

Pat Brennan Pipe Fitters Ltd

Health and Safety Management System

Amendment Record

<u>Issue</u>	<u>Date</u>	<u>Comments</u>
1	Jan 2018	First issue
2	May 2018	Minor Changes
3	January 2019	Minor Changes
4	July 2019	Minor changes to section 8
5	August 2020	Annual Review
6	July 2021	Annual Review
7	July 2022	Annual Review

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1.0 Introduction

This Health and Safety Management System (HSMS) is produced in response to the requirements of Regulation 5 of the Management of Health and Safety at Work Regulations and the Health and Safety Executive Guidance and HSG 65, Managing for Health and Safety (2013 edition).

- 1.1 This document should be read and referenced to Pat Brennan Pipe Fitters Ltd' s Health and Safety Policy, Organisation and Arrangements document.

2.0 Statement of Commitment

Pat Brennan Pipe Fitters Ltd is an organisation that specialises in the design and installation of drainage systems, primarily in London and the South East. Critical factors in ensuring that optimum solutions are provided to clients include:

- Clear and accurate understanding of clients' requirements
- Innovative, effective product design and development
- Carrying out work activities that commits to a high standards of health safety and welfare to it employees and supply chain partners.

Pat Brennan Pipe Fitters Ltd and its employees are dedicated to ensuring that its products and services meet the requirements of its Customers, for quality and reliability, and health and safety at all times.

To achieve this aim and satisfy the requirements of the critical factors above, the Company has established a HSMS structured to comply with the Health and Safety Executives Guidance, HSG 65 Managing for Health and Safety.

Pat Brennan Pipe Fitters Ltd constantly strives for continual improvements to products, services and the management system for quality and safety. Formal review of this HSMS takes place at regular management review meetings where continual improvement efforts are reinforced by the agreement of health and safety objectives. The company recognises that the development of its employees and the support from them are critical factors for achieving its improvement objectives for health and safety.

The Company's commitment to continual improvement and effective operation of the HSMS ensures consistent product and service quality and ongoing capability to meet the expectations of its customers.

Management ensure that all personnel in the Company are fully aware of the Company's health and safety objectives, and their individual safety responsibilities, as defined in the Health and Safety Policy document.

3.0 Core Elements of a Health and Safety Management System

3.1 Legal Duties

The Management of Health and Safety at Work Regulations 1999 require employers to put in place arrangements to control health and safety risks. As a minimum, Pat Brennan Pipe Fitters Ltd have the processes and procedures required to meet the legal requirements, including:

- a written health and safety policy;
- assessments of the risks to employees, contractors, customers, partners, and any other people who could be affected by our activities – and record the significant findings in writing;
- arrangements to cover risk to COVID 19
- arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment;
- access to competent health and safety advice
- providing employees with information about the risks in the workplace and how they are protected;
- instruction and training for employees in how to deal with the risks;
- ensuring there is adequate and appropriate supervision in place;
- consulting with employees about their risks at work and current preventive and protective measures.

2.2 Risk Profiling

Every organisation should have its own risk profile. This is the starting point for determining the greatest health and safety issues for the organisation. For Pat Brennan Pipe Fitters Ltd, the risks will be tangible and immediate safety hazards, whereas in other organisations, the risks may be health-related and it may be a long time before the illness becomes apparent.

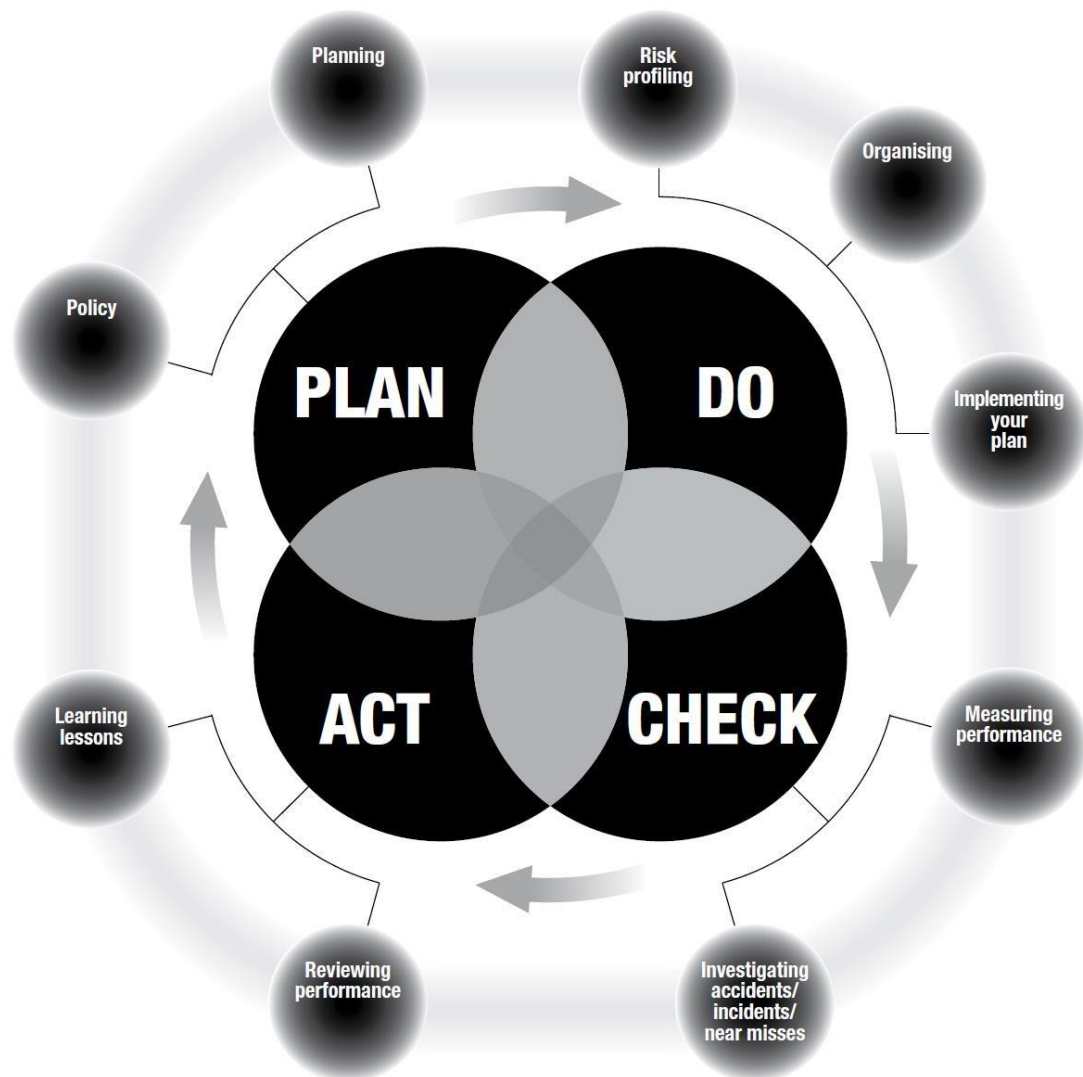
The outcome of risk profiling will be that the right risks have been identified and prioritised for and minor risks will not have been given too much priority. It also informs decisions about what risk control measures are needed, through the management system assessment process.

Further details are contained in section 6.0

4.0 Establishing and Implementation of the Health and Safety Management System

- 4.1 The level of detail and complexity of the HSMS, the extent of documentation and the resources devoted to it depend on a number of factors, such as the scope of the system, the size of an organization and the nature of its activities, products and services, and the organizational culture

- 4.2 Pat Brennan Pipe Fitters Ltd HSMS is based upon Plan, Do, Check and Act. This helps to achieve a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.



5.0 Planning for Health and Safety

Policy

- 5.1 Pat Brennan Pipe Fitters Ltd have in place a Health and Safety Policy in place supported by Organisation and Arrangements.

The Policy establishes commitment to ensuring effective health and safety management and implementation through the commitment and leadership of senior management.

The Organisation part of the Policy establishes the organisation responsibilities for implementing the Health and Safety Policy Statement. It identifies specific and general responsibilities assigned from the Director through to employees.

The arrangements part of the policy details the means for implementing risk control systems and workplace precautions for health and safety within Pat Brennan Pipe Fitters Ltd workplaces and sites.

Planning

- 5.2 Effective planning is concerned with prevention through identifying and controlling risks.

This is especially important when dealing with health risks that may only become apparent after a long period.

Pat Brennan Pipe Fitters Ltd have in place Risk Control Systems and Work Place Precautions.

Risk Control Systems are formal arrangements to control risk, minimise loss, and include:

- Risk Assessments to control risk from common task,
- Risk assessments associated with the use of hazardous substances,
- Safe Systems of Work to specify how work should be carried out for higher risk activities,
- Activity based risk assessments particularly when contractors are carrying out work,
- Emergency procedures to minimise the impact from fire or chemical spills,

Workplace precautions will usually be specified in the risk control system and examples of these in place are:

- Safety signs
- Machine guards
- Safe storage of chemical and flammables
- Safe manual handling
- Personal protective equipment

6.0 Doing

Risk Profile

- 6.1 A risk profile examines the nature and levels of threats faced by an organisation. It examines the likelihood of adverse effects occurring, the level of disruption and costs associated with each type of risk and the effectiveness of the control measures in place.
- 6.2 The nature and levels of risks faced by Pat Brennan Pipe Fitters Ltd has been considered and is summarised as follows:

- Serious fire at premises, which would incur significant cost and business disruption,
- Falls from height
- Confined space hazards
- Incidents involving machinery,
- Manual handling activities
- Use of hazardous substances
- Excavation hazards
- High pressure water jetting
- Unsafe practices by third party contractors.

It is considered that the above risks are controlled within the established risk control systems and workplace precautions.

Organising for Health and Safety

- 6.3 Organising for health and safety' is the collective label given to activities in four key areas that together promote positive health and safety outcomes:

Control

Co-operation

Communication

Competence

- 6.4 Control

Directors, Managers and employee responsibilities are clearly defined in Pat Brennan Pipe Fitters Ltd Organisation Responsibilities section of the health and safety policy. These responsibilities are communicated to all employees and reinforced through health and safety training and tool box talks.

Pat Brennan Pipe Fitters Ltd acknowledges the importance of effective leadership and failure to include health and safety as a key business risk in management decisions can have catastrophic results.

Pat Brennan Pipe Fitters Ltd are responsive in following the guidance issued by the Health and Safety Executive, "Leading Health and Safety at Work" (INDG 417)

and management is committed to following the essentials principles contained in the document.

Pat Brennan Pipe Fitters Ltd understand the importance of the management and control of their contractors. Only competent contractors will be used, that will be able to demonstrate that they have the competence to manage health and safety risks to both to their own employees and to third parties.

6.5 Co-operation and Communication

Pat Brennan Pipe Fitters Ltd recognise that cooperation and communication between employees and management is essential with a partnership based on trust, respect and cooperation.

Pat Brennan Pipe Fitters Ltd objectives are to:

- Involve employees in the risk assessment process,
- Effectively communicate the requirements of risk assessment,
- Ensure everyone understands their responsibilities,
- Encourage better ways of safe working,
- Enable anyone to challenge anyone on unsafe behaviour,
- Provide clear work instructions,
- Listen and act on complaints,
- Communicate effectively at Team Meetings.

6.6 Competence

Pat Brennan Pipe Fitters Ltd will provide adequate resources to ensure that the correct level of competence and health and safety assistance is provided within the organisation.

As a minimum one member of staff, will be qualified to IOSH Managing Safely. An external health and safety specialist is appointed and he is qualified to CMIOSH and also registered on the Occupational Safety and Health Consultants Register (OSHCR).

6.7 Implementation

The implementation part of health and safety is primarily through the risk control systems and workplace precautions. In addition, monthly site safety inspections are carried out.

7.0 Checking

Pat Brennan Pipe Fitters Ltd endorses that good quality monitoring will not just identify problems but will help us understand what caused them and what sort of changes are needed to address them. The outcome of monitoring will have most impact when it is reported back to the Director

Good quality monitoring will also confirm the effectiveness of risk control systems.

Pat Brennan Pipe Fitters Ltd process for checking and monitoring will be through active monitoring (leading indicators) and reactive monitoring (lagging indicators).

Active monitoring is preventative in nature and will include the following:

- Health and safety inspections by the site Supervisor.
- Work equipment inspections and statutory inspections organised by the Technical Manager,
- Health surveillance for selected employees,
- Training needs for employees as identified.
- External health and safety audits.

Reactive monitoring tends to monitor evidence of poor health and safety practice and examples of such that may be evident in the organisation is:

- Responses to incidents and accidents,
- Workforce complaints
- Enforcement action
- High levels of ill health
- Poor moral

8.0 Act

Review of health and safety performance will allow Pat Brennan Pipe Fitters Ltd to determine whether the essential health and safety principles of effective leadership and management, competence, worker consultation and involvement, actually have been embedded in the organisation. The means for reviewing health and safety performance will be conducted by:

- Management reviews of safety performance.
- An annual review of the Company Health and Safety Policy, Organisation and Arrangements,
- Review of the effectiveness of health and safety performance,
- Learning from accidents or incidents,
- Ensuring legal compliance,
- Periodic review of risk control systems,
- Commission external health and safety audits at least annually.

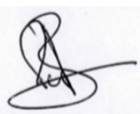
8.1 Incident investigation

Any accident, incident or near miss will be thoroughly investigated. When necessary this will involve our health and safety consultant.

The purpose of any incident investigation is to ensure that lessons are learnt to prevent a reoccurrence.

As necessary risk assessments will be updated resulting from incident investigation and communicated to employees.

Any lessons from investigations will be effectively communicated to our employees via toolbox talks.

A handwritten signature in black ink, appearing to be 'Patrick Brennan', written over a light blue grid background.

Name: Patrick Brennan

Date: July 2021

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