

**2.1 Group Safety Policy**



**DRAYTON BUILDING  
SERVICES LTD**

**Group Safety Policy**

**Organisation and Responsibilities**

**Revised January 2008**

## **DRAYTON BUILDING SERVICES LTD GROUP OF COMPANIES GROUP SAFETY POLICY**

Section 2(3) of the Health & Safety at Work Act 1974 states:

"Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring that statement and any revision of it to the notice of all his employees."

### **INTRODUCTION**

This Group Policy is a statement of intent by Drayton Building Services Limited, so as to comply with current legislation to provide a safe place of work for employees and to ensure an adequate system of communication on all matters affecting health and safety at work. The overall responsibility rests with Management of each Company within the Group. All employees at every level must accept degrees of responsibility for carrying out this Policy and ensuring safe methods of work. Every attempt will be made to bring to the attention of all employees that they have a responsibility to safeguard themselves and that their actions do not place others at risk.

For the purpose of this Group Safety Policy the term "Company" shall mean a Company within the Drayton Building Services Group of Companies.

The Management of each Company undertakes to make every employee aware of his legal obligation to comply with statutory legislation and to provide all necessary documentation. A safe system of work is to be employed so as to avoid risk or possible injury to all employees and members of the public.

### **GENERAL**

Company Management undertakes the following:

1. To promote responsibility and accountability for each level of employee in the prevention of injury and damage.
2. To promote awareness of legal, personal and economic responsibility.
3. To provide the necessary training at all levels to enable each individual to carry out his responsibilities as laid down.
4. To take into account, at tendering and work planning stages, those factors that help eliminate injury, damage and waste.
5. To make specific arrangements with Sub-Contractors and any other individual contractors who may be working on the same site.
6. To ensure that dangerous occurrences, fatalities and major injuries are recorded and reported to the Health & Safety Executive and that investigation and costing is carried out as applicable.
7. To provide the correct equipment and protective clothing.
8. To liaise with external accident prevention organisations and to circulate information at all levels within the Company.
9. To encourage discussion of health and safety matters at all levels.
10. To provide sufficient funds to implement this Policy.

### **EMPLOYEES**

All employees have duties imposed on them by the Health & Safety at Work Act, the Management of Health & Safety at Work Regulations and other legislation. In particular they must:

- (a) Take reasonable care of their own safety and that of others who may be affected by their acts or omissions at work.
- (b) Co-operate with the Company in its arrangements for complying with its legal duties.
- (c) Neither intentionally nor recklessly interfere with anything provided for their health safety or welfare.
- (d) Use any work equipment, substance or system of work provided by their employer in accordance with the training and instruction given to them.
- (e) Inform their line management or Safety Advisor of any work situation which they may reasonably consider to be a serious and immediate danger to health and safety or of any serious shortcomings in the company's protection arrangements for health and safety.

All employees must make themselves familiar with this Policy and, in particular with their responsibilities as detailed in the following pages.

**NOTE**

Within this Policy the term "health & safety" is defined to mean:

- (a) The prevention of injury to individuals and dangerous occurrences.
- (b) The control of all situations and procedures likely to cause injury, damage to plant, property and materials.
- (c) The application of measures to promote occupational health and hygiene.
- (d) The investigation of "near miss" situations that could have resulted in injury, damage to plant, property and materials.
- (e) Fire prevention and fire control.
- (f) The identification and elimination of hazards.



M. C. Gibson  
Managing Director

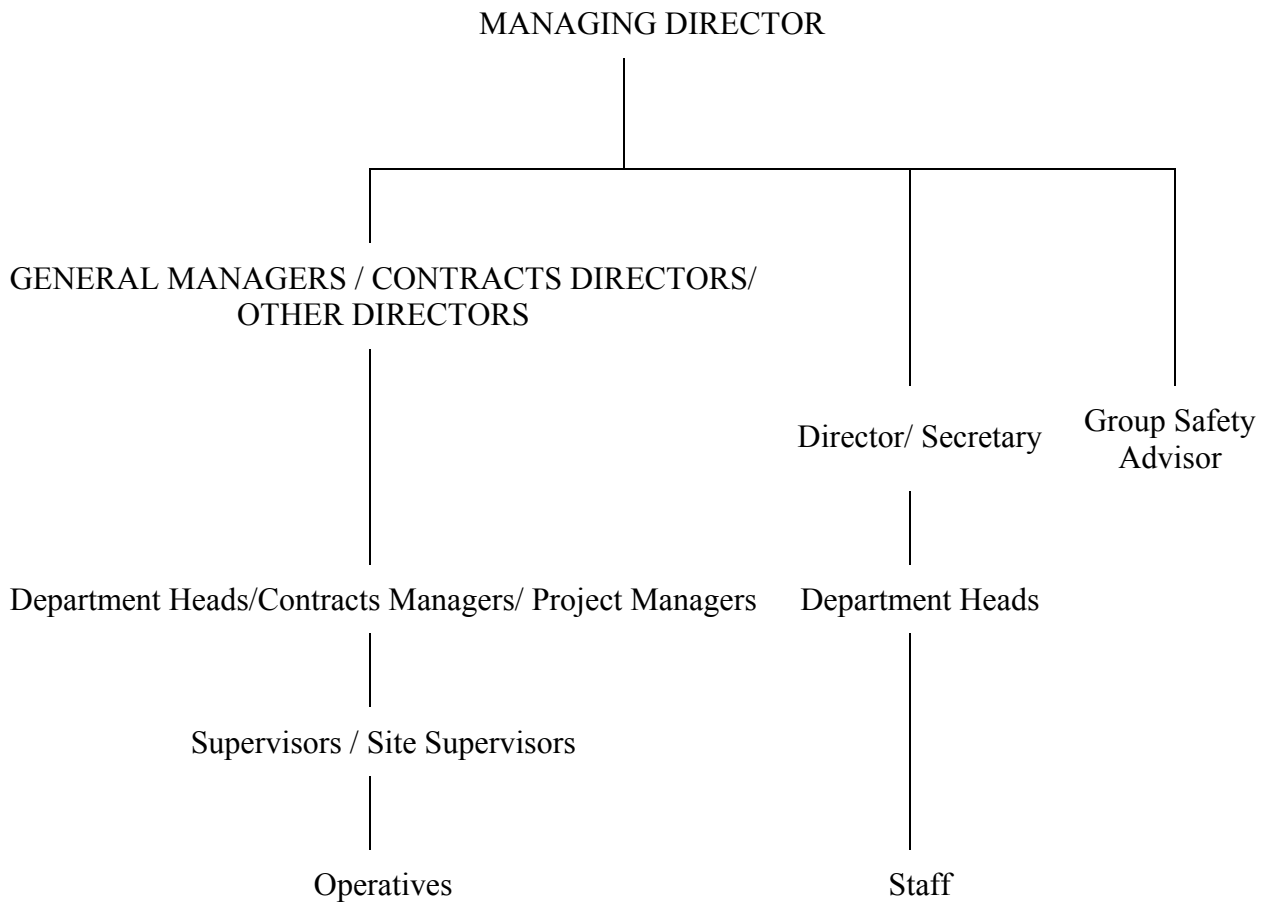
DRAYTON BUILDING SERVICES LIMITED  
Horizon House, Frensham Road  
Sweet Briar Industrial Estate  
NORWICH Norfolk NR3 2BT

January 2008

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**ORGANISATION**

**DRAYTON BUILDING SERVICES LTD**



Lines of Responsibility and Communication \_\_\_\_\_

**INDIVIDUAL RESPONSIBILITIES  
THE GENERAL MANAGER / DIRECTOR**

1. Be directly responsible for implementing the Company Safety Policy and ensure that it is carried out.
2. Be aware of the requirements of the Health & Safety at Work Act, the Construction Regulations, and other appropriate legislation and codes of practice and be ultimately responsible for ensuring that they are observed in areas where the Company works.
3. Ensure that the Company Safety Policy is understood and that all levels of staff receive adequate and appropriate training.
4. Ensure that in tendering, at planning stages and in production processes, allowance is made for adequate safety and welfare facilities with equipment to avoid injury, damage and wastage.
5. Support all persons carrying out the Company Safety Policy and take the necessary disciplinary proceedings against any employee failing to discharge satisfactorily the responsibilities allocated to him.
6. Arrange for adequate funds and facilities to meet the requirements of the Policy.
7. By personal example ensure that all subordinates recognise the importance of fully complying with the requirements of Company Policy and liaise at all times with the Group Safety Advisor.

**INDIVIDUAL RESPONSIBILITIES  
DIRECTOR**

1. Administer Policy as agreed by the General Manager.
2. Be aware of the requirements of the Health & Safety at Work Act, Construction Regulations, and other appropriate legislation and codes of practice and be responsible for ensuring that they are complied with in the Company's work areas.
3. Ensure that all levels of staff receive adequate and appropriate training.
4. A Director involved in contractual matters must review the sequence of operations at each stage, completing the hazard assessment form, ensure that adequate precautions are taken and be responsible for ensuring that Method Statements and assessments required under COSHH and other Regulations are adequately carried out and implemented. Co-operate with the client's CDM Co-ordinator in preparing, updating and enforcing the project safety plan.
5. Liaise with Group Safety Advisor on possible hazards relating to safety, health and welfare including at the planning stage where appropriate.
6. At all times be satisfied that subordinates are carrying out their responsibilities in accordance with Company Policy and their own individual responsibilities.
7. By personal example ensure that all subordinates recognise the importance of fully complying with the requirements of Company Policy.
8. Be responsible for ensuring that all dangerous occurrences, fatalities and major injuries are notified to the Health & Safety Executive, as specified under the current legislation and in accordance with the Company's instructions, and to the Group Safety Advisor.
9. To provide information to the client's CDM Co-ordinator to enable him to regularly update the project safety file.

**INDIVIDUAL RESPONSIBILITIES  
CONTRACTS MANAGER OR PROJECTS MANAGER**

1. Understand and comply with the Company's Policy and appreciate the responsibility allocated to each grade of employee.
2. Be aware of the requirements of the Health & Safety at Work Act, Construction Regulations, other appropriate legislation and codes of practice and ensure that they are complied with in the Company's work areas.
3. Ensure that contract conditions are adequate to cover safe systems of working and adequate welfare facilities.
4. At the planning stage:
  - (a) Determine the most appropriate safe system of work.
  - (b) Clarify responsibilities with Sub-Contractors and others, as defined by the Group Safety Policy for Sub-Contractors.
  - (c) Liaise with Group Safety Advisor on possible hazards, relating to safety, health and welfare.
5. Review sequence of operations at each stage, completing the hazard assessment form, ensure that adequate precautions are taken and be responsible for ensuring that Method Statements and assessments required under COSHH and other Regulations are adequately carried out and implemented. Co-operate with the client's CDM Co-ordinator in preparing, updating and enforcing the project safety plan.
6. Ensure that work, once started, is carried out safely, that the requirements of all relevant legislation and codes of practice are being complied with, and that safe systems of work are maintained.
7. Co-ordinate safety activities between Main Contractor, Sub-Contractor and other individual Contractors who are working on the same site and ensure that the Group's Safety Policy for Sub-Contractors is complied with including the prior provision of Method Statements and assessments required under COSHH and other Regulations.
8. By personal example ensure that all subordinates recognise the importance of fully complying with the requirements of the Company Safety Policy.
9. Be responsible for ensuring that all dangerous occurrences, fatalities and major injuries are notified to the Health & Safety Executive as specified under the current legislation and in accordance with the Company instructions, plus notifying the appropriate Director and the Group Safety Advisor.
10. To provide information to the client's CDM Co-ordinator to enable him to regularly update the project safety file.

**INDIVIDUAL RESPONSIBILITIES  
DEPARTMENT HEAD**

1. Be familiar with and conform to the Company Safety Policy at all times. Be responsible for ensuring that the workplaces under his/her control comply with the current legislation and that the work is carried out as prescribed under the Health & Safety at Work Act.
2. Ensure that employees in the department are adequately trained and fully aware of any hazards that may arise in the department.
3. Ensure that adequate supervision is provided at all times, particularly where young or inexperienced workers are concerned.
4. Ensure that all employees in the department know the adopted procedures of a fire alarm and other emergencies.
5. Ensure that all employees in the department know the whereabouts of First Aid facilities.

6. Continually encourage and develop safe systems of work in the department to ensure maximum safety for all under his/her control and ensure that assessments required under COSHH and other Regulations are adequately carried out and implemented.
7. Be responsible for ensuring that all dangerous occurrences, fatalities and major injuries, are notified to the Health & Safety Executive, as specified under the current legislation and in accordance with the Company instructions. Notify the appropriate Director and the Group Safety Advisor.
8. Ensure Accident Report Forms (S1s) are completed for accidents in the department involving injury, damage or lost time.
9. Liaise with the Group Safety Advisor on his inspection and co-operate with him on all matters affecting safety.
10. Ensure that all safety rules are observed together with the wearing of protective equipment where appropriate.
11. Ensure that all guards, fences and safety devices are always fitted, used, properly adjusted and maintained.
12. Ensure that all machinery and equipment is properly maintained and safe to use, by frequent inspection.
13. Ensure that any defects in the department are properly reported and rectified.
14. Maintain good housekeeping within the department at all times.
15. By personal example ensure that all subordinates recognise the importance of fully complying with the requirements of the Company Safety Policy.

#### **INDIVIDUAL RESPONSIBILITIES SUPERVISORS**

1. Be familiar with and conform to the Company Safety Policy at all times.
2. Have a working knowledge of the Health & Safety at Work Act, Construction Regulations and other appropriate legislation and codes of practice, including the Working Rule Agreement.
3. Organise and control sites so that work carried out is to the safety plan, as defined by the above regulations and legislation.
4. Ensure that all registers, records and reports are completed at prescribed intervals and that the Competent Person appointed has sufficient knowledge of the plant or machinery to evaluate all aspects of its safe operation.
5. Carry out assessments in consultation with Contracts Manager and Group Safety Advisor, where appropriate, and ensure that the conditions of the assessment and of Method Statements are complied with.
6. Give all Trades Foreman and Gangers precise instructions on their responsibilities for safe systems of work and see that they do not require or permit anyone, particularly young persons, to take any risks which would endanger health or safety.
7. Ensure that adequate supervision is provided at all times, particularly where young or inexperienced workers are concerned.
8. Plan and maintain a tidy site.
9. Implement arrangements with Sub-Contractors and other Contractors on site to avoid any confusion about areas of responsibility, in accordance with the Group Safety Policy for Sub-Contractors.

10. Ensure that all machinery and plant, including power hand tools, are maintained in good condition.
11. Ensure that all plant operators and other operatives are only employed on equipment for which they have been trained.
12. Check that hired plant is suitable for the work in hand and that, where appropriate, copies of current statutory documents are made available.
13. Ensure that suitable protective clothing and equipment is available where appropriate and that it is used.
14. Ensure that all items of First Aid equipment, as required by the First Aid Regulations, are available and their location known to employees.
15. Ensure that details of where to obtain medical help and ambulance service in the event of a serious injury, are displayed at all times. Nominate others to act in emergency.
16. Accompany HSE (Health and Safety Executive) Inspector on site visits, make note of and act on his recommendations. HSE visit to be recorded and Group Safety Advisor notified.
17. Liaise with the Group Safety Advisor; act on his recommendations, and release supervisors and operatives, where necessary, for on or off site safety training.
18. Be personally responsible for notifying the Contracts Director/Manager of any dangerous occurrences, fatality or major injury, as defined in current legislation.  
Attention is drawn to the Company's instruction in respect of these incidents and that a Safety Advisor or similar responsible person must be informed immediately by telephone.
19. Ensure Accident Report Forms (S1s) are fully completed for accidents on site involving injury, damage or lost time and forwarded to the Company's office, as soon as possible.
20. By personal example ensure that all subordinates recognise the importance of fully complying with the requirements of the Company Safety Policy.

**INDIVIDUAL RESPONSIBILITIES  
TRADES FOREMAN**

1. Be familiar with and conform to the Company Safety Policy at all times.
2. Be familiar with the Health & Safety at Work Act, Construction Regulations and other appropriate legislation, including the Working Rule Agreement, applicable to the work on which the gangs are engaged and insist that those Regulations are observed.
3. Ensure that all employees are properly supervised in safe systems of work, with special attention to new employees and young persons.
4. Restrain employees from taking risks, discourage horseplay and take the appropriate disciplinary action against those who consistently fail to consider their own well-being and that of others.
5. Report defects in plant equipment to immediate supervisors.
6. By personal example ensure that all subordinates recognise the importance of fully complying with the requirements of the Company Safety Policy.

**INDIVIDUAL RESPONSIBILITIES  
STAFF AND OPERATIVES**

1. Be familiar with and conform to the Company Safety Policy, the Health & Safety at Work Act, current legislation and the Working Rule Agreement.

2. Use the correct tools and equipment for the job; follow the safe system of work and use safety equipment and protective clothing as specified in the Method Statements and hazard assessments.
3. Keep tools, equipment and plant in good condition and report any defects immediately to supervisors.
4. Develop a personal concern for safety - for others and particularly newcomers and young people. Do not take action which would put others at risk.
5. Avoid improvising which entails risk to health and safety.
6. Refrain from horseplay and the abuse of welfare facilities.
7. All personal injuries must be reported to the Site Agent/General Foreman/Department Head, or nominated person. Details must be entered in the Accident Book and additional information given to enable the Company's Accident Form S1 to be completed. Attention is drawn to the current legislation which requires all employees to inform the Health & Safety Executive of any dangerous occurrences, fatality or major injury, immediately.
8. Each person must assist the supervisors by bringing to their attention any incidents of this nature that have occurred, to enable the authorities to be notified at once.

**INDIVIDUAL RESPONSIBILITIES  
GROUP SAFETY ADVISOR**

1. Advise and update Management on legislation affecting the Health and Safety at Work.
2. Carry out periodic inspection of workplaces to ensure compliance with current legislation.
3. Monitor and ensure that adequate testing and inspection of plant and equipment is carried out as required by statute and by the Group's Policy.
4. Advise on suitable and correct items of personal protection and equipment.