



Health & Safety Policy

MSP 01a

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Suttle Projects Ltd recognises and accepts its responsibilities as an employer for, so far as reasonably practicable, providing a safe and healthy working environment for all its employees and for ensuring the health and safety of others who may be affected by the company's operations.

The Managing Director has ultimate responsibility for health and safety in the business and is in charge of health and safety, the leadership team is committed to creating a positive culture and leading by example as it is implemented.

The company's management team will ensure that a consistently high standard of achieving this policy is maintained paying due regard to health, safety and welfare legislation.

In order to achieve this, the company will take all reasonably practicable steps:

- i. to provide adequate resources to control the health and safety risks arising from our work activities
- ii. to consult with our employees on matters affecting their health and safety
- iii. to provide and maintain safe plant and equipment
- iv. to ensure safe handling and use of substances
- v. to provide information, instruction and supervision for employees
- vi. to ensure all employees are competent to do their tasks, and to give them adequate training
- vii. to prevent accidents and cases of work-related ill health
- viii. to maintain safe and healthy working conditions
- ix. to review and revise this policy as necessary at regular intervals
- x. to promote driver sharing to reduce fatigue when travelling
- xi. to commit to reducing workplace hazards
- xii. to commit to participation of workers
- xiii. to commit to achieving the health and safety targets and objectives that we set
- xiv. to implement a positive behavioural safety culture within the business

The company will work to create a positive approach to health, safety and welfare culture throughout the operations of the company ensuring that consultation with employees is established and maintained. All employees are reminded that they are responsible for taking care of their own health and safety and that of the people they work with.

The company is committed to the continual improvement of health and safety performance and ensures that procedures and training are in place to achieve this objective.

The company and its Railway Group Safety Plan adheres to industry and Network Rail standards.

Signed:

A handwritten signature in black ink, appearing to be 'J Paine', written over a horizontal line.

J Paine, Managing Director

Dated: 12th January 2024

Date of next review: Jan 2025

Health & Safety Management

With regards to Health and Safety management, the overall and final responsibility for health and safety is that of the Managing Director.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Responsibilities

Managing Director

- Establish, review and publish a Health and Safety Policy;
- Implement the policy and ensure compliance with both statutory and other obligations within the area of his control;
- Develop, implement and maintain procedures to assist in the delivery of the Health and Safety Policy;
- Ensure that risk assessments are undertaken for all aspects of the company's operations;

SHE Manager

- Ensure that risk assessments for operations of the business are carried out and reviewed;
- Review the policy and ensure compliance with both statutory and other obligations
- Ensure work place inspections are carried out and review and action findings;

Contracts Manager

- Ensure that risk assessments for operations of the business under his control are carried out;
- Implement the policy and ensure compliance with both statutory and other obligations within the area of his control;
- Cooperate with SHE department to ensure inspections are carried out and review and action findings;

Site Manager

- Undertake risk assessments for operations of the business under his control, reporting findings to the Contracts Manager;
- Ensure that all actions required from the risk assessments are implemented and that the implemented actions have removed/reduced the risks.
- Risk Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest;
- Implement the policy and ensure compliance with both statutory and other obligations within the area of his control;
- Carry out periodic work place inspections and report findings to Contracts Manager;

All employees

- co-operate with supervisors and managers on 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
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Consultation with employees

Suttle Projects will consult with employees on matters of Health and Safety. This consultation will be carried out either directly or through an elected representative.

Safe plant and equipment

The Managing Director will ensure that a maintenance schedule is drawn up for all items of plant and equipment needing maintenance. He will ensure that the identified maintenance is implemented.

Prior to the purchase of any new or used plant, the Managing Director is to ensure that the plant and equipment meets health and safety standards.

Safe handling and use of substances

In accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), Site Managers are responsible for identifying all substances which need a COSHH assessment. Site Managers are to carry out a COSHH assessment and ensure that all actions identified in the assessment are implemented. The Site Manager is to brief this to all relevant employees.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Information, instruction and supervision

The Site Agent or senior manager is responsible for ensuring that all employees working at locations under control of other employers are given relevant health and safety information.

Health and Safety advice is available through the Managing Director.

Competency for tasks and training

All employees will be given health and safety induction training when they start work, which will cover basics such as first aid and fire safety.

With each project, the Site Manager will provide job-specific health and safety training to relevant employees as required. If the Site Manager is unable to provide the required training, he is to seek authority from the Managing Director and arrange the training to be undertaken by an approved training provider.

Each employee will receive an annual appraisal where their line manager will review their skills and training and that required for their position. Any training required will be identified by the manager and forwarded to the Managing Director for approval.

Training records will be kept on individual's employee's personal files.

Driving

Whenever possible, driving should be shared between individuals to reduce fatigue when driving. When driving alone, adequate breaks should be taken to ensure tiredness does not affect concentration when driving.

All employees are reminded that it is illegal to smoke in company vehicles.

Hands Free Telephones

Employees are reminded that they must concentrate when driving and remove distractions that may affect their driving ability.

Telephones are not to be used when driving and hands-free devices are only to be used as a last resort. Employees are encouraged to give phones to passengers prior to setting off or to pull over to answer calls.

Accidents, first aid and work-related ill health

Due to the nature of certain work, specialist health surveillance will need to be undertaken for employees involved with this work. Health surveillance is required for employees doing the following jobs:

- Working with lead-based paints or structures covered in lead-based paint.

The Managing Director will arrange health surveillance and records will be kept on employees' personal file.

First Aid arrangements will be dependent on site, number of employees and nature of work. Arrangements are to be briefed to all staff at the location. Accidents are to be recorded on accident forms, which are to be submitted to the Managing Director within 48 hours. The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

SHE Department in collaboration with Contracts Managers are to carry out monthly Site Safety Inspections to ensure that safe working practices are being followed. Site Safety Inspections are to be made available to the Managing Director within 1 week of completion.

Following accidents, incidents, near misses or work-related causes of sickness absences, the Managing Director is responsible for carrying out investigations and implement finding.

Emergency procedures – fire and evacuation

The SHE Manager is to ensure that a fire risk assessment is undertaken and implemented for all Suttle Project Offices.

The SHE Manager is to ensure an annual check of the following:

- Escape Routes
- Fire Extinguishers
- Fire Alarms