work area.
- Maintaining a high level of housekeeping including clear gangways and safe access to/egress from the workplace.

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 10 of 19	Client Version No: 002

Occupational Health and Safety Policy Manual

4.4.1.2 Site Forman

Is responsible for ensuring the health and safety arrangements are maintained when the Director is absent.

- Ensuring that safety is a major consideration in all forward planning.
- Maintaining the focus by actively promoting health and safety as an integral part of each person’s job role.
- Liaising with the Health and Safety Executive and all other related bodies i.e. Fire Services etc, as necessary.
- Endeavouring to keep informed and updated on necessary aspects of health and safety legislation, whilst recognising his own limitations regarding specialist topics of health and safety management and to seek assistance when necessary.
- Leading by personal example.
- Deciding on priorities, taking into account legal, corporate, and moral duties, and ensuring the Company has in place strategic arrangements for planning health and safety management.
- Allocating specific responsibilities, setting targets, time scales and monitoring and reviewing these, and ensuring that the objectives of the Health and Safety Policy are fully understood by all levels of Management and Employees.
- Monitoring and reviewing the systems put in place for managing health and safety – in particular the Company’s on-going risk assessment programme, and the subsequent actions and controls that emanate from it.
- Maintaining the focus by actively promoting health and safety as an integral part of each person’s job role.
- Implementing this policy and ensuring that it is reviewed at least annually and is updated accordingly, and ensuring the safety policy remains an integral part of the business and is progressively built and improved upon.
- Ensuring that controls emanating from the risk assessment process are implemented and managed.
- Ensuring that all accidents arising out of work activities are thoroughly investigated, recorded and

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 11 of 19	Client Version No: 002

Occupational Health and Safety Policy Manual

reported.

- Ensuring that communication channels are maintained so that information concerning health and safety matters which may affect any or all employees is communicated to them and any matter relating to health and safety raised by an employee is directed to the responsible member of the management team so that any action required can be taken.
- Liaising and co-operating with Insurers and agents as necessary.
- Maintaining statutory health and safety/plant maintenance records e.g. fire prevention equipment, electrical equipment etc.
- Ensuring that safe systems of work are agreed and implemented with the full acceptance and cooperation of employees so that all work within the Company is carried out as required by Statute, Codes of Practices and in house agreed procedures.
- Ensuring there are suitable and sufficient first aid facilities for their respective areas.
- Ensuring systems are in place for undertaking recorded supervisory safety inspections with particular emphasis, for example, on issues such as machinery guarding; fire protection and prevention; use of PPE; housekeeping; adherence to safety rules and procedures; use of chemicals etc.
- Ensuring all equipment, plant and substances are used safely for the task they are intended.
- Ensuring all new starters are given induction training which as an absolute minimum shall include:
 - The fire procedure, location of fire exits, location of fire fighting equipment.
 - Accident reporting and first aid procedures.
 - Hazard controls and safe systems of work identified from the risk assessment process relating to their work area.
- Maintaining a high level of housekeeping including clear gangways and safe access to/egress from the workplace.

4.4.1.3 Employees' Responsibilities

To minimise hazards and risk in the workplace all employees shall be issued with an employee handbook that details the procedures to control risk.

In accordance with Ian Thomas Construction Services Ltd's Health & Safety Policy, all employees have an individual responsibility and duty for the following:-

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 12 of 19	Client Version No: 002

Ian Thomas Construction Services Ltd

Occupational Health and Safety Policy Manual

- Making themselves familiar with, and conforming with, Ian Thomas Construction Services Ltd's Health & Safety Policy and arrangements at all times.
- Conform to the safety rules and safe systems of work procedures at all times, including permit to work systems, inspection and testing etc.
- Wearing appropriate safety or protective equipment, personal footwear or clothing and using appropriate safety devices, as specified, at all times.
- Make suggestions to improve health & safety within the Company to the Director.
- Report without any delay all risks or hazards, including defects to machinery, unsafe practices, and "near miss" situations directly to the Director.
- Report without any delay any injury suffered as the result of any accident during the course of their work to their immediate supervisor or first aider as appropriate.
- Ensure that a good level of housekeeping at and around their workstation is maintained at all times
- Take reasonable care of themselves and other persons who may be affected by their acts or omissions whilst at work.

4.4.2 Training, Awareness and Competence

Training provision divides into three main areas:-

Induction Training - an internal programme covering the general Health & Safety issues and items of specific importance to the role for which the employee has been recruited.

Job / task Specific Training - internal or external programmes relating to specific functions required of job functions or Health & Safety specific functions where a specialist skill or knowledge is required.

Refresher Training - Internal or external programmes relevant to maintaining or updating a job specific or Health & Safety specific skill.

The Director is responsible for identifying training needs and for ensuring that training is sourced or provided internally to satisfy the training needs.

4.4.3 Consultation and Communication

Due to the size of the Organisation and the nature of the work, consultation and

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 13 of 19	Client Version No: 002

Ian Thomas Construction Services Ltd

Occupational Health and Safety Policy Manual

communication of Health & Safety issues is generally on an informal daily basis between the management and other employees.

However, where more formal means of communication are required (e.g. objectives achievement, accident / incident reports, buildings maintenance etc.) formal reporting procedures exist.

Notwithstanding the generally informal nature of the lines of communication, objectives are publicised to all employees that may be involved in monitoring the progress of the tasks to completion.

Where changes in the activities of the Organisation demand, the need to convene a formal Health & Safety committee will be raised by the consultant and discussed at an interim management review meeting.

4.4.4 Documentation

A three tier Health & Safety Management System is established, namely:-

1. This Occupational Health & Safety Manual;
2. The related Arrangements Manual; and
3. Employee handbook

The Director is responsible for retaining the "Master" copy of these documents and for ensuring that the necessary numbers of copies are issued to the employees or other interested parties.

Responsibility for the review of these documents along with any related registers, guidance or standard documentation rests with the Director.

4.4.5 Document and Data Control

Procedures exist for the issue, review and revision of all documents and data forms central to the overall Health & Safety Management System.

Within this arrangement, there is a list of documents to be controlled along with their respective location, scheduled frequency for review and the demands for storage of the information contained upon them.

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 14 of 19	Client Version No: 002

Occupational Health and Safety Policy Manual

4.4.6 Operational Control .

Arrangements and, where appropriate, related safe working practices have been produced that outline the operational and managerial controls relevant to:-

1. All routine operations that carry a significant risk.
2. All non-routine operations which require specific attention to be paid to Health & Safety issues.
3. All operations that require outside contractor involvement.
4. Building and equipment monitoring and maintenance.
5. Violence at work.
6. Traffic management.
7. Alcohol, drugs and weapons.

In most instances, the production of such arrangements follows the completion of a suitable and sufficient risk assessment, or where appropriate, the procedure demands that risk assessments are completed before any of the identified activities can commence.

Where the latter applies, it is usual to require risk assessments and method statements from a third party which are reviewed by and retained by consultants, SHREC Ltd.

4.4.7 Emergency Preparedness and Response

The nature of the work undertaken at Ian Thomas Construction Services Ltd site is such that protracted emergency plans are not necessary and do not apply.

Accordingly, procedures and where appropriate, safe working practices have been developed to address the potential emergency situations that could arise from breakdowns in:-

1. Fire Safety; and
2. Accidents / Incidents Prevention.

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 15 of 19	Client Version No: 002

Ian Thomas Construction Services Ltd

Occupational Health and Safety Policy Manual

4.5 CHECKING AND CORRECTIVE ACTION

4.5.1 Performance Measurement and Monitoring

Ian Thomas Construction Services Ltd's Health & Safety Management System allows for both proactive and reactive monitoring.

Proactive monitoring is achieved by way of a number of performance review mechanisms, e.g.:-

1. Risk Assessment.
2. Workplace Inspections.
3. Fire Inspections.
4. Periodic Statutory Inspections (e.g. Portable Appliance Tests & Fire Equipment etc.).
5. Compliance with the various action plans.

Reactive monitoring is undertaken following serious accidents or incidents, reports of ill-health or property damage.

The Director reviews both aspects of monitoring on a monthly basis.

There is minimal measurement equipment used by Ian Thomas Construction Services Ltd That affects the performance of the Health & Safety Management System and such equipment is maintained in accordance with its risk assessments for the activity and the management supervision of the activity.

Measurement of performance therefore focuses on an ongoing evaluation of achieving the action plans within the timescales agreed and from review of the relevant inspection documentation.

4.5.2 Accidents, Incidents, Non-conformances and Corrective and Preventive Action

Arrangements exist to ensure that variations from the Policy and uncontrolled activities are investigated and where appropriate remedial action planned and implemented.

Accident, Incident and Non-conformance Investigations

Accidents, incidents and non-conformances are divided into three main categories:-

1. Major Injuries / Incidents (always investigated and where appropriate reported to the enforcing authorities);
2. Minor Injuries / Incidents (only investigated where sufficiently serious to warrant

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 16 of 19	Client Version No: 002

Occupational Health and Safety Policy Manual

investigation);

3. Substantial variations to working practices resulting in dangerous occurrences arising (always investigated);

All such investigations are undertaken by the Director and any remedial action arising is entered onto a remedial action plan for implementation by the Director and relevant staff.

Corrective and Preventive Action

The need for corrective action is identified from inspection documentation, accident/incident reports and internal system audits. Where remedial action is required this action is divided into specific measurable tasks and entered onto the remedial action plan.

Preventive actions are identified from the risk assessment process and are also implemented via the remedial action plan process.

In both instances, ongoing monitoring assesses the suitability of the remedial actions taken and the successes of all remedial activities are reviewed at management reviews.

4.5.3 Records and Records Management.

The Director is responsible for the retention and maintenance of the health & safety system records in line with the procedures that have been established.

A list of the records that exist along with their minimum retention times has been established and contained within the arrangements.

4.5.4 Audit

The Director is responsible for producing and maintaining an ongoing audit schedule of all aspects of this policy and its implementation across the Company.

The audit schedule is arranged so that every aspect is audited at least once each year, though the frequency may increase where an audit result or other indicator shows that the aspect should be audited more frequently.

Results of the audits are reviewed at management reviews.

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 17 of 19	Client Version No: 002

Occupational Health and Safety Policy Manual

4.6 MANAGEMENT REVIEW

4.6.1 Management Review

Purpose of the Review

The will ensure that Health & Safety Review Meetings are conducted each month with a minim of 6 per calendar year. The persons to be present at these meetings are:-

- 1. The Director;
- 2. Employee Representatives;(if required)
- 3. Any other person co-opted to assist in the maintenance and development of the Management System.
- 4. The Health & Safety Consultant; normally once per year.

This review meeting is the top-level management consideration of the continuing suitability of the Health & Safety Management System and is the main forum for the creation of the system development objectives.

Agenda for the Review Meeting

- 1. The Agenda for the meeting will typically include the following agenda items:-
- 2. Previous minutes;
- 3. Performance review from non-conformances and audit results;
- 4. Review of risk assessment processes and results;
- 5. Changes in health & safety legislation and its impact;
- 6. Review the progress of current targets and objectives;
- 7. Set new targets and objectives;
- 8. Review the Health & Safety Policy, the Manual and Procedures;
- 9. Assess any training needs;
- 10. Any other business.

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 18 of 19	Client Version No: 002

Occupational Health and Safety Policy Manual

4.6.2 Follow-up

The Director will issue and distribute minutes, which include copies of all relevant action plans. A copy of the minutes will be communicated to each employee and a further copy is retained for the health & safety records.

OCCUPATIONAL HEALTH & SAFETY FORMS		001
www.shrec.org.uk		Issued to Client: December 2017
SHREC Issue 2.03 – Jan 15	Page 19 of 19	Client Version No: 002