



Health and Safety Policy Statement Of N T Killingley Ltd

In accordance with the Health and Safety at Work Act 1974

Our statement of general policy is to:

- Provide adequate control of the health and safety risks arising from our work activities:
- Consult with our employees on matters affecting their health and safety;
- Comply with the Construction and Design Management Regulations
- Provide information, instruction and supervision for employees
- Ensure all employees and sub contractors are competent to do their tasks, and to give adequate training;
- Prevent accidents and cases of work-related ill health;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Maintain safe and healthy working conditions; and
- Review and revise this policy as necessary at regular intervals

Signed:

A handwritten signature in black ink that reads "M.B. Killingley". The signature is written in a cursive style.

..... M B Killingley

Date last reviewed: 26 March 2012 Date of next review: 12 June 2012



Responsibilities

The overall and final responsibility for health and safety is that of

Matthew Killingley

Day-to-day responsibility for ensuring this policy is put into practice is delegated to

Departmental Managers

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Gary Massey – Contracts Mgr- Hard Landscape Teams

Ian Whibberley – Contracts Mgr - Soft Landscape & Forestry

Rob Taylor – Contracts Manager Earthworks

Liz Waring – Operations Support - Office & Yard

All employees have a duty to;

- Co-operate with supervisors and managers on health and safety matters;
- Take care of anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)



Health and safety risks arising from our work activities

Risk Assessments will be undertaken and reviewed by

Department Contracts Managers – Site Plans & Generic
Operations Support Manager – Office & Yard
Site Manager – Site based risk assessments

The findings of the risk assessments will be reported to

The H & S Planning Supervisor/Client
Site, Office and Yard Staff

Action required to remove/control risks will be approved by

Department Contracts Managers
Operations Support Manager
Site Managers

The following people will be responsible for ensuring the action required is implemented

The Foremen, Supervisors and Site Managers – Site
The Operations Support Manager – Office & Yard

Assessments will be reviewed

On Each Contract - site
6 monthly - office and yard
6 monthly - generic

or when the work activity changes, whichever is soonest.

Date last reviewed: 26 March 2012 Date of next review: 12 June 2012



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The Following activities will require a site specific risk assessment prior to work commencing.

Working within 10m of water that is more than 1.5m deep

Working at heights exceeding 1.5m

Working with asbestos

Demolition works that involve buildings or structures over 2.0m high

Work in Confined Spaces

Working in excavations that exceed 1.2m in depth

Date last reviewed: 26 March 2012 Date of next review: 12 June 2012



Consultation with employees

Employee representatives(s) are

The Foreman and Site Managers - Site

Mechanic – Fitting Shop

Yard Man – Yard Areas

Admin Assistant – Office Representative

Consultation with employees is provided by

Quarterly Departmental Meetings – All staff

Office Meeting – Operations Mgr, Yard & Office

Weekly management meetings – MD and Contracts Managers

Weekly departmental meetings – Contracts Managers and Site Managers

Operations Meetings – MD & Operations Support Mgr

Monthly Management Meetings – All Senior Management



Construction and Design Management Regulations

During tender phases the Design information will be taken into account during planning by

Department Contracts Managers

When acting as Principle Contractor, the Construction Phase plan will be written and communicated by;

Department Contracts Managers

The Construction Phase Plan will be implemented by;

Site Managers

Foremen

All Staff

The Health and Safety File (Operating Manual) will be completed and issued by;

Department Contracts Managers



Safe Plant and Equipment

The Operations Support Manager

Will be responsible for

- identifying all equipment and plant needing maintenance.
- ensuring effective maintenance procedures are drawn up including daily user visual checks, PUWER reports, Plant Certificates and PAT testing schedules.
- ensuring that all identified maintenance is implemented.
- ensuring that any reported breakdowns or faults are dealt with promptly and that the equipment is withdrawn from service until a safe repair is completed.

Any problems found with plant/equipment should be reported immediately using the vehicle/equipment report sheets to

Your Line Manager or directly to the Operations Support Manager

The suitability of new plant and equipment will be checked by

The Managing Director

Before it is purchased.



Safe handling and use of substances

The Site Manager, Contracts Managers and Operations Support Manager

will be responsible for:

- Identifying all substances within their area of responsibility which need a COSHH assessment and incorporating into the Risk Assessment
- Undertaking of such assessments.
- Ensuring that all new substances can be used safely before purchase

The Foreman, Site Managers and the Fitting Shop Mechanic

will be responsible for ensuring that all relevant employees are informed about the assessments and ensuring actions identified in the assessments are implemented.

Assessments will be reviewed

On the Generic Risk Assessments or on Site Specific Risk Assessments

or when the work activity changes, whichever is soonest.



Manual Handling

During induction all employees shall be given induction training by

Operations Support Manager

Manual Handling Risk Assessments will be undertaken by

Contracts Managers, Site Managers and the Operations Support Manager

The findings of the manual handling risk assessments will be incorporated into the task specific risk assessments, eg the generic risk assessments and/or the site specific risk assessments.

The following people will ensure that the risk assessments are adhered to;

The Site Foreman and Site Managers

The Office and Yard Staff

Action required to reduce/control risks will be implemented by

**The Foreman and Site Managers and the Operations Support Manager
(yard & office areas)**

The Department Contracts Managers and Operations Support Manager

Assessments will be reviewed

At a maximum six monthly interval

or when the work activity changes, whichever is soonest.

Toolbox talks will be carried out as a reminder of the induction training.



Information, instruction and supervision

The Health and safety Law poster is displayed at

The Office Lobby

Health and Safety advice is available from

The Contracts Managers and The Operations Support Manager

Supervision of young workers/trainees will be arranged undertaken and monitored by

The Operations Support Manager, The Foremen and Site Managers

The following are responsible for ensuring that our employees working at locations under the control of other employees, are given relevant health and safety information;

The Foremen and Site Managers



Competency for tasks and training

Induction training will be provided for all employees by

Company Induction - Operations Support Manager

Site Induction – Site Manager & Foreman

Job specific training will be provided by

The Foremen and Site Managers

Specific activities requiring special training and certification

Chemical Application - weed control

Trailer Operations – towing over 750Kg MAM for licences obtained after 1/1/97

Plant Operators – excavation, dumper driving

ForkTruck - lifting

Chainsaw Operators – scrub clearance

Agricultural - tractor and implements

Abrasive wheel – cutting and wheel change

Training records are kept

In the Personnel Files by the Operations Support Manager

Training will be identified, arranged and monitored by

The Operations Support Manager in conjunction with the Appraisal System

Subcontractors will be assessed by

Operations Support Manager

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Accidents, first aid and work-related ill health

Health surveillance is required for employees carrying out work with exposure to

Noise, Dust & Vibration

Health Surveillance will be arranged through the weekly timesheets and the departmental quarterly meetings by

The Contracts Managers

Health Surveillance records will be kept by

Quarterly Meeting Minutes /

The Operations Support Manager in the Personnel Files

The first aid box(es) are kept at the following locations

Company Vehicles, Site Accommodation, Office and Fitting Shop

The appointed person/first aiders are listed on

The Training & Competency Matrix

All accidents and cases of work-related ill health are to be recorded in the accident book by the injured party. The book is kept at

The Office - located in the accessible area in the Rear Lobby

The Contracts Managers and Operations Support Manager

are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.





Monitoring

To check our working conditions and ensure our safe working practices are being followed, we will carry out

Active Monitoring

- Daily Supervision – Foreman and Site Managers
- Internal Site Audits – Site Managers
- Regular Site Visits – Contracts Manager
- External Site Audits – Rand Health and Safety Limited

Reactive Monitoring

- Health Surveillance - Monthly Department Meetings
- Accident Investigation – Department Managers
- Accident Analysis – Operations Support Manager
- Post Sickness Interviews – Departmental Manager

The Contracts Manager

is responsible for investigating accidents

The Operations Support Manager

is responsible for investigating work-related causes of sickness absences.

The Contracts Manager

is responsible for acting on investigation findings to prevent a recurrence.



Emergency procedures - fire and evacuation

The Contracts Manager and Operations Support Manager

are responsible for ensuring the fire risk assessment is undertaken in their area of responsibility and is implemented.

Escape routes are checked

Daily by the Foreman at site

Weekly by Operations Support Manager at the Office

Alarms are tested

Annually by Trust Security

Fire extinguishers are inspected and maintained by

O'Heap Fire Prevention – Office and Yard

NTK Fitter – At Vehicle Service

Emergency evacuation will be tested every

Annually