

Prepared By:	Derek Heddle	Review Date:	01/06/22
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1 GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

The Health and Safety at Work Act 1974

Heddle Construction Ltd will comply with all of its legal duties to ensure that it provides a safe and healthy working environment for all of its employees and others who may be affected by their activities.

Heddle Construction Ltd will take a proactive approach to ensure that other contractors, employees, occupiers of other premises and members of the public shall not have their safety or health adversely affected by the working practices, operations and activities of any sub-contractor employed by Heddle Construction Ltd. Wherever possible and reasonably practical to do so, Heddle Construction Ltd will exceed the minimum standard of health and safety requirements of the legislation.

The Directors of Heddle Construction Ltd in recognition of the importance that it places on the engagement and well being of their employees will commit to:

- Complying with all Health and Safety legislation.
- Promoting a culture of safety awareness within Heddle Construction Ltd.
- Ensure that all plant and equipment owned, used or hired by the company is appropriate safe to use and has been properly maintained, inspected and tested.
- Establishing and maintaining a trained and competent workforce.
- Ensuring that all employees are provided with adequate supervision, information and instruction to carry out their work.
- Ensure that all substances, material and equipment used by Heddle Construction Ltd are appropriate for their intended use and are used, handled properly and stored safely.
- Investigate lapses in health and safety performance and implement remedial action to prevent so far as is reasonably practicable their recurrence.
- Ensure that all working places are maintained in a healthy and safe condition.
- Provide adequate resources, including sufficient finance, and access to competent health and safety advice to achieve the aims of this policy.
- Review and revise this policy statement as and when necessary if there is a change to activities carried out by Heddle Construction Ltd or a change to legislation.

Signed: 
Director

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2 ORGANISATION FOR HEALTH AND SAFETY MANAGEMENT

The overall and final responsibility for ensuring that the health and safety policy is implemented and health and safety standards are achieved and maintained is that of Derek Heddle and Ian Heddle.

In addition, the following persons within Heddle Construction Ltd will have responsibilities these areas:

Area of Responsibility	Position or Name
<p>Health and Safety Management</p> <p>Person responsible for the management and updating of the health and safety management system:</p> <p>Person responsible for monitoring the day to day standards of health and safety, and instigating improvements where necessary:</p> <p style="padding-left: 40px;">At the head office:</p> <p style="padding-left: 40px;">On each site:</p> <p>Person responsible for compiling and communicating health and safety information to each site:</p> <p>Person responsible for ensuring that all statutory inspections of plant and equipment are carried out and that all related certificates are obtained and displayed where necessary:</p> <p>Person responsible for conducting health and safety audits:</p> <p>Person responsible for conducting health and safety inspections on site:</p> <p>Person responsible for carrying out risk assessments and ensuring these are being implemented:</p>	<p>Derek Heddle</p> <p>Derek Heddle/Jamie Marwick</p> <p>Site Manager</p> <p>Jamie Marwick</p> <p>Derek Heddle</p> <p>Derek Heddle</p> <p>Jamie Marwick</p> <p>Jamie Marwick/Site Manager</p>
<p>Liaison with the directors of Heddle Construction Ltd</p> <p>Person responsible for keeping the directors of Heddle Construction Ltd informed of the day to day health and safety performance of their employees:</p>	<p>Jamie Marwick</p>
<p>Training</p> <p>Person responsible for establishing and maintaining a competent and trained work force:</p> <p>Person responsible for induction training:</p> <p>Person responsible for ensuring appropriate training is given for all work equipment:</p>	<p>Derek Heddle</p> <p>Jamie Marwick</p> <p>Derek Heddle/Jamie Marwick</p>
<p>Worker Consultation</p> <p>Person responsible for ensuring that an effective system of worker consultation is maintained:</p> <p>Person responsible for ensuring effective worker consultation at site level:</p>	<p>Derek Heddle</p> <p>Site Manager</p>
<p>CDM Regulations</p> <p>Person responsible for co-ordinating work externally:</p>	<p>Derek Heddle/Jamie Marwick</p>

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<p>Competent Health & Safety Advice</p> <p>The company accepts that there will be occasions when there will be a need to have access to expert Health & Safety advice when dealing with matters outside the company’s normal scope of work, working practices or when there is significant changes to legislation. On such occasions, the responsibility for raising awareness is with:</p>	<p>MAKS Safety Services Ltd</p>
<p>First Aid, Accident Reporting & Accident Investigation</p> <p>Person responsible for checking and replenishing all first aid boxes, including vehicles:</p> <p>Person responsible for investigating accidents and near misses:</p> <p>Person responsible for reporting RIDDOR accidents and incidents to the appropriate authority:</p>	<p>Site Manager/First Aiders</p> <p>Site Manager/Jamie Marwick</p> <p>Jamie Marwick/Derek Heddle</p>
<p>Display Screen Equipment</p> <p>Person responsible for carrying out a risk assessment for the users of display screen equipment:</p>	<p>Diane Kelday</p>
<p>Work Equipment</p> <p>Person responsible for ensuring appropriate maintenance checks/inspections on all work equipment:</p> <p>Person responsible for ensuring all portable electrical equipment is inspected and tested:</p>	<p>Derek Heddle</p> <p>Derek Heddle</p>
<p>Lifting Operations</p> <p>The appointed person is:</p> <p>Company responsible for lifting equipment inspections:</p>	<p>Derek Heddle</p> <p>Inspection Network Ltd</p>
<p>Subcontractors</p> <p>Person responsible for the regular assessment of the health and safety procedures and competence of all existing and potential subcontractors:</p>	<p>Jamie Marwick/Derek Heddle</p>
<p>Fire Precautions</p> <p>Person responsible for ensuring regular fire drills, evacuation arrangements and system testing takes place:</p> <p>Person responsible for ensuring regular testing of fire extinguishers takes place:</p>	<p>Derek Heddle</p> <p>Derek Heddle</p>