



Andhouse C&P
CEILINGS · PARTITIONS · GLASS · JOINERY · DECORATING

Andhouse C&P Ltd: Health and safety policy

DATED

14 March 2024

HEALTH AND SAFETY POLICY (REVISION 8)

CONTENTS

CLAUSE

1.	About this policy.....	1
2.	Contract Managers.....	2
3.	Project managers, Site managers and Assistant Site Managers	3
4.	Estimators / Planners /D&B Co-ordinators.....	4
5.	Temporary Works Supervisors	4
6.	Company Employees Generally - Including Temporary Workers.....	5
7.	Persons on company sites or premises.....	6
8.	Monitoring and Control	6
9.	Co-operation and Communication.....	6
10.	Risk Control and Safe Methods of Work.....	7
11.	Method Statement.....	7
12.	Training	8
13.	Security and Public Safety	8
14.	Accident Reporting and Dangerous Occurrences	8
15.	Your responsibilities.....	9
16.	Equipment.....	10
17.	Fire safety	10
18.	Computers and display screen equipment.....	10



Andhouse C&P
CEILINGS · PARTITIONS · GLASS · JOINERY · DECORATING

HEALTH & SAFETY POLICY STATEMENT

Andhouse C&P Limited is committed to safeguarding the health, safety, and welfare of its employees as well as the people and property affected by its operations. To reduce risk of accident or injury the company seeks to provide a work environment that, as far as is reasonably practicable, is safe and preserves the health and welfare of those that work within it and those that are affected by its activities.

The company is committed to continuously improve its standard of health and safety throughout its operations. To this end the Managing Director Martin Anderson provides leadership in health and safety matters by engaging and training the workforce in the achievement of safe and healthy working conditions and promoting best practice as far as is practicable. The board is committed to providing adequate resources to train, monitor and assess the company's health and safety performance and deliver the objectives set for continuous improvement.

The requirements of this policy are communicated to all employees through the company's heads of department and the management of health and safety is promoted through consultation and involvement. The health and safety policy are displayed at all company sites and offices and issued to all new staff joining the company at induction.

It is the duty of managers to prevent injury and ill health as far as is practicable and it is the duty of each employee to exercise personal responsibility for their own health, safety, and welfare as well as that of other people. Compliance with legal requirements should be always adhered to and no breaches should be tolerated.

This policy will be reviewed periodically and amended as necessary to ensure that it remains relevant to the activities of the company and complies with current legislation and best practice.

Martin Anderson
Managing Director

Dated: March 2024

1. **ABOUT THIS POLICY**

- 1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff, and anyone visiting our premises or affected by our work.
- 1.2 Managing Director Martin Anderson has overall responsibility for health and safety and the operation of this policy.
- 1.3 Martin Anderson will communicate this policy and promote health and safety awareness and safe practices to all employees:
- 1.4 Assign responsibilities as outlined in this policy.
- 1.5 Identify the company's training needs and maintain an ongoing training programme to meet those needs.
- 1.6 Monitor and assess health and safety performance in the pursuance of continuous improvement.
- 1.7 Ensure the development of adequate health and safety documentation.
- 1.8 Maintain records of accidents and safety performance.
- 1.9 Advise employees of safe and healthy working practices.
- 1.10 Ensure legal compliance and the implementation of health, safety and environmental management plans, risk assessments, method statements, fire plans and similar across all company operations.
- 1.11 Review safety reports to ensure that, in the case of persistent breaches of safety rules, appropriate action is taken to avoid a reoccurrence as far as reasonably practicable.
- 1.12 Advise the company on new legislation, approved codes of practice and similar guidance.
- 1.13 This policy does not form part of any employee's contract of employment, and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. **CONTRACT MANAGERS**

2.1 Contract managers shall:

2.2 Abide by the company's health and safety policy and the company's management system and associated documentation.

2.3 Develop contract health, safety and environmental plans initiated by the Principal Designer for the construction phase of each project in conjunction with the site manager

2.4 Develop where applicable project/ location specific procedures and safe working practices in line with legislative requirements and company policy and local risk assessments.

2.5 Ensure suitable and sufficient risk assessments are undertaken to eliminate risk of accident and/ or injury or, where that is not reasonably practicable, reduce those risks

2.6 Review safety reports relating to their contracts and ensure that corrective action is taken by the site manager and these actions recorded appropriately

2.7 Check first aid facilities, check the accuracy and completeness of statutory notices and registers, and ensure that the provisions of all relevant legislation are adhered to.

2.8 Maintain for reference the General Arrangements file.

2.9 Ensure that their project teams, sub-contractors, visitors, etc. have access to adequate welfare facilities.

2.10 Ensure that their project teams have an adequate level of competence, supervision, instruction, and information to complete their work safely.

2.11 Ensure that their sites display all necessary safety and policy documentation in accordance with the company notice boards

2.12 Report and investigate incidents as necessary.

2.13 Ensure the proper selection and adequate management of suppliers and sub-contractors.

3. **PROJECT MANAGERS, SITE MANAGERS AND ASSISTANT SITE MANAGERS**

- 3.1 Managers who are responsible for the day to day running of Andhouse sites shall:
- 3.2 Adhere to the company's health and safety policy and the company's management system and associated documentation, including the construction phase health, safety and quality plans
- 3.3 Maintain and use the General Arrangements file as a reference in managing health and safety effectively.
- 3.4 Ensure that all operatives use the appropriate PPE for every operation as appropriate
- 3.5 Maintain a safe means of access and egress to and from places of work.
- 3.6 Ensure work related hazards are identified and that suitable and sufficient risk assessments are in place to eliminate risk of accident and/ or injury or, where that is not reasonably practicable, reduce those risks.
- 3.7 Ensure work related hazards are identified and that suitable and sufficient risk assessments are in place to eliminate risk of accident and/ or injury or, where that is not reasonably practicable, reduce those risks.
- 3.8 Review safety reports and ensure that corrective action is taken and recorded appropriately
- 3.9 Provide comprehensive instruction to all employees, visitors, and sub-contractors on their responsibilities in relation to method statements and site rules and ensure that they take all reasonable and practicable steps to prevent unsafe working conditions and accidents from occurring.
- 3.10 Ensure that plant and machinery is inspected periodically and properly maintained in compliance with legal requirements.
- 3.11 Maintain good records including a site diary, site inductions and attendance lists, accidents and near misses, complaints, and inspection logs.
- 3.12 Maintain good housekeeping at all times.
- 3.13 Ensure that defects are reported and, as far as practicable, promptly rectified.

- 3.14 Maintain first aid facilities, check the accuracy and completeness of statutory notices and registers, and ensure that all necessary safety and policy documentation is displayed on site notice boards.
- 3.15 Ensure that the provisions of all relevant legislation are adhered to
- 3.16 Ensure as far as practicable that proper welfare facilities are provided.
- 3.17 Report and investigate incidents as necessary.
- 3.18 Promote and communicate safe working practices by effective consultation with employees, subcontractors and site operatives, e.g., toolbox talks, induction, pre-order meetings, etc.

4. **Estimators / Planners /D&B Co-ordinators**

- 4.1 Understand the Andhouse Health and Safety Policy and commitment to safe working.
- 4.2 Ensure that all tenders adequately cover safe methods of work together with adequate welfare facilities
- 4.3 Draw to the attention of management any hazards relating to the project or to plant or materials to be used on the project
- 4.4 Set an example through high personal standards in the application of health and safety.
- 4.5 Identify any requirements for temporary works, its application and make do allowance for it at tender stage.
- 4.6 Ensure that design risk assessments are carried out where appropriate by any design consultants employed by Andhouse and due attention is given to minimise risk in the construction process.

5. **TEMPORARY WORKS SUPERVISORS**

- 5.1 Control and supervise all temporary works activities on site.
- 5.2 Ensure compliance with safety regulations, other relevant statutory provisions, instructions, and arrangements in respect of the Andhouse Health and Safety Operating Procedures.

- 5.3 Ensure temporary works/ falsework requirements are identified sufficiently in advance of work and that risks identified at design stage, as well as assumed construction methods and loading constraints, are incorporated into the temporary works design brief
- 5.4 Ensure that independent design checks are carried out and that the temporary works design is satisfactory and made available to the relevant parties.
- 5.5 Register or record all drawings, calculations and other relevant documents relating to the final design.
- 5.6 Ensure that risk assessments and guidance notes are prepared covering the safe erection and dismantling sequence.
- 5.7 Ensure that temporary works are safely erected and dismantled in accordance with the approved designs, using only the specified materials, equipment components, sequences and method statements.
- 5.8 Ensure that appropriate inspections are carried out prior to the use of temporary works and that necessary corrections are identified, recorded, and implemented where required and prior to use of the temporary works.
- 5.9 Ensure that appropriate maintenance is carried out to temporary works (e.g., to facade retention structures).
- 5.10 Ensure that temporary works are used, loaded, unloaded, dismantled/ struck strictly in accordance with the designs, and issue and control appropriate permits to load/ unload, dismantle/ strike temporary works/ falseworks accordingly.

6. **COMPANY EMPLOYEES GENERALLY - INCLUDING TEMPORARY WORKERS**

- 6.1 Employees other than those that fall within the definitions above shall:
- 6.2 Work with reasonable care to ensure the health and safety of themselves, others and their working environment.
- 6.3 Ensure they understand the instructions provided and work in strict accordance with those instructions and the relevant training they have undergone
- 6.4 Take care of their health through correctly using equipment, materials, and controls, cooperating with measures used to minimise ill-health including the early reporting of concerns, wearing of PPE as identified by risk assessments, etc.

6.5 co-operate with those allocated with H&S responsibilities.

6.6 report problems, hazards, or potential hazards in relation to H&S to their manager.

7. **PERSONS ON COMPANY SITES OR PREMISES**

7.1 Operatives, suppliers, sub-contractors, visitors, and others who are on Andhouse's sites or premises shall:

7.2 Observe Andhouse's safety rules and the instruction of Andhouse managers and/ or supervisors.

7.3 Meet the standards required of them in the performance of the work activities undertaken with or on behalf of Andhouse.

7.4 Ensure that those they employ are fit to undertake their duties

7.5 Always report to the site office when on site or reception when at an Andhouse office upon arrival on each day and every visit.

8. **MONITORING AND CONTROL**

8.1 Andhouse is committed to ensuring that an appropriate degree of control is exerted over all workplaces through the provision of competent line management who understand their responsibilities, the company's health and safety procedures, risk assessments and method statements

8.2 Monitoring and control will also be exerted through regular health and safety audits undertaken by external sources who report company health and safety performance to senior management.

8.3 Supervision levels are determined according to the level of risk involved in their activities and the competence of those undertaking the task and should be agreed prior to the commencement of operations and be subject to continuous review.

9. **CO-OPERATION AND COMMUNICATION**

9.1 Andhouse considers co-operation and communication between individuals, safety representatives, managers, employees, and all interested parties essential to combating risks to health and safety. Therefore, the company will promote co-operation to generate the added benefits that arise from the involvement of all and the pooling of knowledge and experience. Andhouse communicates through various mechanisms to improve health and safety risk management.

9.2 Andhouse's consultation methods and forums for communication include but are not limited to:

9.3 • Quarterly departmental meetings

9.4 • Bi-annual production meetings

9.5 • Quarterly health and safety reviews

9.6 • Monthly health and safety reviews at management meetings

9.7 • Toolbox talks on site with site staff and site operatives

9.8 • Promotion of an "open door" policy for all employees

9.9 • Formal health and safety meetings with Andhouse's external auditors

9.10 • Subcontractor involvement during preparation of risk assessments and method statements for work activities

9.11 Andhouse requires all staff to "lead by example" and to emphasise the importance of health and safety through their visible behaviour.

10. **RISK CONTROL AND SAFE METHODS OF WORK**

10.1 The assessment of risk is a process that identifies hazards and details the control measures to be adopted. The risk assessment process should start at the earliest possible stage of a project or task and continue during the works, focusing on successively smaller elements of work and work interfaces. A comprehensive range of risk assessments have been created and are available for download from www.hsdirect.co.uk (portal). All personnel are encouraged to use these as templates and upload any new or revised versions so that everyone can benefit from the collective experience.

11. **METHOD STATEMENT**

11.1 Method statements will generally be produced in conjunction with subcontractor involvement and, where practicable, from standard procedures. The precise content of a method statement will vary according to the scale and complexity of the task and the level of risk involved. However, a standard company method statement format may be used to ensure all relevant information which should be included is covered.

12. **TRAINING**

- 12.1 A structured health and safety training programme is to be administered by the director covering all the company's employees. Andhouse is committed to ensuring that employees possess the appropriate level of competence dependent on their role in the organisation. This will be achieved through a combination of appropriate recruitment, training, selection, and development of individuals, backed by advisory support. Managers at all levels are responsible for assessing and meeting the training needs of their staff. Andhouse will advise and assist managers in carrying out these tasks and in compiling formal training, as well as ensure health and safety training records for all employees are maintained.

13. **SECURITY AND PUBLIC SAFETY**

- 13.1 A structured health and safety training programme is to be administered by the construction director covering all the company's employees. Andhouse is committed to ensuring that employees possess the appropriate level of competence dependent on their role in the organisation. This will be achieved through a combination of appropriate recruitment, training, selection, and development of individuals, backed by advisory support. Managers at all levels are responsible for assessing and meeting the training needs of their staff. The personnel department will advise and assist managers in carrying out these tasks and in compiling formal training, as well as ensure health and safety training records for all employees are maintained.

14. **ACCIDENT REPORTING AND DANGEROUS OCCURRENCES**

- 14.1 In the event of an accident and/ or incident occurring the following guide applies.

Type of Incident & Action to be taken

- 14.2 Accident resulting in death
- 14.3 1. Notify the HSE as soon as possible by telephone.
- 14.4 2. Notify the construction director or managing director by telephone.
- 14.5 3. Upon full investigation, a director nominated by the board will complete form F2508 and forward it to the appropriate HSE area office within ten days of the accident.
- 14.6 4. Undertake accident and incident report.

- 14.7 Accident resulting in major injury or admission into hospital for more than 24 hours as above
- 14.8 Accident resulting in a person being incapacitated for work for over seven days (excluding the day of the accident but including any non-working day)
- 14.9 1. Notify the construction director by telephone.
- 14.10 2. The contract manager or construction director will complete form F2508 and forward it to the appropriate HSE area office within ten days of the accident.
- 14.11 3. Undertake accident and incident report.
- 14.12 Accident less than 3 days
- 14.13 Accident book.
- 14.14 Near misses and dangerous occurrences (for definition of a dangerous occurrence contact the director). Undertake accident and incident report.
- 14.15 N.B. Details of the above accidents must be entered in the accident Book as must all accidents resulting in injury, however trivial. Safety Bulletin no. 2, the Reporting of injuries, Diseases and Dangerous occurrences Regulations 2013 (RIDDOR) and leaflet INDG453 (rev 1) 'a Brief guide to the reporting of injuries, Diseases and Dangerous occurrences Regulations' (RIDDOR published 01/10/13).
- 14.16 The incident contact centre (ICC) may be used as an alternative means of reporting notifiable accidents and dangerous occurrences: Internet Reports www.hse.gov.uk/riddor Telephone Reports 0845 300 9923 Accident statistics will be collated and recorded monthly by the director in charge and reported to senior management.

15. **YOUR RESPONSIBILITIES**

- 15.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 15.2 You should report any health and safety concerns immediately to your line manager or Director Martin Anderson.

15.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.

15.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

16. **EQUIPMENT**

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

17. **FIRE SAFETY**

17.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

17.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point which is located at the main gate.

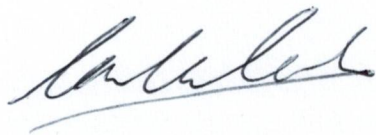
17.3 Fire drills will be held at least every 12 months and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

18. **COMPUTERS AND DISPLAY SCREEN EQUIPMENT**

18.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.

18.2 Further information on workstation assessments, eye tests and the use of DSE can be obtained from Martin Anderson, Managing Director.

ANDHOUSE C&P LIMITED



MARTIN ANDERSON

MANAGING DIRECTOR

