

## Document Control

Issue	Page	Date	Comments
01		October 2012	Complete review and reissue of the Business H&S Policy Document
02	7	March 2013	Amendments to the format of the H&S Policy statement
03	All	March 2014	Complete review and reformat
04	All	April 2015	Amended in line with 2015 CDM regulation requirements
05	All	April 2016	Review of the Asbestos policy and H&S Policy Statement. Amendments to the organisation chart and Smoking policy
06	All	February 2017	Radical review and removal of arrangements to separate documents with additional signposting to relevant Policies and Regulations.
07	All	April 2018	Annual Review, no changes required.
08	2	October 2018	Addition of H&S Arrangements HSF045 and HSF046
09	All	March 2019	Annual Review, no changes required.
10	All	March 2020	Annual Review, no changes required.
11	All	June 2020	Updated in line with the transition to OHSAS 45001:2018
12	All	March 2021	<ul style="list-style-type: none"> <li>• Sign Posting and reference to latest Organisation Chart (Ref: IMS03) on CUBE and insert of Estate Holdings Organisation Chart.</li> <li>• Defining the HSQE Manager roles and responsibilities into the policy outlined in the annual HSQE Business Plan.</li> <li>• Removal of duplication of roles and responsibilities.</li> <li>• Redefining roles and responsibilities as highlighted and removing duplications in roles and responsibilities amongst managers.</li> <li>• Removal of statements on driving and signposting to our 'Driving for Work Health and Safety Policy' (Ref: PD38) on CUBE.</li> <li>• Full review of all the Health and Safety Management Arrangements supporting this policy and referenced on Page 3. Minor amendments made.</li> </ul>
13	5	18Jan22	Amended MD from Neil Silcock to Andrew Gatenby and new Management Organogram.
14	All	28Mar22	Roles and Responsibilities amendments & New Organogram
15	All	January 2023	Annual Review, no changes required.

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Note: The following Arrangements are held separately within the Business Management System (CUBE).

HSA01	Abrasive Wheels	HSA24	Lone Working
HSA02	Accident Reporting	HSA25	Subcontractor Management
HSA03	Air Receivers & Pressure Systems	HSA26	Manual Handling
HSA04	Drugs and Alcohol	HSA27	Mobile Elevating Work Platforms (MEWPS)
HSA05	Asbestos	HSA28	Monitoring Safety Performance
HSA06	Legislation	HSA29	Expectant Mothers
HSA07	Consultation and Communication	HSA30	Noise
HSA08	Confined Spaces	HSA31	Office Safety
HSA09	CDM Regulations	HSA32	Permits to Work
HSA10	Display Screen Equipment	HSA33	Personal Protective Equipment (PPE)
HSA11	Driving	HSA34	Protection of the Public
HSA12	Electrical Safety	HSA35	Risk Assessments & Method Statements
HSA13	Emergencies	HSA36	Smoking/Vaping
HSA14	Fire Precautions	HSA37	Stress
HSA15	First Aid	HSA38	Temporary Works
HSA16	Gas Safety	HSA39	Training
HSA17	Hand Arm Vibration Syndrome (HAVS)	HSA40	Vulnerable Persons
HSA18	Health Surveillance/Night Working	HSA41	Welfare
HSA19	Housekeeping	HSA42	Work at Height
HSA20	Hazardous Substances (incl. dust)	HSA43	Work Equipment – Plant and Machinery
HSA21	Lead	HSA44	Young Persons
HSA22	Legionella	HSA45	Night Workers
HSA23	Lifting Operations		

## **1. Introduction**

This policy document has been prepared to define how we intend to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work Act 1974. This section of the act requires an employer to prepare a general policy statement concerning health and safety at work and the organisation and arrangements set up to carry out that policy.


The policy and associated procedural documents apply to all personnel employed or contracted to the business as appropriate to the types of work undertaken. It is the duty of all personnel involved to apply the requirements of these documents to their work.

The policy document forms part of our Management System, which is registered to the ISO45001:2018 standard and is a controlled document.

Please refer to the Business Management System for full details of related Policies as signposted throughout this document.

## 2. Policy Statement of Intent

Please refer to the latest revision of the Health and Safety Policy Statement (Ref PD03a) located on the CUBE management system under Business, Policies. The statement outlines our annual health and safety objectives and is signed off by the Managing Director.



## Health & Safety Policy Statement

Simpson is a medium sized fit out, construction and joinery company carrying out refurbishment, new build, fit out and construction projects throughout the UK.


This policy states our intention to take all reasonable measures to ensure the Health, Safety and Welfare of all our employees and all other persons who may be affected by our businesses activities. This includes trade contractors, clients, consultants, visitors and members of the public.

To implement this policy and comply with our legal obligations we have developed procedures and processes which must be adhered to by our staff.

Accordingly, we will ensure:

- We take action to prevent accidents and ill health to our employees, clients, supply chain, visitors and members of the public
- We provide adequate control of health & safety risks arising from our work activities
- We comply with our obligations and all current health & safety legislations in respect of our business activities, and formally state that Health & Safety should never be compromised for other objectives
- We provide information, instruction and training to our employees which is appropriate to their roles and responsibility
- Adequate resources are given to health & safety and welfare across all levels of the business
- We consult and communicate with our employees over health & safety issues
- We commit to our performance and continual improvement and the setting and review of objectives and targets
- We regularly review this policy to ensure it is appropriate to the nature and scale of our health & safety risks and remains appropriate to the business

A copy of this policy will be made available upon request to any interested party.



**Andrew Gatenby**  
Managing Director

Fig 1: Simpson Health and Safety Policy Statement (Ref PD03a) located on CUBE.

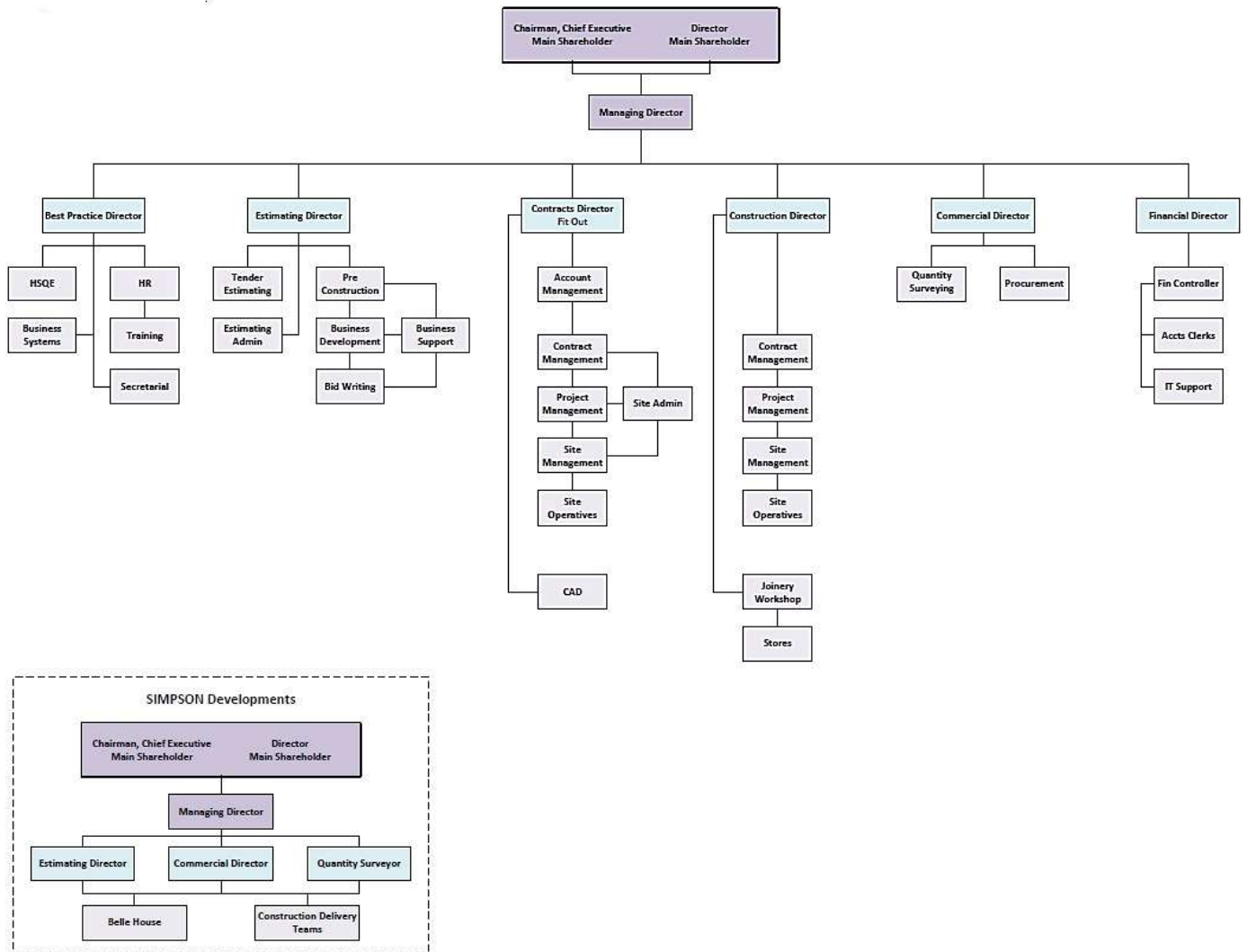
### 3 Organisational Structure

The Board of Directors has overall and final responsibility for health and safety within the business.

Our management will endeavor to communicate to employees their commitment to safety and ensure that employees are familiar with the business health and safety policy contents.

We shall communicate through the organisational structure with its employees on any changes to the Policy and the associated Arrangements. Oral, digital online and in writing communication methods shall be used.

#### 3.1 General Organisation Management Chart



**NOTE:** Please always refer to the latest revision of the Simpson Organisation Chart (Ref: IMS03) that is saved under the Business Manual on the CUBE management system.

## 4.0 Responsibilities

The ultimate responsibility for Health and Safety within the business lies with the Board of Directors.

We recognise that upholding responsible and good health and safety standards is the shared responsibility between all employees within the business and is not just a management function. All employees have specific duties and responsibilities to fulfil for complying with the policy. Employees have legal obligations to take reasonable care of themselves and others who may be affected by their activities and co-operate fully with their employer and the business. All employees are expected to co-operate with management and are responsible for understanding and carrying out the responsibilities and duties assigned to them by their position in the business and as outlined below. Disciplinary action may be taken against any employee who knowingly violates safety rules and fails to perform to the expected level of their duties under this policy.

### 4.1 Board of Directors

#### Directors shall;

- Apply their individual duty of care for the health and safety of themselves and others at all times and uphold the core values of our business.
- Lead by setting a positive, visible and active commitment to Health and Safety compliance and effective risk mitigation towards all employees under their control.
- Carry responsibility for ensuring that the business complies with its obligations relating to its workers' health, safety and welfare at work under health and safety legislation, notably the Health and Safety at Work Act, 1974 and Companies Act 2006.
- Carry a suitable level of awareness and understanding of relevant UK Health and Safety Regulations that govern the business activities and undertake personal development training where it is required.
- Familiarise themselves with the Health and Safety Policy and its associated management arrangements and that all business activities within their control are carried out in compliance with the expectations of the policy and appropriate management arrangements.
- Carry direct responsibility for implementing the Business's Health and Safety Policy.
- Ensure that employees understand and observe the Business's Health and Safety Policy and their delegated responsibilities.
- Ensure safety priorities and objectives are identified and given focused consideration whilst developing the overall objectives, targets and the safety culture and philosophy of the business.
- Ensure that appropriate resources are allocated and that budgets are sufficient for meeting the business's health, safety and welfare requirements.
- Ensure that positive Health & Safety risk management principles are considered in business decisions.
- Ensure that competent Health & Safety advice is sought and followed.
- Ensure there are effective methods of two-way engagement communication with employees on health and safety-related matters throughout the business and monitor to check that the communication channels are working effectively.
- Ensure that there are suitable arrangements for the training and passing of relevant information to employees and that employees have sufficient skills, knowledge, and experience to undertake their roles safely.
- Ensure that tenders are priced suitably to allow for safe methods and systems of work.
- Ensure appropriate corrective actions are taken against any employee found to be knowingly or negligently failing to discharge their health and safety responsibilities to a satisfactory standard, resulting in breaches of safety rules.
- Ensure there are adequate arrangements for monitoring the policy's effectiveness and risk management across the business.
- Undertake a regular review of the safety performance within all business operations.
- Ensure that positive Health & Safety performance is acknowledged and celebrated.
- Review the Business's safety performance and performance targets annually.

- Inform HR and the Best Practice Director of any change to their state of health, either temporary or permanent or medication that might affect their driving ability or suitability to carry out any particular task or tasks.

#### **4.2 Manager - General Duties**

##### **Managers shall;**

- Apply their individual duty of care for the health and safety of themselves and others at all times and uphold the core values of our business.
- Lead by setting a positive, visible and active commitment to Health and Safety compliance and effective risk mitigation towards all employees under their control.
- Carry responsibility for ensuring that the business complies with its obligations relating to its workers' health, safety and welfare at work under health and safety legislation, notably the Health and Safety at Work Act, 1974 and Companies Act 2006.
- Carry a suitable level of awareness and understanding of relevant UK Health and Safety Regulations that govern the business activities and undertake personal development training where it is required.
- Familiarise themselves with the Health and Safety Policy and its associated management arrangements and that all business activities within their control are carried out in compliance with the expectations of the policy and appropriate management arrangements.
- Ensure that the objectives outlined within the health and safety policy are fully understood and observed by employees under their control.
- Ensure that all persons under their control are suitably competent to fulfil their duties/roles, have received adequate and appropriate induction and job role training, and are aware of hazards in the workplace that may affect them.
- Monitor the allocation of the necessary resources within their control and ensure that appropriate equipment and PPE is available and correctly used by all persons under their control.
- Ensure that all plant and equipment is maintained in good working order and safe condition and has the required certificates of inspection or examination where applicable.
- Ensure a suitable and sufficient risk assessment is undertaken and, where applicable, written instruction is provided in a comprehensive method statement for any work activity entailing significant risk. The purpose is to establish working methods to explain the sequence of operations, outline potential hazards at each stage, and identify the precautions to be adopted.
- Ensure good housekeeping standards are maintained within business operations under their control.
- Commend employees who eliminate and reduce hazards by action or initiative. Acknowledge those employees who lead on implementing sound risk management standards in the workplace.
- Not knowingly allow "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or others around them.
- Ensure fire risk assessments are in place and that adequate and appropriate fire-fighting equipment is available, together with an awareness of the emergency procedure.
- Ensure that all accidents and near-misses are recorded, reported, and investigated according to business procedures and statutory requirements and all relevant records are kept.
- Undertake inspections and monitor health and safety standards of business operations under their control.
- Inform management and HR of any change to their state of health, either temporary or permanent or medication that might affect their driving ability or suitability to carry out any particular task.



### 4.3 Best Practice Director

The Best Practice Director carries responsibilities for advising Directors and Managers on safety, health and welfare matters to ensure that the Business complies with its statutory obligations. **The Best Practice Director shall;**

- Apply individual duty of care for the health and safety to self and others at all times and uphold the core values of our business.
- Lead by setting a positive, visible and active commitment to Health and Safety compliance and effective risk mitigation towards all employees under their control.
- Encourage all employees to contribute to developing a safety culture within the Business.
- Encourage subcontractors to contribute to developing a safety culture when working on our sites.
- Keep up to date with current construction industry legislation and regulation and bring any relevant new legislation to the attention of the Strategic Board of Directors.
- Ensure that all “assessments”, as required by legislation, are conducted and reviewed at appropriate intervals and to maintain records of the same.
- Conduct audits and prepare reports of all the Business’s operations.
- Ensure that the Board of Directors are kept informed of any adverse health and safety situation that requires immediate rectification or the stopping of any operation.
- Notify the Directors responsible for health and safety if the corrective action agreed for a workplace inspection is not implemented by the arranged date.
- Advise the Finance Director of all incidents reportable under the RIDDOR regulations.
- To arrange appropriate Health Surveillance as advised by the HSQE Team and through external support.
- To highlight areas where training/certification must meet the standards imposed by Legislation, Approved Codes of Practice or H.S.E. guidance.
- To bring new techniques for improving health, safety and welfare to the attention of the Board of Directors.
- Report every month to the Board with regards to the Business’s safety performance and appropriate requirements.
- Inform Management of any reported change to employee(s) state of health, either temporary or permanent or medication that might affect their ability to work safely.

### 4.4 HSQE Manager

Reporting to the Best Practice Director (and other Directors when required), **the HSQE Manager shall;**

- Apply individual duty of care for the health and safety to self and others at all times and uphold the core values of our business.
- Lead by setting a positive, visible and active commitment to Health and Safety compliance and effective risk mitigation towards all employees under their control.

#### Plan

- Produce the annual HSQE Business Plan, which shall set out relevant and achievable yearly realistic health and safety objectives for the business.
- Support the Best Practice Director and Managing Director with the annual review of the Health and Safety policy.
- Ensure the HSQE Team is adequately resourced to deliver its responsibilities effectively.
- Identify relevant health and safety-related training and development needs of our employees, including relevant HSQE related subjects for soft skill and CPD development.

## Do

- Lead by example concerning health and safety compliance within the business.
- Manage the schedule of and undertake HSQE Inspections on our sites and Subcontractor Compliance Audits.
- Undertake engagement briefings with our employees.
- Report to the Contracts Managers Meetings to deliver HSQE update briefings to Senior Managers.
- Encourage all employees to contribute to developing a safety culture within the Business.
- Encourage subcontractors to contribute to developing a safety culture when working on our sites.
- Assist with developing and provision of HSQE related training for employees, including delivery of classroom training and online training using the Golearn e-learning platform.
- Respond to accidents and incidents within the business, providing effective incident investigation and corrective action response measures with the assistance of Managers where required.
- Liaise with Clients and Stakeholders on their health and safety-related concerns.

## Check

- Review trends of collated HSQE inspection results, accidents and incidents and near-miss events to establish a suitable direction for focused improvement and advise the Best Practice Director accordingly.
- Undertake HSQE Inspection visits across the broader business operations.
- Review latest UK legislative and regulatory changes relating to operations within the organisation and advise the Best Practice Director and Senior Management accordingly on new processes and procedures required to meet compliance with the regulatory expectations.
- Review and ensure adequate business emergency continuity measures are in place for foreseeable emergencies impacting the business operations.

## Act

- Respond to communications with our solicitors, insurers and the HSE relating to accident investigations and claims.
- Respond to health and safety-related complaints from employees or external stakeholders.
- Ensure effective corrective action strategies are identified and instructed following serious accidents and incidents (including near misses) within suitable timeframes.
- Inform the Best Practice Director and HR Manager of any reported change to employee(s) state of health, either temporary or permanent or medication which might affect their ability to work safely.
- Ensure the Best Practice Director (and other Directors where required), are kept informed of any adverse health and safety situation that requires immediate rectification or the stopping of any operation.

#### 4.5 HSQE Team (HSQE Advisors)

Reporting to the HSQE Manager (and the Best Practice Director as of when it is required), **HSQE Advisors shall;**

- Apply their individual duty of care for the health and safety of themselves and others at all times and uphold the core values of our business.
- Lead by setting a positive, visible and active commitment to Health and Safety compliance and effective risk mitigation towards all employees under their control.

##### Plan

- Assist the HSQE Manager with delivering the HSQE Business Plan targets and reviewing the targets.

##### Do

- Provide HSQE advisory support to all aspects of business delivery, including Construction, Heritage, Fit-out, Joinery Production, Estate Management and Developments. Refer to Sections 3.1 – 3.6.
- Respond to accidents and incidents within the business, providing effective incident investigation and corrective action response measures with the assistance of Managers where required.
- Provide training and development support on relevant HSQE related subjects for soft skills and CPD development for employees.
- Encouraging all employees and subcontractors to contribute to developing a safety culture throughout the business and on our sites.
- Undertake HSQE Inspections.
- Assist teams with reviewing and advising upon workplace risk assessments for business operations and construction operations.
- Assist with ensuring effective occupational health risk assessments and surveillance strategies are in place for our employees in coordination with the Best Practice Director and HR Manager, e.g. DSE, HAVS, Occupational Health Screening, expectant mother risk assessment, return to work health assessments, Mental Health First Aid.
- Advise Production Teams on effective CDM2015 duty compliance strategies for project delivery during all stages, i.e., pre-tender, pre-construction and construction phase stages.
- Attend relevant training courses and industry seminars to maintain CPD (IOSH) and a suitable understanding of current industry legislation and best practice.

##### Check

- Assist the HSQE Manager with reviewing management arrangements that sit behind the Health and Safety policy and ensuring arrangements meet current regulatory and industry guidelines.
- Ensure that offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and that offices are laid out and maintained to ensure the safety of staff and visitors.

##### Act:

- Ensure the HSQE Manager (or Best Practice Director in the HSQE Manager's absence) is informed of any adverse health and safety situation that requires immediate rectification or stopping any operation.
- Inform the HSQE Manager and HR Manager of any reported change to employee(s) state of health, either temporary or permanent or medication that might affect their ability to work safely.

#### 4.6 Contracts Managers

In addition to 4.2, **Contracts Managers shall;**

- Check that new client representatives on project work who we have not previously engaged with, are aware of the CDM Client Duties under the CDM Regulations 2015 before work commences.
- Check that all persons in their team report into them having been assigned clear project delivery roles and responsibilities and that they are competent to fulfil their responsibilities (with relevant skills, knowledge and experience).
- Working with the Quantity Surveyor, check and ensure subcontractors engaged are approved onto the subcontractor database on CUBE in accordance with our business procedures.
- Review 'Pre-construction Information' and ensure that relevant health and safety information on risks is communicated and made aware to the project management/delivery team.
- Check that adequate pre-construction stage surveys are in place which sufficiently identify relevant risks before construction work commences, i.e., refurbishment and demolition intrusive asbestos survey checks, buried service drawing information checks, ground soil investigations etc.
- Ensure an F10 notification has been submitted to the HSE for notifiable construction work under the CDM Regulations 2015 before project work commences.
- Ensure adequate site setup and welfare arrangements are in place according to CDM Regulations 2015, company standards, and the project's needs.
- Ensure that construction programmes produced for project delivery are realistic and achievable and enable sufficient time for project management teams to work safely.
- Allocate the necessary work labour force resources and work equipment for project work to be undertaken safely and ensure that appropriate PPE is available and correctly used by the persons under their control.
- Carry out Senior Manager health and safety inspections on their projects to ensure that work is being carried by their teams to a safe standard with appropriate work equipment and PPE and that the policy arrangements and site rules are being followed and observed on site. Inspections shall be documented and submitted to the HSQE team.
- Assist the HSQE Team with accident and incident investigations where required.
- Assist the HSQE Team with health and safety-related engagement and communication initiatives within their teams as of where it is required.
- Ensure that positive Health & Safety performance is acknowledged and promoted to the broader business.

#### 4.7 Project/Site Manager/Supervisor

In addition to 4.2, **Project & Site Managers shall;**

- Ensure the Construction Phase Plan and F10 notification (where the project is notifiable to the HSE) is available onsite and is updated as work progresses to ensure that it reflects the management of the activities in progress or about to be progressed.
- Ensure the requirements of the site's Construction Phase Plan are read and understood and that all the relevant information, including 'Pre-Construction Information' and survey information, is passed onto those undertaking the work and that suitable control measures are in place before allowing work to begin.
- Organise sites so that work is carried out to the required standard and risk to employees, other contractors, the public, equipment or materials are sufficiently controlled and according to the site's Construction Phase Plan requirements.
- Ensure that adequate supervision of the workforce is provided including of any young or inexperienced workers.
- Ensure all workers are familiar with the Risk Assessment and Method Statement content, and the health and safety precautions are implemented before each task.
- Ensure the 'Permit to Work' procedures are followed and are in place to enable high-risk activities to be undertaken in accordance with a safe system of work.
- Ensure our employees, subcontractors and visitors attend a site-specific induction to the project.

- Allocate the necessary work labour force resources and work equipment for project work to be undertaken safely and ensure that appropriate PPE is available and correctly used by the persons under their control.
- Carry out checks to ensure that work plant and equipment provided to their project teams is to appropriate industry standards, of good working order / safe condition and that the appropriate certificates of inspection or examination are in place where applicable.
- Ensure all defects, hazards or health and safety matters are promptly reported to the appropriate person and rectified.
- Ensure processes and resources are in place to ensure that machinery and plant, including hand tools, are maintained in good working order and safe condition and operated only by trained and authorised personnel.
- Ensure the key risk activities and hazards associated with our onsite work e.g. working at height, hot works, dust control, plant and pedestrian segregation etc. have been risk assessed and are adequately controlled.
- Ensure good housekeeping standards are maintained and the site is left safe and secure at the end of each day.
- Where required, coordinate and co-operate with other third-party contractors and stakeholders on health and safety matters.
- Report any employee contravening the requirements of health and safety legislation, site rules or the Business's Health and Safety Policy to the appropriate Director and HSQE Manager and apply the Yellow and Red Card Disciplinary procedure.
- Ensure details of any accident/incident reported to them are recorded in the Accident Book, and relevant records are submitted to the HSQE Team within a timely fashion and in accordance with business procedures.

#### **4.8 Joinery Workshop Manager**

In addition to the responsibilities under 4.2 (where applicable to Joinery Workshop activities), **the Joinery Workshop Manager shall;**

- Ensure all joinery work equipment and plant in the workshop are subject to the correct statutory inspection and maintenance regime (PUWER & LOLER regs.) and records are uploaded to the CUBE management system.
- Ensure suitable workstation design and ergonomics are in place to enable joiners to work safely.
- Ensure effective mechanical and on-tool dust control methods are used for joinery operations.
- Ensure effective tool guarding is in place for joinery machine and power tool working.
- Ensure all Joinery Workshop employees have appropriate training and experience on the correct use of the workshop equipment.
- Ensure adequate supervision of the delegated workforce under your control is provided including of risk assessment and supervision of any young or inexperienced workers.
- Ensure deliveries to the workshop are pre-booked and safely controlled with traffic management and pedestrian control arrangements in place on the service yard.
- Ensure external contractors working on the workshop site and estate stores are pre-assessed and approved onto the subcontractor database on CUBE in accordance with business procedures and before the commencement of any work.
- Ensure external contractors working at the workshop have received a health and safety induction and that their risk assessments and method statements have been checked before any work starts.
- Ensure that our relevant permit systems, e.g., step ladder permit, hot work permit etc. are in place for contractors working in the workshop are implemented.
- Report any employee contravening the requirements of health and safety legislation, site rules or the Business's Health and Safety Policy to the appropriate Director and HSQE Manager.
- Ensure details of any accident/incident reported to them are recorded in the Accident Book, and relevant records are submitted to the HSQE Team within a timely fashion and in accordance with business procedures.
- Seek assistance from a member of the HSQE Team where required and relating to health and safety-related concerns.

#### 4.9 Estate Facilities, Stores Supervisor

In addition to the responsibilities under 4.2 (where applicable to Stores activities), the **Facilities Stores Supervisor shall**;

- Ensure the maintenance of equipment held at stores is kept up to date and records are kept and uploaded to the CUBE management system.
- Ensure Estate building life safety systems, e.g., security systems, fire alarms are tested, maintained operational and serviced by suitably qualified external engineers and records are kept and uploaded to the CUBE management system.
- Ensure external contractors working on the estate are pre-vetted and approved under the CUBE Subcontractor Database.
- Ensure external contractors working at the workshop have received a health and safety induction and that their risk assessments and method statements have been checked before any work starts.
- Ensure that relevant permit systems, e.g., step ladder permit, hot work permit, etc., are implemented for contractors working on the estate.
- Report any employee contravening the health and safety legislation requirements or the Business's Health and Safety Policy to the appropriate Director and HSQE Manager.
- Ensure details of any accident/incident reported to them are recorded in the Accident Book, and relevant records are submitted to the HSQE Team within a timely fashion and in accordance with business procedures.
- Seek assistance from a member of the HSQE Team where required and relating to health and safety-related concerns.

#### 4.10 Designers

When engaged and working on behalf of our business, **Designers shall**;

- Ensure compliance with the Construction Design & Management Regulations 2015 requirements, particularly with the specific requirements placed on designers. Co-operate with the Principal Designer and Principal Contractor.
- Carry awareness of the statutory requirements relating to the project and consult the safety adviser for further information and advice as required.
- Identify and support the organisation and arrange surveys or site visits so that complete information on existing site conditions, which may affect the health and safety of those involved in the project, can be obtained and included in the design factors. Pass the information obtained to the Principal Designer.
- Ensure that the health and safety of those involved in the construction process have been considered within the design. Any specific health or safety instructions are included in the design drawings, specifications etc., for the Principal Designer to consider.
- Ensure the health and safety of those involved in the future cleaning, maintenance, repair, dismantling or demolition of the design structure or systems have been considered within the design and any specific health or safety instructions are included in the design drawings, specifications etc. for the Principal Designer to consider.
- Ensure the principles for the design are made clear to those involved in construction and that the residual hazards are specified in the pre-tender Health and Safety Plan.
- Ensure that Design Residual Risk Assessments, Registers and Drawings are prepared, highlighting any particular hazards and precautions required and forward these to the Principal Designer for the Health and Safety Plan.
- Any unforeseen condition which affects the design is referred back during construction, ensure that all health and safety aspects are considered if the design or specifications have to be adapted. Liaise with the Principal Contractor and the Principal Designer.
- If you observe any hazards or unsafe practices during project visits, these are reported immediately to site supervision.
- Inform Management of any change to their state of health, either temporary or permanent or medication that might affect their driving ability or suitability to carry out any particular task.

#### **4.11 Buyers/Procurement**

In addition to the responsibilities under 4.2 (where applicable to managers), **Buyers shall;**

- Undertake checks to ensure equipment and materials purchased by the business meet the criteria of applicable UK Manufacturing Safety Standards.
- Request engaged suppliers to provide relevant health and safety information on hazards associated with the supplied equipment or materials and any precautions required. This information is passed to appropriate supervision and included in the Health and Safety Plan.
- Support the broader business with safer technologies and equipment trials for business activities and promote best practices to the Directors and HSQE Team.
- Raise any industry product alerts that are relevant to our business to the attention of the Directors and HSQE Team.
- Inform Management of any change to their state of health, either temporary or permanent or medication that might affect their driving ability or suitability to carry out any particular task.

#### **4.12 Estimators and Quantity Surveyors**

In addition to the responsibilities under 4.2 (where applicable to managers), **Estimators and Quantity Surveyors shall;**

- Familiarise with the requirements of the CDM Regulations 2015 to assist with helping to ensure that these requirements are complied with during the pre-tender and pre construction phase stages.
- Ensure that tenders are priced suitably to allow for safe methods and systems of work and suitable welfare facilities.
- Ensure Estimator and Quantity Surveyor site visits are pre-risk assessed.
- Ensure that an adequate health and safety induction and suitable supervision are in place for site-based visits where hazardous activities or conditions are known. Consult with the HSQE Team if required.
- Check that subcontractors engaged at the enquiry and pre-order stages have the relevant skills, knowledge, training and experience to fulfil their duties and check that they are approved on the subcontractor database on the CUBE management system before the appointment.
- Ensure subcontractors have received communication of their responsibilities by this policy and that the health and safety instructions are communicated with the enquiry and order procedures using the Business process templates on the CUBE system.
- Inform Management of any change to their state of health, either temporary or permanent or medication that might affect their driving ability or suitability to carry out any particular task.

#### **4.13 Operatives/Employees/Agency Workers/Labour only contractors shall;**

- Apply the duty of care for the health and safety of themselves and others at all times and uphold the core values of our business. Overall, this shall mean taking reasonable care for the health and safety of themselves and others whilst at work and not carrying out any work activity that could recklessly endanger themselves or anyone else affected by the actions (or omissions) of the work.
- Set a proactive and positive example towards health and safety and risk mitigation.
- Co-operate with Management and the business on all aspects of health, safety, welfare risk management.
- Familiarise with the Business Health and Safety Policy and comply with it.
- Always comply with any site induction procedures given, familiarise themselves with the content of any risk assessments or method statements, and work in accordance with the safe systems of work.
- Attend all training required and instructed by management to fulfil your job role responsibilities safely and legally.
- Use the correct tools and equipment for the job; only use work equipment as authorised, instructed and trained.

- Use safety equipment and PPE supplied, e.g., safety helmets, footwear, gloves, goggles etc.
- Maintain work areas and the site in a clean and tidy condition.
- Respect welfare facilities and keep the welfare facilities clean and tidy.
- Maintain all work equipment and PPE in good working order and safe condition.
- Never intentionally or recklessly interfere with, bypass or misuse anything provided in the interests of health, safety, welfare risk management.
- Report any defects in plant or equipment or any other matter they consider to be a health and safety risk to themselves or others to their supervisor/foreman or another responsible person.
- Inform Management of any change to their state of health, either temporary or permanent or medication that might affect their driving ability or suitability to carry out any particular task.
- Have an awareness and understanding of the Emergency Procedures in the event of a fire or an accident.
- Attend toolbox talks as required.
- Report all accidents, incidents and near misses to their supervisor/foreman or another responsible person.

#### **4.14 Subcontractors, shall;**

- Apply the duty of care for the health and safety of themselves and others at all times and uphold the core values of our business. Overall, this shall mean taking reasonable care for the health and safety of themselves and others whilst at work and not carrying out any work activity that could recklessly endanger themselves or anyone else affected by the actions (or omissions) of the work.
- Set a proactive and positive example towards health and safety and risk mitigation.
- Be aware of the expectations of the CDM Regulations 2015 and the duties placed on contractors to cooperate and assist the Principal Contractor and Management on site concerning health, safety, welfare risk management requirements and following safety-related instructions provided.
- Comply with all our Health and Safety Policy requirements and are to provide copies of their health and safety policies and any other documentation relating to health and safety that we may request.
- Refer to the document; 'Conditions of Contract for Sub Contractor Order' (F06.03b) issued before the appointment and work commencing and must ensure that all expectations are fulfilled.
- Sufficiently risk assess their work with consideration to the site and environment conditions of where works are to be undertaken and document the risk assessment with adequate control measures as per the expectations set out under the Management of Health and Safety at Work Regulations 1999.
- Shall produce suitable task-specific detailed risk assessments and method statements for the work tasks. The risk assessment and method statement shall be agreed with the relevant Manager before work begins and copies shall be made available on-site to maintain and check compliance with the agreed method statement.
- Attend the induction before starting work and comply with site induction procedures. Work in accordance with the instructions covered during the induction at all times.
- Subcontractor Managers must ensure all workers are familiar with the Risk Assessment and Method Statement content and the health and safety precautions to be taken before the start of each job.
- Ensure that adequate supervision is provided and maintained and that young or inexperienced workers are risk assessed and are not left to work unsupervised.
- Ensure all plant or equipment brought on to the site is maintained in good working order and safe condition, fitted with any necessary guards and safety devices, and have the required certificates of examination or inspection available for checking, where applicable.
- Ensure the correct allocation and use of tools and equipment for the work as per the risk assessment and method statement. Those operatives should only use tools and equipment with the requisite skills, knowledge, training and experience (SKTE)
- Ensure any accident, incident, near miss, an injury sustained or damages incurred involving subcontractor's employees is reported immediately to the appropriate Manager onsite and that support is provided to the follow up investigation.



- Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with regulations and current recommendations. That information must be provided to any other person who may be affected on site. A risk assessment for any substance or process hazardous to health used on the site must be provided to this business before any such work commences on site.
- Never intentionally or recklessly interfere with, bypass or misuse anything provided in the interests of health, safety, welfare risk management.
- Report any defects in plant or equipment, or any other matter, which they consider a health and safety risk to themselves or others to their supervisor/foreman or another responsible person.
- Take reasonable care for the health and safety of themselves and others and not carry out work that may recklessly endanger themselves or anyone else who may be affected by their actions (or inactions).
- Inform our management of any change to their state of health, either temporary or permanent or medication that might affect their driving ability or suitability to carry out any particular task.

#### **4.15 Simpson Drivers conducting work-related driving**

Employees undertaking work driving on behalf of the business must hold a full UK Driving License covering the vehicle being driven and be authorised to use a business vehicle or own vehicle for business use.

The Finance Team led by the Finance Director shall ensure that the relevant records of driver's license, vehicle details and business car insurance are obtained for vehicles used for business and that the policy covers the transfer of passengers and theft of business articles.

All drivers undertaking work driving on behalf of our business shall read the 'Driving for Work Health and Safety Policy' (PD38) and understand the duties placed upon them as a work driver.

#### **4.16 Simpson Transport Delivery Drivers**

In addition to 4.15, employed transport delivery drivers to our business shall;

- Wear suitable safety footwear and protective clothing, as there will be exposure to the same hazards as others on-site when not in the vehicle's cab.
- Always report to the site office or a site supervisor before travelling around any site.
- Ensure compliance with any direction given by site management and follow any traffic signs when driving on sites.
- Exit the vehicle's cab when loaded with loose materials.
- Drive safely and consider the conditions of temporary access roads or roads under construction being used for access purposes.
- Ensure before reversing that there is a banksman in attendance.
- Ensure that when reversing or driving towards an edge, a suitable stop has been provided to prevent the vehicle from going over the edge.
- Ensure any load is well secured and that the vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle.
- Ensure that hazardous loads are carried by instructions, all necessary signs are displayed, and the appropriate documents are available in the cab.
- Inform Management of any change to their state of health, either temporary or permanent or medication that might affect their driving ability or suitability to carry out any particular task.

#### **4.17 First Aiders**

Trained, Qualified First Aiders employed shall;

- Provide immediate assistance for the emergency treatment of injuries or illness without endangering themselves.
- Arrange for emergency services to be called and prompt and appropriate referral of casualties to medical aid as required.
- Provide treatment for minor injuries that do not require a medical practitioner referral.
- Maintain first aid facilities, including equipment, and periodically check and restock first aid kits.
- Make records of all cases treated, including the name of the person injured, date and time of the accident, circumstances and injuries and treatment given.
- Record all injuries in the business accident book, and report all accidents and incidents in line with the accident reporting procedures.

#### **4.18 Fire Wardens**

Trained, Qualified Fire Wardens shall;

- Spotting and reporting fire hazards and risks in the workplace and taking responsible actions to make safe.
- Reporting fire safety-related concerns within the workplace to the appropriate Manager.
- Undertaking recorded fire safety inspections in the workplace as part of the health and safety monitoring arrangements.
- Knowing the locations of fire alarms and fighting equipment within the workplace and undertaking routine checks that the systems are maintained and adequate. Report faults to the appropriate Manager.
- Leading on the fire emergency response procedures in the event of a fire.
- Ensuring the safe evacuation of occupants from the workplace setting and undertaking roll calls at the muster point.
- Playing a lead role in the undertaking and coordinating fire evacuation practice drills to ensure employees are trained within the fire emergency evacuation procedures.