



# Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of:

**Ingham and Garner Ltd**

## Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed :

**17.07.2020**

**Date**

**17.07.2021**

**Review date**

## Responsibilities

- 1 Overall and final responsibility for health and safety is that of:

Managing Director. David Garner

- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Jennifer Burrows

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

<b>Name:</b>	<b>Responsibility:</b>
Colin Garner	Site Manager
Don McIntyre	Site Manager
Steven Doyle	Site Manager
Richard Burrows	Site Manager

- 4 All employees have to:

- 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).

## Health and safety risks arising from our work activities

Risk assessments will be undertaken by:

**Site managers**

The findings of the risk assessments will be reported to:

**David Garner**

Action required to remove/control risks will be approved by:

**David Garner**

**Jennifer Burrows**

will be responsible for ensuring the action required is implemented.

**Jennifer Burrows**

will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every:

**Fortnight**

or when the work activity changes, whichever is soonest.

## **Consultation with employees**

Consultation with employees is provided by:

**David Garner**

**Jennifer Burrows**

**Steven Doyle**

## Safe plant and equipment

### **Site Managers**

will be responsible for identifying all equipment/plant needing maintenance.

### **David Garner**

will be responsible for ensuring effective maintenance procedures are drawn up.

### **Jennifer Burrows**

will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to

### **Site Manager & David Garner**

### **David Garner**

will check that new plant and equipment meets health and safety standards before it is purchased.

## Safe handling and use of substances

### Site Managers

will be responsible for identifying all substances which need a COSHH assessment.

### Jennifer Burrows

will be responsible for undertaking COSHH assessments.

### Jennifer Burrows

will be responsible for ensuring that all actions identified in the assessments are implemented.

### Jennifer Burrows

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

### David Garner

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every

### Fortnight

or when the work activity changes, whichever is soonest.

## **Information, instruction and supervision**

The Health and Safety Law poster is displayed at/leaflets are issued by:

**Poster displayed on site.**

**Leaflets are issued by J.Burrows**

Health and safety advice is available from

**Jennifer Burrows**

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

**Freda Fisher**

**David Garner**

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

## **Competency for tasks and training**

Induction training will be provided for all employees by:

**Site Manager or Jennifer Burrows if required**

Job-specific training will be provided by:

**Site Managers**

Specific jobs requiring special training are:

**Scaffold  
Cherry Picker**

Training records are kept at:

**Ingham and Garner Office**

Training will be identified, arranged and monitored by:

**David Garner**



## Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs:

**ALL**

Health surveillance will be arranged by:

**David Garner**

Health surveillance records will be kept at:

**Ingham and Garner Office**

The first-aid box(es) is/are kept at

**Ingham and Garner Office  
Site Cabins  
Company Vans**

The appointed first aiders are:

**Colin Garner  
Don McIntyre**

**Steve Doyle  
Richard Burrows**

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at:

**Ingham and Garner Ltd**

**Jennifer Burrows**

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

## Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will

Carry out tool box talks on the site, daily updates to any changes in the construction plans, ensure the method statements and risk assessments are understood and signed to say so, PPE issued.

**Jennifer Burrows**

is responsible for investigating accidents.

**David Garner**

is responsible for investigating work-related causes of sickness absences.

**David Garner**

is responsible for acting on investigation findings to prevent a recurrence.

## **Emergency procedures – fire and evacuation**

Record your emergency procedures, how often they are checked and who by:

**David Garner**

is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every:

**David Garner - daily**

Fire extinguishers are maintained and checked by/ every:

**David Garner - monthly**

Alarms are tested by/every:

**Gateacre Electrical - Quarterly**

Emergency evacuation will be tested:

**Quarterly**