

John Gunn & Sons Ltd

Health & Safety Policy

1 GENERAL STATEMENT

The Health and Safety of all our employees, contractors, visitors, customers and members of the public are of paramount importance to John Gunn & Sons Ltd.

Senior Management has reviewed the Health, Safety and Environmental legislation when considering their responsibilities and setting the Company Health and Safety Policy objectives.

2 COMPANY RESPONSIBILITIES

John Gunn & Sons Ltd will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. It will manage its business in such a way, and so far as is reasonably practicable, that the safety and welfare of persons not employed by John Gunn & Sons Ltd are not exposed to risks.

This policy document explains in broad terms, what must be done by everyone within John Gunn & Sons Ltd, to achieve the objectives. The aim is to provide a sound basis for the co-operation between management and employees, and is intended to encourage continuous improvement of our Health, Safety and Environmental performance.

3 HEALTH & SAFETY CO-ORDINATOR

Person responsible for Health & Safety: Mr Ian Gunn, Director

The Health & Safety Co-ordinator will undertake and be responsible for:

- Monitoring and implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections undertaken in various workplaces.
- Investigating accidents and implementing corrective measures.
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking.
- Liaising with managers, employees, sub-contractors and specialists as and when required.
- Collating and reporting any accidents reportable under the RIDDOR 2013.

4 OBJECTIVES AND COMMITMENT

4.1 Our objectives towards fulfilling this policy are:

- Concentrate on the elimination of risks to persons as a first priority, then on risk reduction; prevention of injury and loss due to damage.
- Identify the health and safety hazards and manage those hazards so that the risks are effectively controlled in accordance with this John Gunn & Sons Ltd policy.
- Work to safety standards that satisfy our statutory requirements and reflect good industry working practices.
- Review this policy at yearly intervals and develop these standards and when changes in legislation, industry practice or technology occur, review them accordingly.
- Provide as far as reasonably practicable the commitment and resources to ensure the Health and Safety of all our employees.

4.2/-

4.2 Consult with employees on health, safety and welfare issues by:

- Ensuring that employees are trained, understand and carry out their job responsibilities. This will involve but will not be limited to selection, training, retraining, supporting and continuous assessment of employee performance.
- Continually monitoring this policy by auditing and reviewing its effectiveness in the workplace.

5 GENERAL HEALTH & SAFETY ARRANGEMENTS

5.1 Communication:

The Company will communicate and consult with employees on the following issues via regular safety meetings, tool box talks, memo's etc:

- The content of this Policy.
- Any rules and regulations specific to a site or contract.
- Any changes in legislation or best working practice.
- The introduction or alteration of new work or equipment.

5.2 Training:

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided in the following:

- Induction training for new employees.
- The introduction or modification of new/existing machinery or technology.
- A change in employee position/work activity.

General training is also specifically provided for work with hazardous substances, correct use of PPE and manual handling. Training records are kept on file.

5.3 Method Statements & Risk Assessments:

The Health & Safety Co-ordinator will carry out and record formal method statements and risk assessments appropriate to each individual contract. They will be issued for site use and kept in a job file. The statements and assessments will be job specific to each individual task.

5.4 Co-operation with Clients:

All employees will familiarise themselves with any specific client requirements and procedures. Client site procedures and specific instructions will be followed at all times.

5.5 Welfare Facilities:

A minimum arrangement of welfare arrangements will be provided on site as follows where applicable:

- Toilet/washing facilities accessible on site – including hot water provision.
- Eating/shelter facilities accessible on site.

5.6 Personnel Protective Equipment (PPE)

Appropriate PPE will be issued to employees as and when necessary for work activities. Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

5.7/-

5.7 Work Equipment:

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based upon manufacturers guidance and industry best practice. Any maintenance/inspections undertaken on company equipment will be formally recorded with a hard copy left on file. Any faults or damage found should be reported immediately to the Site Supervisor.

5.8 Hazardous Substances:

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used whenever possible. Appropriate PPE is provided when required. Before any hazardous substance is to be used a material safety data sheet is requested from the supplier/manufacturer followed by an appropriate risk assessment being undertaken in line with the COSHH regulations.

5.9 First Aid & Accident Reporting:

The company will provide adequate first aid provision at every place of work occupied by the John Gunn & Sons Ltd. All first aid boxes shall be suitably marked and readily accessible to all employees at all times.

Main Office – the first aid box is located in the storage cupboard in the main corridor.

Site – the Company will provide a first aid box located in the welfare facilities on required sites. All company vans are provided with first aid boxes.

All accidents MUST be reported to the site supervisor and recorded in the accident book held. Senior management will investigate all accidents/incidents and any action taken as a result of the investigation will be formally recorded.

5.10 Asbestos:

Before work commences on site and where appropriate the Company will request to view the site-specific asbestos register. On viewing the register the Company will assess the situation and take appropriate action to ensure a safe environment to work with asbestos. The Company are non-licensed for asbestos removal apart from asbestos cement. If asbestos other than asbestos cement is encountered then a specialist firm is engaged.

5.11 Manual Handling:

Manual handling risks are considered prior to each work activity. Method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting methods. All employees are advised not to manually handle loads that they feel incapable of moving safely.

5.12 Fire Safety & Emergency Procedure:

The company take account of fire hazards in the workplace. All employees have a duty to conduct themselves in such a way as to minimise the risk of fire. Site supervisors are responsible for keeping their operating areas safe from fire hazards and combustible materials are kept separate.

In the event of the fire alarm being raised employees must leave the building by the nearest available exit and assemble at the designated assembly point.

6 OCCUPATIONAL HEALTH

Occupational health is concerned with the way work and the working environment can affect an employee's health and how an employee's health can affect their ability to do their work.

The company will:

- assist with the identification and management of health risks;
- support those employees who are ill to remain at or return to work as appropriate;
- improve work opportunities for those with disabilities;
- manage work-related aspects of illness;
- promote good health to better equip staff to do their work well and make informed lifestyle choices;
- provide pre-employment screening through medical questionnaires and medicals to provide health surveillance where appropriate;
- provide advice and support to managers and staff on all aspects of health and work.

John Gunn & Sons Ltd. will, wherever possible, confidentially and sensitively deal with employees' concerns around health and wellbeing, and will provide information, training and instruction to all staff to encourage a nurturing culture of openness and honesty.

7 LEGAL OBLIGATIONS

John Gunn & Sons Ltd recognises the legal obligation placed on it by the Health & Safety at Work etc. Act 1974, the CDM Regulations 2015, and other statutory legislation as may be applicable to our undertaking.

Our Health and Safety documentation and records are kept in The Lybster Main Office and will be made freely accessible to contractors, visitors, customers, members of the public and persons who may be affected by our operations.

8 HEALTH & SAFETY ADVISORY SERVICE

In order to assist us in our undertaking we have appointed **Safehands** Health & Safety Consultants to provide competent advice and guidance on current and new legislation, the development of Risk Assessments, Safe systems of Work, Accident Investigation and to carry out Site inspections and Audits.



Ian Gunn
Managing Director
John Gunn & Sons Ltd.



David D Sutherland
Director
John Gunn & Sons Ltd.

Joint Responsibility for John Gunn & Sons Ltd.