

Pat Brennan Pipe Fitters Limited

HEALTH AND SAFETY POLICY STATEMENT

AND

ORGANISATIONAL ARRANGEMENTS

Pat Brennan Pipe Fitters Limited
Cast Iron Drainage Specialists
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Policy Review Status	Review Carried Out	Reviewed by	Major or Minor Changes	Date of Next Review
1	First issue May 2015	Patrick Brennan and Meurig Williams	0	May 2016
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Pat Brennan Pipe Fitters Limited

HEALTH AND SAFETY POLICY AND ORGANISATIONAL ARRANGEMENTS

In compliance with their duties under section 2(3) of the Health and Safety at Work Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulations 1999, Pat Brennan Pipe Fitters Limited is required to produce a written statement on their general policy of health and safety at work, together with organisational and arrangements for implementing the policy.

This policy is in three parts:

- | | |
|--------|------------------------------------------|
| Part 1 | General Statement |
| Part 2 | Organisational Responsibility for Safety |
| Part 3 | General Arrangements for Safety |

HEALTH AND SAFETY POLICY STATEMENT

Pat Brennan Pipe Fitters Limited

PART 1

GENERAL STATEMENT AND POLICY OBJECTIVES

Pat Brennan Pipe Fitters Limited accepts its legal responsibilities under the Health and Safety at Work Act 1974 and associated legislation and Codes of Practice, and gives its full commitment to doing everything reasonably practicable to protect the safety, health and welfare of all its employees and any other persons whose health and safety may be affected. The promotion of health and safety measures is a mutual objective for Pat Brennan Pipe Fitters Limited and for its employees at all levels.

It is the intention that all Pat Brennan Pipe Fitters Limited affairs and business will be conducted and carried out in a manner, which will not cause injury or health risk to its employees, or third parties.

Pat Brennan Pipe Fitters Limited recognises that people are a vital resource, and priority will be given to the effective prevention of hazards and risks in the workplace with the aim to have an accident free environment. In order to achieve our aim, the cooperation of all employees is essential and employees are reminded of their personal legal responsibilities and also to prevent injury to themselves and to others.

Adequate financial and other resources will be made available to ensure the effective implementation of this policy in conjunction with effective health and safety management and a continual improvement programme.

It is the policy of Pat Brennan Pipe Fitters Limited as far as reasonably practicable: -

- * To comply with legal health and safety requirements as a minimum standard
- * To provide and maintain machinery, equipment and systems of work that are safe and without risks to health.
- * To ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- * To provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
- * To maintain all places of work under Pat Brennan Pipe Fitters Limited control, including means of access and egress, in a condition that is without risk to health to health and safety.
- * To provide appropriate facilities for welfare.
- * To ensure suitable and sufficient risk assessments and safe systems of work are in place to eliminate or control risks under the relevant statutory provisions.
- * To establish, maintain and develop arrangements for effective consultation with staff on health and safety.
- * To comply with the statutory requirements as a minimum standard for health, safety and welfare of employees at work, and all others towards whom Pat Brennan Pipe Fitters Limited has statutory obligations.

- * To ensure that effective arrangements exist to deal with any emergency.
- * To ensure that the responsibilities of all employees are clearly assigned at all levels and that their roles are defined.
- * To recognise the link between efficiency and safety and health, and to minimise the costs, losses and disruption which arise from accidents, ill health and dangerous occurrences.
- * To ensure that employees are aware that they are required to work safely and to co-operate with managers in all matters which affect their health and safety at work.

In order to achieve the above, a systematic health and safety management system is in place and implemented by: -

- PLAN:** Ensuring that there is an adequate health and safety policy in place, compliance with legal standards as minimum, together proportionate management arrangements.
- DO** Assessing the organisational risks and ensuring that adequate risk control systems and workplace precautions are in place
- CHECK** Ensuring that there is an adequate means to measure health and safety performance through active and reactive methods.
- ACT** Safety inspections and audits will be regularly conducted to monitor and review risk control systems and workplace precautions in order to achieve the highest possible standards for health and safety in conjunction with a continual improvement programme.

This Policy Statement will be reviewed at least annually and also when any business reorganisation, management change, new work methods, new risks and hazards are identified.

The Policy Statement will be brought to the attention of all employees.

Signed



Patrick Brennan, Managing Director

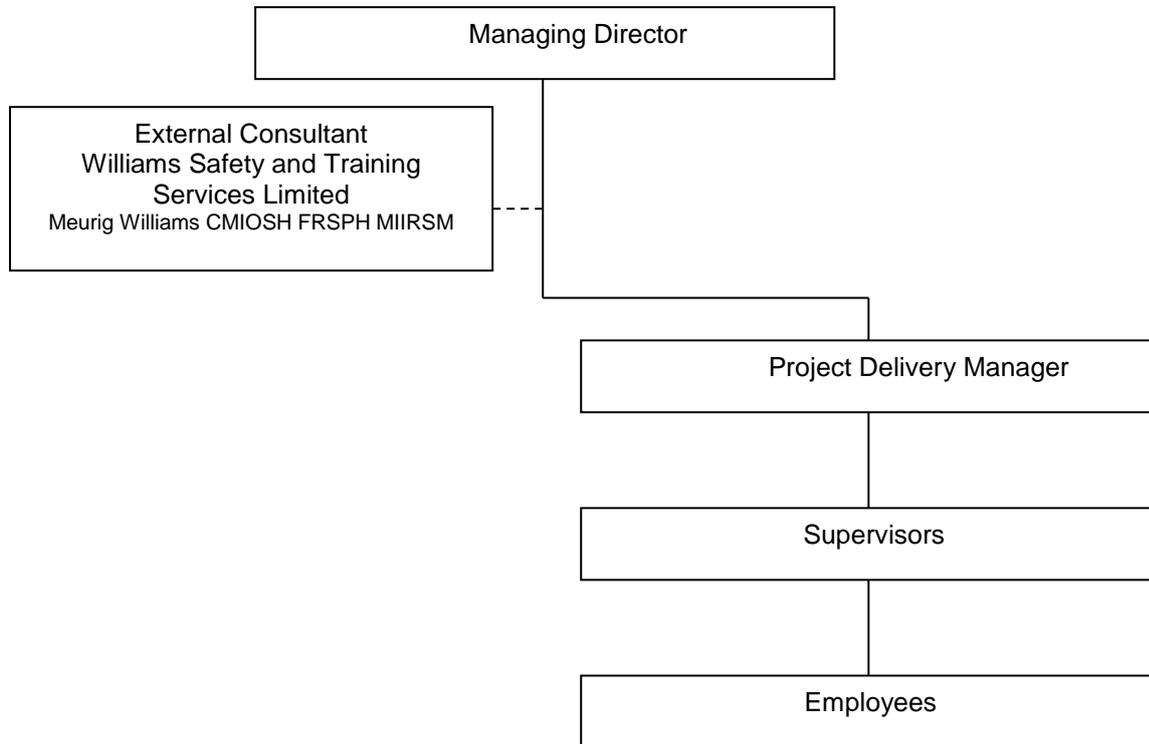
Date: 4 May 2017

Part 2

Organisational Responsibilities

Pat Brennan Pipe Fitters Limited

Organisational Responsibility Chart



Pat Brennan Pipe Fitters Limited

PART 2 - ORGANISATIONAL RESPONSIBILITIES

This part of the policy establishes the organisational responsibilities for implementing the policy. This should be read in conjunction with the organisational responsibility chart.

Managing Director

The Managing Director has the following responsibilities:

Responsible to effectively manage health and safety in accordance with the responsibilities assigned to him as below and having the overall responsibility for health and safety.

To provide leadership on health and safety and instigate continuous improvements in consultation with the appointed external Health and Safety Advisor.

To ensure that this Health and Safety Policy Statement is reviewed annually and communicated to all Pat Brennan Pipe Fitters Limited employees.

To identify any potential fall shorts in financial or other resource requirements that may impact on health and safety and to take the appropriate action.

To ensure that there is in place suitable and sufficient risk assessments to eliminate or control risks under the relevant statutory provisions and such is supported by safe systems of work.

To ensure that for premises under his control, that adequate arrangements are in place for fire safety management and such is supported by a fire risk assessment.

To ensure that there is sufficient support provided for competent health and safety assistance.

To ensure that all employees are provided with adequate health and safety training to perform their duties.

To ensure that the Project Delivery Manager and Supervisors periodically carry out active monitoring (safety inspections) at site works.

To ensure that all plant and equipment are maintained to a high standard are when required statutory insurance inspections are carried out.

To ensure that arrangements are in place to satisfy health and safety aspects are specifically included in the development of commercial strategies, business plans, and in the preparation and letting of contracts.

To ensure that effective communication lines are established with Clients for the purposes of coordination and exchange of information on health and safety.

To directly consult with employees (through the Project Delivery Manager) on all matters relating to health and safety.

To ensure that if any serious health and safety event or serious failure in the in the health and safety management system occurs, a full investigation will take place and ensure that remedial actions will be implemented to prevent a similar reoccurrence.

Project Delivery Manager

The Project Delivery Manager has the following responsibilities:

Responsible to the Managing Director to effectively manage health and safety in accordance with the responsibilities assigned to him and the implementation of Pat Brennan Pipe Fitters Limited Health and Safety Policy.

Be responsible to deputise for the Managing Director for health and safety management.

To ensure that Pat Brennan Pipe Fitters Limited Health and Safety Policy is communicated to Supervisors and employees for the purpose of ensuring that they understand their responsibilities for effective health and safety management.

To identify health and safety risks that are likely to injure or harm employees and others and to eliminate or effectively control such through suitable and sufficient risk assessments and supported safe systems of work.

To identify health and safety training needs in conjunction with the Managing Director.

To ensure that in relation to work sites under his control that plant, vehicles, machinery, hazardous substances comply with the relevant statutory requirements.

To ensure that equipment and plant are adequately maintained, are subjected to statutory examinations where appropriate and relevant documentation is available for inspection.

To ensure that employees are provided with the correct level of Personal Protective Equipment.

To ensure that active health and safety monitoring takes place in the workplace through periodic site safety inspections and in conjunction with Supervisors

To ensure that tool box talks takes place and that records are kept.

To ensure that effective arrangements are in place for implementing the requirements of the Construction (Design and Management) Regulations.

To ensure that in conjunction with the Managing Director arrangements are in place to satisfy health and safety aspects are specifically included in the development of commercial strategies, business plans, and in the preparation and letting of contracts.

To ensure that if any serious health and safety event or serious failure in the health and safety management system occurs that a thorough investigation takes place and remedial actions will be implemented to prevent a similar reoccurrence.

To ensure that there is adequate arrangements in place for effective communication on health and safety to all employees.

To instigate disciplinary procedures, when appropriate for breaches of health and safety.

Site Supervisors

Site Supervisors have the following responsibilities:

Responsible to effectively manage health and safety in accordance with their responsibilities assigned to them and Pat Brennan Pipe Fitters Limited Health and Safety Policy.

To co-operate with the Project Delivery Managers on aspects of health and safety, to enable him to discharge his assigned responsibilities.

To ensure all employees have been issued with relevant documented information on health and safety, records of issue kept and periodic checks made to ensure documentation is current.

Proactively encourage health and safety and communicate with employees on issues of health and safety.

To monitor health and safety standards through site safety inspections and keep records of such.

Ensuring the requirements of all risk assessments and safe systems of work are implemented together with the effective communication of such to employees.

Not to put any person at risk during the course of work and to stop work where any risk comes to light which may affect anyone's health and safety.

To ensure that all precautions are in place during and after completion of work that will safeguard members of the public or others who may be put at risk.

To ensure that all plant and equipment is maintained for safe use and to withdraw any defective plant from service immediately.

To ensure that all employees have suitable personal protective equipment and that such is used, maintained and replaced when defective or lost.

Carrying out tool box talks.

To receive, review and remedy any complaints received in respect to health and safety. When complaints cannot be resolved such will be discussed with Project Delivery Manager.

To implement disciplinary procedures where required for breaches of health and safety.

The Competent Person (appointed externally) for health and safety assistance has the following responsibilities: -

To liaise with the Managing Director on matters concerning health and safety.

Providing specialist advice to Pat Brennan Pipe Fitters Limited as and when directed.

Providing advice as to the impact on new health and safety legislation.

Providing health and safety training as and when directed.

Assisting in the development of risk control systems and workplace precautions.

Review and monitor accident statistics and assist in accident investigations as required.

Monitoring and reviewing health and safety standards by means of site safety inspections and management audits at predetermined intervals when directed.

To bring to the attention of the Managing Directors of any fall shorts identified in health and safety during routine visits and assist in the implementation of remedial actions.

Advising on any Occupational Health requirements that may be necessary.

The Competent Person (appointed externally) for health and safety assistance is:

Mr Meurig Williams EngTec DipSm Dip NEBOSH CMIOSH MIIRSM FRSHQ
Chartered Health and Safety Practitioner (IOSH)
Williams Safety and Training Services Limited

Meurig Williams is a registered consultant on the HSE, Occupational Health and Safety Consultants Register.

Every employee has the duty to co-operate in implementing this Policy by:

Acting with due care for the health, safety and welfare of themselves, their colleagues and other persons.

Complying with the instructions and procedures issued for safe working and making proper use of protective clothing and safety equipment provided.

Cooperating with their employer to ensure compliance with statutory and other requirements.

To report to their Supervisor any danger to health and safety, defect in plant and structure, equipment or omissions in safety procedures which may come to their notice.

Reporting to their Supervisors any accidents, dangerous occurrences and near misses and co-operate with any resulting investigations.

Using any plant, equipment or hazardous substances in accordance with any information, instruction or training provided by Pat Brennan Pipe Fitters Limited.

No Director, Manager, Supervisor or employee of Pat Brennan Pipe Fitters Limited is authorised to initiate, or continue any process, operation or activity, which places employees or others in danger, or is in breach of statutory obligations with respect to health and safety. Failure to comply may result in disciplinary action.

Part 3

General Arrangements for Health and Safety

Pat Brennan Pipe Fitters Limited

PART 3 - GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

This section details the means for implementing common standards for health and safety within Pat Brennan Pipe Fitters Limited at all workplaces and sites.

Standards

Standards for health and safety management are implemented by: -

Health and Safety Policy and Arrangements.

Statutory requirements, supported by Approved Codes and Best Practice.

Developed guidance and documentation.

Health and Safety Training.

Risk Assessments and Safe Systems of Work.

Active Health and Safety Monitoring.

The Company will maintain a health and safety document library comprising of guidance notes and Approved Codes of Practice that are issued by the Health and Safety Executive.

Competent Professional Support and Assistance

Regulation 7 of the Management of Health and Safety at Work Regulations requires the provision of competent assistance on health and safety issues.

Competent support under the requirements of Regulation 7 of the Management of Health and Safety at Work Regulations is provided by the retained services of a health and safety consultant whose qualification is that of a Chartered Member of the Institution of Occupational Safety and Health. (Refer to Part 2)

Complaints and Enquiries

Any employee wishing to raise any matter relating to health and safety at work should, in the first instance, approach their immediate Supervisor. If the matter cannot be resolved it should be referred up through the line management chain.

Accidents, Dangerous Occurrences and Ill Health at Work

All accidents, dangerous occurrences and occupational ill health are reported through arrangements established by Pat Brennan Pipe Fitters Limited.

Employees are required to enter all accidents into the accident book and such will be monitored by the Project Delivery Manager

Any prescribed major injury, dangerous occurrence or reportable disease will be reported to the appropriate Enforcing Authority by the responsible Manager, under RIDDOR.

The Managing Director is responsible for ensuring accident investigation take place for the purposes of identifying root causes of accidents and to prevent re-occurrence.

Health and Safety Training and Information

Enquiries regarding health and safety training should be routed in the first instance to the Project Delivery Manager.

It is Pat Brennan Pipe Fitters Limited policy that health and safety training will be provided at three levels:

Managers

Management training to keep Managers up to date on statutory requirements and Pat Brennan Pipe Fitters Limited standards, together with the necessary skills to manage health and safety.

Supervisory

The minimum standard for will be CSCS level supported by a recognised course for Supervisors (IOSH Managing Safely or British Safety Council Awards, Level 2 Certificate in Supervising Safety).

A number of Supervisors hold the IOSH Supervising Safely Course. Supervisors are required to complete a NVQ Level 3 Course in Site Supervision and/or SSSTS Course.

Operatives

Health and Safety Awareness training is provided for all operatives (with periodic refreshers) by CSCS standard with the necessary skills training appropriate to their work.

The Company has in place a training matrix which confirms training standards and when refresher training is due,

Health and Safety Information

All employees within Pat Brennan Pipe Fitters Limited will be issued with relevant documentation.

Site Inductions

Prior to work starting, employees are required to attend a safety induction communicated by the Principal Contractor and Client.

Pre-Start Meetings

Before work commences on site the Managing Director and Project Delivery Manager will attend pre-start meetings with the client. Site specific health and safety requirements will be discussed.

Tool Box Talks

Day to day issues concerning health and safety and the information relating to risk assessments and safe ways of working are communicated to employees by tool box talks through the appropriate Site Supervisor.

Employees are required to attend and to confirm they understand through signature of attendance.

Occupational Health

Occupational health matters are addressed in consultation with Pat Brennan Pipe Fitters Limited Health and Safety Consultant and any health surveillance carried out by a suitable and competent organisation.

Hazardous Substances

Assessments required by the Control of Substances Hazardous to Health Regulations are carried out by risk assessment and the results of the risk assessment communicated to employees.

Occasional lead jointing is carried out by the company. Exposure to lead during this process is assessed as minimal, provided procedures and personal hygiene requirements are followed.

Noise Strategy

Pat Brennan Pipe Fitters Limited standard for controlling noise at work is by workplace noise assessments carried out by a competent person, employee information and the issue of hearing protection (PPE).

Noise assessments are held by the Project Delivery Manager which states the required control measures applicable to the risk activity.

Vibration Strategy

Pat Brennan Pipe Fitters Limited standard for controlling vibration at work is by assessments carried out by a competent person, employee information and specified control measures dependent on the work equipment being used.

Machinery and Work Equipment Standards

BS/EN Standards provide requirements for the essential standards for machinery guarding to be adopted within Pat Brennan Pipe Fitters Limited, unless more specific, nationally recognised standards apply, in which case they will be used.

All work equipment will comply with the requirements of the Provision and Use of Work Equipment Regulations supported by safe systems of work.

Risk Assessments and Safe Systems of Work

Risk assessments and safe systems of work have been developed to identify hazards and risk and provide the necessary controls for safe methods of working. Risk assessments and safe systems of work for applicable workplace and sites form part of the local organisational arrangements and are implemented by the responsible Manager.

Manual Handling

Risk assessments for identified manual handling operations will be carried out.

Employees receive manual handling training applicable to their working environment.

Construction (Design and Management) Regulations

The requirements for complying with the above regulations will be, in most cases, as Pat Brennan Pipe Fitters Limited being appointed as a Contractor, working for a Principal Contractor.

The standards implemented for site safety will be by developed health and safety plans, supported by risk assessments and safe systems of work.

No work will commence on a notifiable project until the following is in place:

- The name of the Principal Contractor and the name of CDM Coordinator have been advised to Pat Brennan Pipe Fitters Limited.
- A copy of the developed Construction Phase Health and Safety Plan given and communicated to Pat Brennan Pipe Fitters Limited.

- Copy of site safety rules given to the Site Supervisor of Pat Brennan Pipe Fitters Limited.
- Employee safety induction carried out by the Principal Contractor.

Construction Work

All construction work will be carried out in accordance with the requirements of the Construction (Design and Management) Regulations supported by risk assessments and safe systems of work.

Sub-Contractors

Pat Brennan Pipe Fitters Limited will require any sub-contractors to be employed to complete a competency questionnaire on how they intend manage health and safety. Sub-contractors will not be employed until such time an assessment has been made on their competency.

Sub-contractors are required to comply with health and safety requirements as imposed by Pat Brennan Pipe Fitters Limited.

Work at Height

Work at height will only be required to be carried out infrequently. When work at height is required the requirements will be in accordance with the Work at Height Regulations.

Should it be necessary for any employee to use any specialised work equipment (tower scaffolds or mobile elevated work platforms) training will be arranged on the use of the work equipment in advance of use.

High Water Pressure Jetting

The use of high water jetting equipment will only be carried out by competent trained employees and where necessary seeking guidance from the Water Jetting Association. The task will be supported by a risk assessment and safe system of work.

Personal Protective Equipment

All employees are issued with suitable personal protective equipment (assessed as suitable under the requirements of the Personal Protective Equipment Regulations), together with an appropriate means for keeping PPE safe and clean.

Employees are required to wear as necessary PPE and to keep such equipment in good order and report any loss or defect to their Supervisors or Manager.

Fire Precautions

The standard for the implementation of Fire Safety Management for premises occupied by Pat Brennan Pipe Fitters Limited will be in accordance with the Regulatory Reform (Fire Safety) Order and supported risk assessments and procedures.

First Aid

The provision of First Aid and First Aid cover will be in accordance with the requirements of the Health and Safety (First Aid) Regulations (latest edition) and arrangements made by a site by site basis in accordance with provision provided by the Principal Contractor.

Vehicle Safety,

All vehicles provided will be safe and suitable for the work for which they are being used. They will be checked (as necessary) prior to use and be regularly serviced and well maintained. All drivers will receive adequate training and instruction according to the vehicles used and the tasks required. Reversing manoeuvres will be kept to a minimum but where necessary will be undertaken safely in accordance to the requirements of the site (e.g. another person to direct reversing vehicles if required). Any local speed limits will be strictly adhered to.

The use of mobile phones is prohibited during driving of vehicles.

Work carried out within the Highway

Work required to be carried out on public highways will be in accordance with the requirements of the New Roads and Street Works Act and Code of Practice for Safety at Street Works and Road Works.

Asbestos

No employee is authorised to disturb or work with Asbestos.

Employees will be required to report immediately any dangers that come to their attention.

Confined Spaces

Confined spaces may exist in any workplace and typically may include: -

- Tanks,
- Manholes,
- Sewers,
- Shafts,
- Excavations,

Confined spaces may have difficult access and egress and may be hazardous due to lack of oxygen or the presence of toxic gases. Due to the high risk of persons being overcome in confined spaces only trained operatives are able to enter confined spaces.

Where confined spaces work is required to be carried out this will only be undertaken by employees who are trained to carry out the work and in accordance with a safe system of work complying with the requirements of the Confined Spaces Regulations 1997.

Leptospirosis

Employees will be informed as to the risk of Leptospirosis and early warning signs of possible infection. Employees will be instructed as the requirements to keep cuts and grazes covered with plasters.

Statutory Examinations and Periodical Examinations of Equipment

All statutory examinations of plant or equipment, required by statute, are carried out by Pat Brennan Pipe Fitters Limited Insurance Engineer. Statutory records are retained at the premises

concerned.

A visual inspection of all electrical equipment, cables, plugs and sockets will be undertaken by using a competent person(s).

Active Monitoring for Health and Safety

The active monitoring for health and safety is at two levels: -

- Level 1 Site safety inspections at workplaces by Operational Managers, Site Managers and Supervisors.
- Level 2 Independent external Audits, every six months.

Consultation with Employees

Pat Brennan Pipe Fitters Limited recognises that good communication is an integral part of health and safety management.

The method for consultation and communication with employees will be in accordance with the Health and Safety (Consultation with Employees) Regulations by direct communication by the Managing Director and the Project Delivery Manager.

Agency Staff

Periodically agency staff (labour only) will be required to work with the company.

Agency staff will be required to provide their own PPE as necessary and as advised to the Agency responsible for providing labour.

Agency staff will be required to abide by this Health and Safety Policy and will be provided with any instruction and training as appropriate.

Alcohol and Drug Abuse

The use of alcohol and illegal drugs are strictly prohibited by employees, and those employees found under the influence of such may be immediately dismissed.

Smoking

The prohibitions and rules in regard to smoking on sites will be adhered to by all employees.

Smoking is prohibited in company vehicles.

Breaches of Health and Safety Standards

Pat Brennan Pipe Fitters Limited regards any breach of health and safety standards to be a serious matter and therefore any employee who fails to maintain or breaches health and safety standards may be subject to disciplinary procedures or dismissal.

End of Document