



Tom George Surfacing Ltd

Directors: Thomas Penfold & George Das-Friend

Date: 24th May 2024

Next Review Date: 23rd May 2025

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RISK MANAGEMENT POLICY AND PROCEDURES

This Policy has been drafted with reference to National Highways Sector Scheme 16 (NHSS 16) and our processes and activities are aligned and reviewed against this Scheme.

RISK MANAGEMENT POLICY

1. STATEMENT OF INTENT

The company recognises that complying with the Health and Safety at Work etc. Act 1974, and regulations made under it, is a legal requirement, not a matter of choice.

Our commitment is to keep employees and contractors safe, we aim to use best practice as our minimum standard. All necessary resources, both financial and other are made available for Health and Safety. Any information, instruction, training or supervision necessary to meet these commitments will be provided to those who require it in order to perform their job safely.

We will be proactive in managing Health and Safety and when needed, this policy will be updated and communicated to all concerned.

2. ORGANISATION OF HEALTH AND SAFETY

2.1 Managing Director

The Managing Director has responsibility for health and safety and welfare within the company. He will ensure that health and safety is adequately monitored and regular reports are submitted to the Board.

2.2 Project Managers

Have responsibilities for the implementation of the health and safety policy within their areas of responsibility. In particular they will ensure that:

- i) Risk assessments are undertaken for any hazardous activities and adequate control measures implemented.
- ii) Employees are adequately informed, instructed and trained in order to undertake their jobs safely and without risk to health;
- iii) Contractors are assessed for health and safety before being appointed;
- iv) The company's policies and procedures are implemented and challenged where needed;
- v) All work activities, whether undertaken directly by employees or by contractors, are monitored to ensure compliance with policies and procedures.

2.3 Site Managers, Supervisors and Foreman

Have responsibilities for health and safety within their site. In particular they will:

- i) Ensure that Risk assessments are carried out for all activities, evidence of signatures is required to ensure operatives have read and understood when briefed;
- ii) Consider the health and safety issues of work activities to ensure that health and safety considerations have been properly addressed and that risk assessments have been undertaken where necessary;
- iii) Monitor work activities on site to ensure that work is being undertaken safely and in line with legal requirements and company policy;
- iv) Stop any work that presents a risk to any persons, including contractors, occupants and members of the general public;
- v) Ensure that appropriate welfare facilities have been provided;
- vi) Ensure that any necessary personnel protective equipment (PPE) is worn as required.
- vii) Ensure that the site is clean and tidy at all times;

2.5 All Employees

All employees, including part time and temporary employees, have a legal obligation to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. In particular, all employees must;

- i) Comply with the company's policy and procedures at all times and co-operate with their managers and supervisors;
- ii) Wear any specified personnel protective equipment and use work equipment in

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- accordance with instructions given;
 - iii) Not intentionally misuse anything provided in the interests of health, safety and welfare;
 - iv) Report to their manager/supervisor anything that they consider to be hazard at work;
 - v) Ensure that all accidents, incidents and illness due to work are reported to their manager as soon as possible.
 - vi) Must Think Safe, Act Safely.

3. ARRANGEMENTS FOR HEALTH AND SAFETY

3.1 Health and Safety Procedures

We have created procedures that apply to all employees and sub- contractors. These must be followed without deviation. These will be briefed during the induction process and promoted within via campaigns, toolbox talk briefings. Other Health and safety procedures have also been written for specific activities and these are held on the company's intranet. All employees will be made aware of the procedures that are relevant to them and will be expected to follow them without deviation.

3.2 Risk Assessments

These will be brought to the attention of employees through their line manager via toolbox talks in house and on site. These must be re briefed by Site Management, Supervisor or Foreman after a near miss or incident. Employees and sub-contractors must adhere to the control measures specified in these risk assessments.

In addition to the formal risk assessments, operatives should always follow the "Take 5" Procedures.

3.3 Training

The company operates a comprehensive training plan starting with a detailed induction briefing. Basic components of the plan for all operatives include modules on:

- Basic health and safety;
- Traffic Safety
- Manual Handling;
- Risk assessments and safe systems of work;

The company will also provide training to selected managers and operatives in line with the Health and Safety Framework on

- SMSTS and SSSTS
- Emergency First Aid at Work;
- Plant or safety specific training as required.

In addition 'Toolbox talks' will be given on key health and safety issues on a regular basis to operatives by Contracts and Site Managers. Evidence of this will be held in the contract specific file held on the S drive.

3.4 Employee Involvement

The company actively promotes worker involvement, to achieve effective communication all operatives are actively encouraged to participate in Toolbox talks.

3.5 Accidents, incidents and illness at work

Accidents and near misses must be reported and entered in the Accident Book. Any accident involving major injury (e.g. broken arm, hospitalisation, etc.) or absence from work must be reported immediately. All accidents will be investigated and reported promptly to the authorities in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Health and Safety Department is responsible for reporting RIDDOR accidents.

3.6 First Aid

First aid treatment is provided by First Aid boxes and First Aiders, located either at the company's offices, on site in welfare units and in every operative's vehicle. Trained First Aiders are in each office, selected managers and operatives. Employees are offered the opportunity to be trained in Emergency First Aid at Work to enable them to take the correct action in the event of serious illness or accident.

3.7 Welfare Facilities

Toilets, washing and food preparation areas are provided in each office. Site welfare is provided by mobile or static welfare units positioned close to the working site.

3.8 Fire Precautions

Fire procedures have been established for all offices and employees must make themselves familiar with these. Fire wardens are nominated for each office and their names are displayed on the company notice boards.

When working at larger sites employees must also know the fire procedures in place and co-operate with the client to ensure that procedures are effective.

Fire procedures will be established at larger temporary sites, with assembly points and temporary fire alarms (e.g. klaxon) being made available.

All employees must be familiar with the causes of fire and take action to minimise fire risks such as ensuring that flammable materials are used and stored correctly, care is taken in undertaking 'hot' work such as disc cutting and grinding, fire exits and fire routes are not blocked.

3.9 Work Equipment

Selected tools equipment will be issued to operatives on an 'as required' basis. This equipment will be adequately maintained and regularly tested. Power tools will be chosen for the lowest vibration and noise emissions. Employees must be made aware of the maximum Trigger time for Vibration and noise levels required for any particular tool. Anything that exceeds 85db in noise value requires mandatory hearing protection and 95db Double hearing protection.

Operatives must ensure that their personal tools are in a good state of repair. The company will perform regular Portable Appliance Tests (PAT) on operative's power tools and maintain records. Any tools found to be unsafe will be quarantined and either repaired or disposed of.

Operatives must use any work equipment supplied to them in accordance with the manufacturer's instructions.

3.10 Working at height

The company will supply ladders, steps and hop ups to selected operatives, as required. All access equipment will be regularly inspected tagged and recorded in a log. Any defective access equipment will be quarantined and either repaired or disposed of.

The company will also supply tower scaffold and scaffold, as required. Only operatives that have been PASMA trained will erect, modify and dismantle tower scaffolds. Scaffold will be erected to the NASC standard TG20: 2013 by competent scaffolders. Scaffold will be inspected at least every 7 days or, if there have been alterations or adverse weather conditions.

3.11 Hazardous Substances

The majority of substances with hazardous properties used are in small quantities and are relatively low hazard. However, the company holds a database of Manufacturers Safety Data Sheets (MSDS) for all van stock. Specific risk assessments will be carried out for any substance that poses significant risk to health.

3.12 Personal Protective Equipment (PPE)

The company will issue any required PPE free of charge, with the exception of safety footwear where they will pay £30 towards the cost of safety footwear. The operative is then free to pay any additional cost if they wish to upgrade. All PPE issued will be recorded in a log.

Operatives have a duty to wear PPE in accordance with the manufacturer's instructions and company's site safety rules. Missing or defective PPE must be reported to their line manager by the user immediately.

3.13 Prevention of Work-related Stress

The Company recognises that in a competitive industry such as construction and maintenance, employees may be under pressure due to such factors as, customer demands, limited budgets, competitiveness, tight timescales, etc. With this in mind the Company has adopted a Prevention of Work-related Stress Policy. This is aimed at ensuring that all employees, at whatever level, are aware of the impact of excessive pressures and can take steps to raise this through management channels.

3.14 Health Surveillance

If an employee off sick for a long period of time, the Personnel Administrator will keep in regular contact with them either by telephone or by letter. Depending on the nature of the absence, medical reports may be required to establish medical situation and anticipated absence from work. A letter is sent to the employee to ask permission to contact their GP for a medical report. Upon receipt of the report, the company will assess the employee's requirements to enable them to return to work.

3.15 Use of Contractors

Before any contractor or sub-contractor is engaged, enquiries will be made to verify their competence, check that they carry the appropriate insurance and are capable of working in an acceptable manner. Risk assessments and method statements will be reviewed before being allowed to commence work.

We expect all contractors to work in accordance with our Health and Safety standards.

All Contractors will be supplied with a copy of the company's Site Safety Rules and are expected to work in accordance these rules. The company will monitor all work being carried out to ensure compliance to their rules and current legislation.

We reserve the right to terminate the work, with immediate effect, for any contractor or subcontractor failing to comply with these rules.