

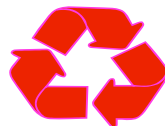


# HEALTH, SAFETY AND WELFARE POLICY

# Health, Safety & Welfare Policy Document

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# Health, Safety & Welfare Policy

## Section 1 General Statement of Policy

Wyndham Site Services (UK) Limited (“The Company”) believes that high standards of health, safety and welfare management are an essential part of good business practice.

The Company recognises its responsibilities to all its employees (and also to others who might be affected by its activities) in accordance with The Health & Safety at Work etc Act 1974, The Management of Health & Safety at Work Regulations 1999 and other applicable legislation.

The Company will endeavour to conduct its operations, so far as is reasonably practicable, in a manner which recognises the health, safety and welfare needs of employees and / or other persons likely to be affected. In order to work towards this objective, the Company will focus on:-

- a) A safe place of work and access / egress.
- b) A safe working environment and adequate welfare facilities.
- c) Safe plant, equipment and vehicles.
- d) Safe handling, storage, transport and maintenance of articles and substances used at work.
- e) Necessary information, instruction, training and supervision.

Furthermore the involvement and support of our employees will be encouraged, as we believe this to be the most effective means for securing our Health, Safety & Welfare strategy.

The allocation of duties in this policy is set out in Section 3 and the detailed arrangements are in Section 4.

This policy will be reviewed as often as is necessary to ensure it keeps abreast of current legislation, continues the management of health and safety to help reduce accidents and promotes a health and safety culture etc.

**Director Wyndham Site Services** \_\_\_\_\_



January 2008

## Section 2

# Health, Safety & Welfare Policy

### Objectives

The objectives of this policy are:-

- To promote high standards of health, safety and welfare within the Company and to comply with relevant statutory provisions.
- To promote a positive health and safety culture and encourage an attitude of responsibility and co-operation at all levels.
- To commit to the provision of adequate time and resources necessary to encourage the effective implementation of the Policy.
- To identify duties and delegate responsibility throughout the organisation.
- To create and maintain a safe and healthy place of work for all employees, contractors and visitors to our premises.
- To facilitate so far as is reasonably practicable the health, safety and welfare of persons not in our employment, but who could be adversely affected by our work activities.
- So far as is reasonably practicable, to provide employees at all levels with adequate instruction, training and supervision, that training to be repeated as often as considered necessary.



**Section 3**  
**Health, Safety & Welfare Policy**  
**Safety Organisation**

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The policy statement confirms the commitment of Wyndham Site Services (UK) Limited, as far as is reasonably practicable, an acceptable level of safety within the Company.

Health and safety responsibilities are as follows:

**Managing Director**

- a) To make available sufficient resources for the development, implementation, monitoring, update and adaptation of the company health and safety system.
- b) To give input into the system in areas of own expertise, so the system built is practical and may be followed in practice.
- c) To liaise and work with the Health and Safety Advisor, Other Directors and Managers, Employees etc to continually improve health and safety within the Company.
- d) Liaise with managers and employees on matters relating to health and safety.
- e) Liaise with other managers and the Company's appointed competent person, to make arrangements for employees to receive appropriate health and safety training for the work they undertake.
- f) Ensure reporting to the enforcing authority of any accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995).
- g) Ensure the provision of adequate first aid resources in accordance with current legislation.
- h) Provide adequate time and resources to maintain satisfactory levels of health and safety.
- i) Liaise with the appropriate person to co-ordinate the activities of all contractors and sub-contractors working on our premises to ensure they are working safely and not to the detriment of other persons.



j) The following notices are obtained and displayed:

- Signed copy of the health and safety policy
- Employers' liability insurance certificate
- Health and safety law poster

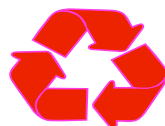
And the following documents held:

- BI 510 Accident book
- RIDDOR report forms

### **Managers / Supervisors / Leading Hands**

Will:

- a) Report to the Health and Safety Representative and a Director on matters relating to health and safety.
- b) Managers carry the day to day responsibility for implementing health and safety and will endeavour to maintain safe working practices in line with Company Health & Safety Policy and that any control measures, devices or items of PPE put into place shall be used at all times where applicable and not misused or interfered with.
- c) Endeavour to ensure that the risks associated with the work activities carried out within their area of responsibility are adequately assessed to the best of their ability and knowledge at that time, or seek further assistance / advice if not.
- d) Maintain acceptable standards of housekeeping.
- e) Make provision for adequate first aid facilities.
- f) See that health and safety information, instruction and training is provided and that no person undertakes any duty for which they have not received suitable and sufficient training to deem them competent to perform that duty.
- g) In the event that a concern is reported or identified, to take immediate action to remedy or isolate any hazardous situation or unsafe act in order to prevent an injury or dangerous occurrence as far as is reasonably practicable.



- h) Make appropriate arrangements for all accidents and dangerous occurrences to be reported clearly, accurately and promptly in accordance with the company procedure.
- i) Liaise with the Director or seek other specialist advice as appropriate on issues which require further clarification or specialist knowledge on matters relating to health and safety.
- j) Endeavour to ensure that tools, plant, machinery and substances supplied for use, are used for their intended purpose, to their designed function and in compliance with any relevant legislation in a safe and proper manner.
- k) Investigate and report any damaged or defective tools, plant and equipment and ensure that repairs are affected prior to re-use.
- l) Report and initiate the company disciplinary procedure in the event of an employee interfering with equipment, signs or systems provided in the interest of Health & Safety.
- m) Provide the necessary resources for the communication of specific health and safety information to all employees as necessary.

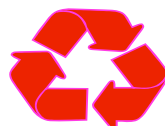
### **Employees / Operatives / Drivers**

As stated in the “Safety Policy Statement” all employees have a duty to support the health and safety function.

The company will endeavour to communicate this policy to employees who do not have a good understanding of English wherever possible safety documents will be produced in their native language or use a translator to convey the safety message.

Employees will:-

- a) Comply with the Company Health and Safety Policy Statement and carry out all operations and work as trained and instructed.
- b) Not perform any work or use any machinery for which they are not suitably trained, authorised and deemed competent to use.



- c) Use equipment correctly, including any safety equipment or personal protective equipment provided.
- d) Report to their Manager any incident or defect to plant and equipment, which has led, or may lead, to danger, damage or injury.
- e) Co-operate with the Company in complying with health and safety legislation.
- f) Report injuries, accidents and near misses immediately to their Manager or appointed First Aid Personnel, where relevant.
- g) Ensure that anything provided in the interests of health and safety is not intentionally or recklessly interfered with or misused.
- h) Advise their Manager of any points they wish to be raised at the safety committee meeting.

**It should be noted that disciplinary action may be taken against employees who persistently and deliberately flout the requirements placed upon them by statutory provisions and Company Safety Rules.**

**IF YOU ARE IN ANY DOUBT ABOUT MATTERS RELATING TO YOUR OWN HEALTH AND SAFETY OR THAT OF YOUR COLLEAGUES OR OTHERS THEN SEEK CLARIFICATION FROM YOUR MANAGER DO NOT IMPROVISE!**

### **The Health and Safety Advisor**

The Health and Safety Advisor, shall oversee and advise on the management of Health and Safety within the Company by working through R Sheridan. Who will endeavour to build and sustain a culture in which health and safety considerations are prioritised?

The Safety Advisor will:

- a) Report on health and safety matters to the line manager and periodically to the Managing Director.
- b) Act in a supportive role to the Management organisation.



- c) Help the company to analyse and interpret relevant legislation and its impact upon the company.
- d) Advise on the possible strategies for compliance with such legislation.
- e) Develop and implement procedures to help achieve legal compliance.
- f) Provide support and advice on request to staff on matters relating to health and safety.
- g) Build a system whereby the Company can audit its own health and safety performance subject to spot checks by the Safety Advisor to verify the quality of internal auditing.
- h) Provide and support health and safety training requirements.
- i) Prepare and implement policy for effective accident / incident investigation to facilitate statutory compliance. Liaise with relevant enforcing authorities as necessary.
- j) Liaise with appropriate Insurance companies and their representatives where relevant.
- k) Ensure that regular Health and Safety committee meetings are arranged to monitor the effectiveness of the Companies Policy, action is taken as necessary to ensure that correct standards are maintained.

### **Visitors to the Company**

- a) Where applicable, all visitors, contractors and temporary workers attending our sites will be expected to comply with our health, safety and welfare policy, associated codes and rules and safe working procedures.
- b) With regard to work related activities, all visitors, contractors and temporary workers shall report to a nominated First Aider or member of management, any accident, incident or illness occurring to them whilst on site and prior to leaving our site.



## Section 4

# Health, Safety & Welfare Policy

### Arrangements for Health, Safety & Welfare

The Management of Health and Safety at Work Regulations 1999 require employers to establish appropriate arrangements for planning, controlling, monitoring and reviewing health and safety measures. These arrangements have been incorporated into the following section of the safety policy document.

#### 1. Induction and Training

It is the Company's responsibility to inform, instruct, equip and train their employees such that they may carry out their duties in a safe and efficient manner.

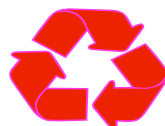
New employees will be given induction training as soon as is reasonably practicable. Employees should only be given work which they are capable and competent to do safely.

Inexperienced employees or trainees must be afforded additional supervision based on specific risk assessments.

When young persons are employed, additional control measures need to be considered so as to compensate for their:-

- a) Lack of experience;
- b) Absence of awareness of existing / potential risk;
- c) Immaturity both physically and mentally.

Persons should be prohibited from doing work for which they have not been appropriately trained.



Specialist training is provided as required to meet compliance with legislation and as identified as per the training needs analysis.

## **2. Assessment of Risk**

The Company is responsible for the identification and assessment of risk in relation to Regulations made under the Act.

Risk assessments will be planned, organised and implemented by the Company's recognised competent persons.

Our aim once a potential risk has been identified is to implement control procedures, which seek to reduce that risk to as low as is reasonably practicable.

Our significant findings will be recorded in a manner which can be easily understood by those who may be affected and these findings will be brought to their attention by instruction, information or training.

Our assessment of risk will be subject to periodic review so as to ensure the adequacy and accuracy of the implemented control regime. Records will be kept in the General Office.

It is the policy of the Company to consider and address the risks to members of the public and other visitors when they enter our premises.

In order to do this the Managing Director will, on an annual basis, ensure that all procedures for health and safety laid down in this document, all safe systems of working and procedures that the Company has adopted are fully complied with and that a person who is competent regarding health and safety law checks to ensure that foreseeable issues have not been overlooked.

## **3. Safe Systems of Work / Tool Box Talks**

Where applicable, 'safe systems of work', standard operating procedures and / or 'tool box talks' will be drafted in conjunction with our risk assessments in order to provide further guidance to those who may be affected by that work.

If a "written" safe system of work, method statement and / or tool box talk has not been implemented then the employee must use their experience and judgment when undertaking the work. If they are in doubt, they should refer the matter to their Contract Manager. Employees should feel free to ask for a



specific written safe system of work and / or tool box talk if they have areas of concern.

#### **4. Plant and Equipment**

All equipment provided for use at work should meet a suitable standard for purposes of health, safety and welfare in terms of both integrity and suitability.

New equipment will be marked CE (Conformité Européenne) to demonstrate it meets a suitable standard of compliance. All equipment whether CE marked or not will be the subject of an initial risk assessment. All equipment should be suitably maintained so as to ensure safety to operators and others.

Where applicable a programme for examining and maintaining tools and equipment will be implemented.

Adequate instruction, information and training to enable the safe use of work equipment will be provided.

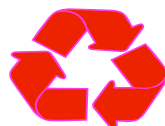
The use of work equipment which could pose special risks to the safety of persons in the workplace shall be restricted to persons trained in its use.

Employees should carry out visual checks of all tools and equipment before use and report defects. Damaged or defective tools / equipment which may affect the health and / or safety of any person should be withdrawn from service until such time as it is repaired / serviced or replaced.

Some equipment is required by regulation to be examined by a specialist competent person and certificated as safe to use. Specialist companies will be instructed to make such examinations in accordance with legislation.

#### **5. Accident Prevention, Investigation and Reporting**

A dedicated accident prevention policy outlines our intentions and identifies the means for the prevention of accidents and for investigating and reporting, should they occur.



## **First Aid**

First aid boxes, first aiders and an accident book are provided. All injuries, no matter how slight, should be treated and the company accident report form completed and submitted to a Director. All injuries, no matter how slight, are to be entered into the accident report book. This should also include accidents to members of the public, contractors and visitors to our premises.

All accidents will be investigated, initially to determine the basic facts, then and depending upon the severity, a more in depth investigation will be conducted. Reports will be produced and where applicable statutory notifications made in accordance with RIDDOR.

Accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (*Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1999*) will be reported to the Managing Director prior to reporting to the enforcing authority.

## **6. Manual Handling**

It is Company policy as far as is reasonably practicable, to avoid the need for employees to undertake manual handling operations at work which could involve the risk of injury.

Where this is not reasonably practical to achieve, a suitable and sufficient assessment will be made and appropriate steps taken to reduce the risk of injury. The assessment will take into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

If lifting operations can be avoided by using mechanical lifting equipment or changes in work practices then this is preferable.

No person is to attempt to manually handle any item that is too heavy for them.

A program of manual handling training will be provided to all persons as identified from the manual handling risk assessments.

**IF IN DOUBT, SEEK ASSISTANCE**



## 7. Electricity

Arrangements are in place to ensure that portable electrical appliances are regularly examined.

The use of electrical extension cables should be kept to the minimum number required and to the minimum length. These should be laid and used in a tidy manner then coiled and safely stored after use so as to minimise the hazard that cables present from tripping.

Electrical cables and equipment should not be allowed to come into contact with water or other liquids, dust or corrosive conditions likely to impair insulation qualities or otherwise affect electrical integrity.

More specific safety measures are detailed within the documented risk assessments and associated safe systems of work.

**!! Defective electrical equipment MUST not be used !!**

## 8. Workplace Safety and Welfare

Consideration will be given to:

- a) Heating
- b) Lighting
- c) Temperature
- d) Washroom facilities
- e) Toilet facilities
- f) Falls or falling objects
- g) Organisation of traffic routes etc.

It is the responsibility of all employees to ensure that all working areas, offices, stores and yard areas are kept in the tidiest and therefore the safest condition possible and that all waste materials are disposed of in the appropriate containers provided.

## 9. Smoke Free Policy

### Purpose

This policy has been developed to protect all employees, members of the public, clients, sub-contractors and visitors from exposure to secondhand



smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

## **Policy**

It is the policy of Land & Water Group of Companies that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment, the policy shall come into effect on Sunday. 1<sup>st</sup> July 2007, Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, contractors, sub-contractors clients and visitors,

## **Implementation**

Overall responsibility for policy implementation and review rests with the Managing Director However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

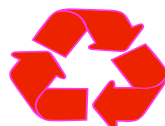
Appropriate 'no smoking' signs will be clearly displayed at the entrances to and within all offices and site based premises, and in all smoke free vehicles,

## **Non - Compliance**

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## **Help to Stop Smoking**

The NHS offers a range of free services to help smokers give up. Visit [gosrnokefree.co.uk](http://gosrnokefree.co.uk) or call the WHS Smoking Helpline on 0800 '690169 for details. Alternatively you can text GIVE UP and your full postcode to 80088



to find your local NHS Stop Smoking Service.

## 10. Fire

The Company has a responsibility to assess the risk of fire and to implement control procedures so as to minimise that risk.

Portable fire fighting appliances, emergency lighting and other equipment provided for this purpose will be maintained on an annual basis and where applicable, employees will be trained in their use.

The Company will endeavour to carry out fire evacuation practices at agreed intervals and in accordance with any specific site rules and regulations and a record will be kept in the Fire Safety Log.

Fire evacuation procedures / action plans will be prominently displayed.

The fire risk assessment will identify the roles and responsibilities of the Fire, Health, Safety and Security representatives.

## 11. Hot Work

When using blow-torches, oxy-acetylene or similar equipment on third party premises, employees will observe the following:-

- a) A fire extinguisher will be kept to hand for immediate use.
- b) All combustible materials are removed from the vicinity of the work. If this is not possible, all combustible materials must be covered with a non-combustible blanket or screen.
- c) All equipment should be lighted for as short a time as possible and extinguished immediately after use.
- d) Lighted equipment must never be left unattended.
- e) A thorough examination of the vicinity of the work must be made after the termination of each day's activities. The occupier must perform this inspection if it is not possible for the employee to do so.



## **12. Personal Protective Equipment (PPE) / Respiratory Protective Equipment (RPE)**

The Company's policy is to assess the requirements for PPE / RPE where necessary, that suitable provisions are made and that they are used for their intended function and maintained in a serviceable condition. Guidance will be provided to our employees on when and how to wear / use PPE / RPE.

Contractors are to provide their own PPE / RPE which should be of an equal or higher standard to our own.

Each person is responsible for their own health, safety and welfare and this includes the need to wear items of PPE / RPE as instructed. Disciplinary action may be taken against those who repeatedly ignore these instructions.

Reference should be made to any relevant PPE risk assessment and associated documentation.

## **13. Noise**

A person's hearing may be affected by exposure to persistent or loud / impact noise. Noise assessments would need to be carried out under these circumstances and reasonably practicable measures would be taken to reduce the levels to as low as practicable.

Should noise levels at or above the statutory action levels still be detected then the associated notices would be posted indicating the need to wear ear defenders.

## **14. Display Screen Equipment**

It is the Company's policy to conduct risk assessments of Display Screen Equipment (DSE) workstations.

Our aim is to reduce the risk to as low as is reasonably practicable.

Eyesight tests will be provided for DSE users upon request.

## **15. Waste Control and Environmental Care**

Environmental legislation requires the Company to dispose of all wastes in a controlled manner. All waste will initially be properly stored on site and



contracts will be established to ensure that all waste is appropriately disposed of by suitably licensed contractors.

Transfer notes will be kept for a minimum of 2 years.

## **16. Control of Substances Hazardous to Health (COSHH)**

The Company will make arrangements for the assessment of hazardous substances which are classified as being potentially hazardous to health where employees could be exposed.

Arrangements will be made to record these assessments. A hierarchy of control will then be implemented in the following manner:

- a) The most harmful substances are substituted (wherever possible) for less harmful types.
- b) Where harmful substances cannot be eliminated then working practices are employed to reduce the level of risk.
- c) Training and information regarding substances is given to users and others and work instructions issued as necessary.
- d) PPE / RPE is provided where the preceding measures are unable to control the hazard.

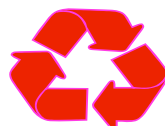
Monitoring and review of substances and measurement of mechanical controls will be carried out as appropriate.

Disposal of substances should be carried out in accordance with Material Safety Data Sheet instructions.

## **17. Visitors, Contractors and Temporary Workers**

With regard to workplace activities, where applicable all visitors (including visitors to the workshop), contractors and temporary workers attending our premises will be expected to comply with our health, safety and welfare policy and associated rules and procedures.

The duty to ensure that these are brought to their attention rests with the person responsible for the visitor, contractor or temporary employee.



A system to vet all contractors coming onto our premises will be established to ensure all contractors comply with health and safety legislation.

### **18. Inspections, Audits and Reviews**

The Safety Advisor in conjunction with a management representative of the company, will undertake safety audits of the premises from time to time. Reports will be written with details of corrective or other measures to be taken.

The purpose of auditing and reviewing health, safety and welfare is to monitor the effectiveness of our policies and procedures and to seek out any weaknesses so they may be remedied.

### **19. Reporting of Health and Safety Defects**

Should an employee have any concerns over or observe any deficiencies in the health and safety arrangements at their place of work they are to report it to their immediate supervisor or contract manager

The supervisor or manager will resolve the matter as soon as reasonably practicable. If the matter cannot be satisfactorily resolved the supervisor or manager will liaise with a Director for clarification.

### **20. Occupational Health**

An employment medical questionnaire is provided for completion by all employees.

The content of the questionnaire should be appraised to confirm suitability for employment, under controlled conditions taking into account the person's impairment or disability / disabilities.

Persons known to be suffering from or to have suffered, including recently diagnosed: medical conditions, surgery, injury, persons on medication and / or suffering from tiredness or fatigue especially where operating machinery, driving vehicles and / or working at height may be especially vulnerable or present an increased risk to others through lack of alertness, concentration, focus, error or omission, fainting, collapse, black-out, etc. or there is scope to increase the likelihood of a repeat injury / illness.



We can then modify or change their roles or, in the knowledge of their circumstances:-

- a) Carry out a detailed risk assessment in relation to the job.
- b) Monitor their condition, e.g. eye-sight or hearing tests.
- c) Ensure they are more closely supervised in their work or not allowed to work alone where necessary.
- d) Structure their working day to give more breaks / more time off as necessary (adjusting salary accordingly).
- e) Select jobs for them which are suitable avoiding jobs which are not suitable.
- f) Seek advice and guidance from employees' GPs or specialists.
- g) Consult with employees periodically to discuss how work is progressing in the context of any such issues and whether any conditions are improving or deteriorating, whether any further adjustment is necessary.

## **21. Work Away**

All employees should comply with the Company's instructions with regard to the wearing of PPE, use of equipment, driving of vehicles, site rules and regulations, safe working practices etc.

Employees should respect the property of the customer and any other contractor on site, keep the customer safe at all times and are reminded that whilst working they respect the interest of the Company.

## **22. Mobile Phones**

Employees are not permitted to use hand held mobile phones while driving and / or operating plant and equipment on site or driving vehicles on the public highway etc.

**All site rules controlling the use of mobile phones must be observed**

## **23. Hand Arm Vibration**

A person's health may be adversely affected by exposure to persistent or high levels of vibration resulting from the use of tools and equipment. Vibration



assessments would need to be carried out under these circumstances and all reasonably practicable measures would be taken to reduce the levels to as low as practicable.

## **24. Vehicles**

Only suitably licensed / authorised persons are allowed to drive vehicles and licenses are checked at agreed intervals by a nominated person. Employees are reminded that they need to declare any prosecutions or those pending that may affect eligibility to drive Company vehicles.

All vehicles provided for use at work must meet a suitable standard for purposes of health, safety and welfare in terms of both integrity and suitability.

Drivers are asked to complete safety checks and report defects. Vehicles are serviced and maintained according to the manufacturers' recommendations.

Drivers under or who appear to be under the influence of alcohol or drugs are not allowed to drive company vehicles.

Employees are instructed to report to their supervisor immediately any illness or injury that could affect their driving capability and will be prevented from driving the vehicle until further investigations have been undertaken and they have been given the all clear by their supervisor to drive again.

All persons using company vehicles must adhere to the Company Vehicle Policy.

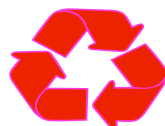
## **25. Alcohol / Drugs**

The consumption of alcohol during work is prohibited.

## **26. Consultation and Communication**

Consultation of health, safety and environmental matters are facilitated by verbal and written instruction and notices.

Statutory notices and safety signage will be reviewed to maintain compliance with legislation and promote a positive health and safety culture.



## 27. Work at Height

Accidents resulting from falls from height are usually serious. It is essential that all equipment used is: -

- a) The right equipment for the job.
- b) Erected and installed properly.
- c) Checked before use.
- d) Maintained in good condition.
- e) Not abused by anyone.
- f) Never altered or added to without advice.

If you are not satisfied with the equipment provided you must report the fact to your supervisor / manager immediately.

## 28. Confined Space Working

Is not undertaken.

**Should anyone fail to understand any of their imposed duties as described within this health, safety and welfare policy, then they should seek clarification / guidance from their respective Manager or a Director.**

**If in doubt ask!**

***Wyndham Site Services (UK) Limited Managing Director***

