



E. N. SUITER & SONS LTD.

Reg. Office 31 NORTH EVERARD STREET, KING'S LYNN, NORFOLK, PE30 5HQ

Health Safety & Environmental Policy and Management Structure

15th August 2011

Signed:


**Nick Suiter
Managing Director**

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GENERAL POLICY

INTRODUCTION

The legal framework and the specific requirements relating to the health and safety policies are contained in section 2(3) of the Health and Safety at Work Act 1974 which states that "it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees."

The general policy demonstrate that a company accepts concern for health and safety is an integral part of its organisation at all levels and that the highest management within the company means to ensure that this concern will be translated into effective action. The Health and Safety Executive believes that a practical test of the safety policy is that a manager or supervisor can recognise that he will be supported by the company if he reasonably chooses the safety of his subordinates before the demands of production. The test is particularly important in devolved organisations where activities are a long way from head office where local supervision must frequently make decisions crucial to safety.

The law requires that the ultimate responsibility for health and safety in each workplace lies with the highest management, but in practice duties have to be delegated. It is this delegation that forms the organisation within a company and must be capable of demonstrating the following:

- The logical delegation of duties.
- The identification of key personnel.
- The definition of the roles of line and functional management.
- Arrangements for adequate support and advice.
- The nomination of persons with authority and competence to monitor safety performance.

Section 2 of the Health & Safety at Work Act provides a useful check list of the arrangements that must be implemented if the general policy and organisation are to be effective. These are the provision and maintenance of a safe place of work, and safe access thereto; arrangements for the use, handling and storage of substances; the provision of information, instruction, training and supervision; consultation with the workforce and most of all, because it takes into account all these other factors, the provision and maintenance of safe systems of work.

This Health and Safety Management System contains the general policy, policy statement, environmental policy and environmental policy statement organisation roles and responsibilities and arrangements consists of this volume, and various appendices dealing with specific issues, and is structured to assist management meet the requirements of relevant legislation.

Additional information and guidance may be required when new processes or activities are introduced, or as a result of risk assessments undertaken. In such circumstances the company should contact Aspire Safety

Aspire Safety can be contacted on:

Tel: 01406 420800
Fax: 01406 420800
Mobile: 07921575645
Email: office@aspire-safety.co.uk

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STATEMENT ON HEALTH AND SAFETY AT WORK

It is the policy of E.N.SUITER AND SONS LIMITED that a high standard of health and safety be achieved and maintained.

E.N.SUITER AND SONS LIMITED will strive to continually improve its health and safety performance, systems and procedures by:

- carryout suitable and sufficient assessments of the risks to the health and safety of employees to which they are exposed at work, and to persons not in their employment in so far as they may be affected by the work activities,
- initiate and operate healthy and safe working practices, monitor working areas, processes and methods in order to improve, wherever reasonably practicable, standards of health, safety and welfare,
- provide a healthy and safe working environment,
- train employees to work efficiently and safely with an understanding both of the nature of known hazards and the reasons for preventive measures,
- provide procedures whereby a prompt and positive response is made to queries on health, safety or welfare matters raised by employees,
- provide adequate arrangements for communication and consultation between management and employees on health and safety matters, and
- provide the resources necessary to implement this policy.
- not all responsibility for health and safety rests with management. Each employee has a duty to co-operate with the employer on the carrying out of the employer's statutory duties and must:
- take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions,
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare, and
- report immediately any injury sustained at work and any practice or situation regarded as unsafe.

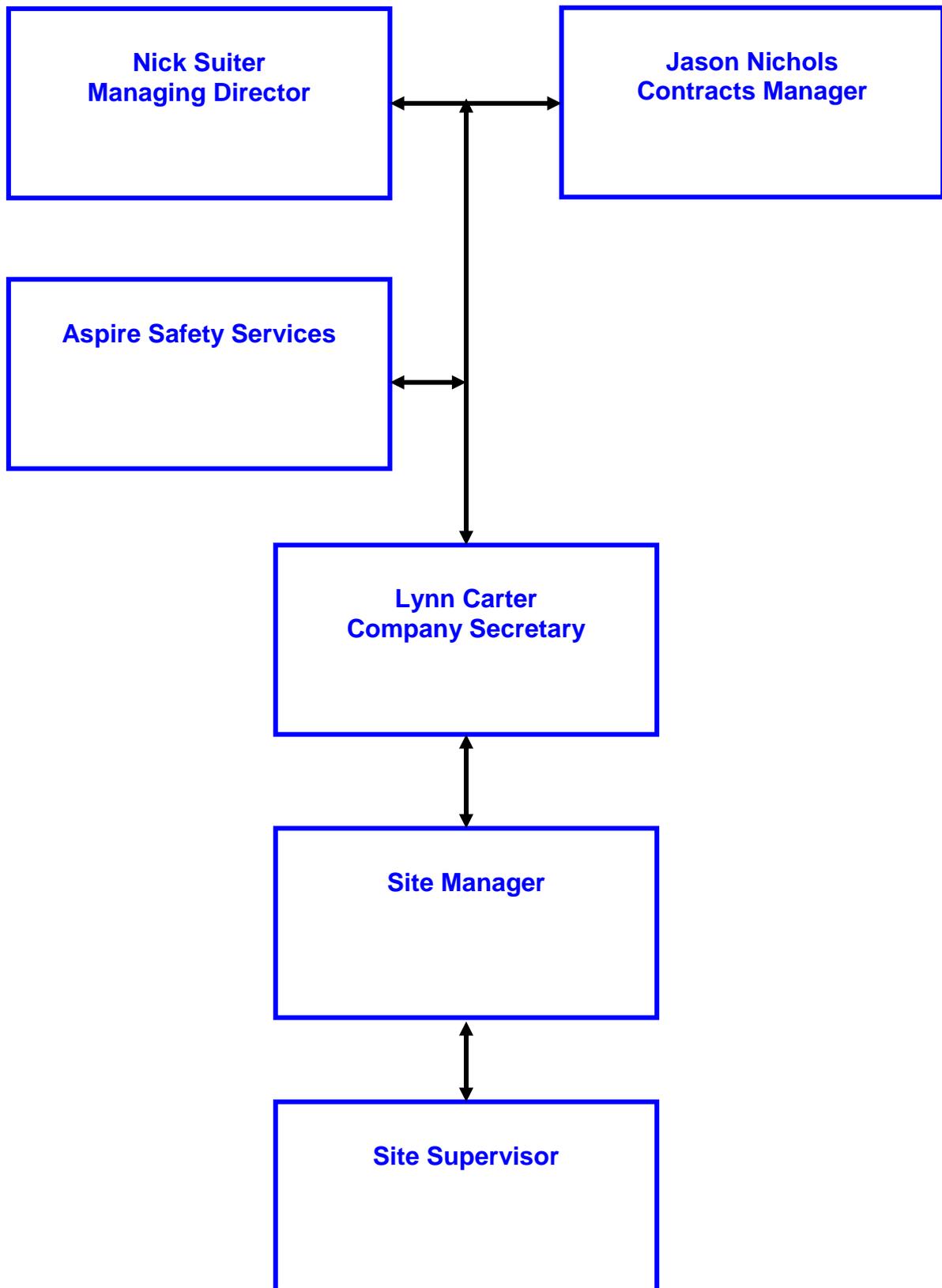
This statement, along with our systems and procedure will be brought to the attention of all employees and formally reviewed at least once every twelve months, or if any legislation affecting the business changes.

Mr Nick Suiter
Managing Director
Date: 15th August 2011

NAMES OF PERSONS HAVING SPECIFIC RESPONSIBILITIES

TITLE/FUNCTION	NAME
Managing Director	Mr Nick Suiter
Contracts Manager	Mr Jason Nichols
Company Secretary	Lynn Carter
Health & Safety Co-ordinator	Mr Nick Suiter
External Health & Safety Advisors	Aspire Safety

Organization Chart



MANAGING DIRECTOR

The Managing Director accepts that health, safety and welfare at work are matters of vital concern to management and employees. He is ultimately responsible for ensuring that all reasonably practicable steps are taken to:

- provide a healthy and safe working environment.
- operate healthy and safe working practices, monitor working areas, processes and methods in order to identify risks and improve, wherever possible, standards of health, safety and welfare.
- train employees to work efficiently and safely with an understanding both of the nature of known hazards and the reasons for preventive measures.
- provide procedures whereby a prompt and positive response is made to queries on health, safety or welfare matters raised by employees.
- provide adequate arrangements for communication and consultation between management and employees on health and safety matters.

The Managing Director is assisted in achieving these aims by various identified staff, managers and employees whose responsibilities are detailed in this section. He will ensure that contract managers and site managers:

- understand and implement the company's Health and Safety Manual.
- are aware of their safety responsibilities and follow recognised procedures where these are laid down.
- undertake periodic checks to ensure that procedures are being followed.

In addition to any duties set out in this document or elsewhere, the Managing Director is responsible for:

- ensuring that potential new employees or employees involved are suitable for the work to be undertaken and are informed of any inherent health or safety risks likely to be encountered in the work before accepting the position.
- ensuring that managers are aware of any special needs of potential new employees, or of employees requiring special adjustments in the workplace or requiring additional safeguards to be taken, in order to ensure at least the same level of safety as accorded to other employees in the workplace.
- ensuring that new employees and employees receive adequate training in accordance with the company's Health and Safety Manual.
- obtaining details of suitable courses to fulfil specific needs when requested to do so by clear business needs.
- ensuring appropriate disciplinary procedures are available for dealing with misconduct or any action of an employee which could endanger his own health and safety or that of others.

DIRECTOR

The Director is, in addition to any duties set out in this document or elsewhere, responsible for:

- to ensure the Health & Safety management system is implemented and maintained.
- provide a healthy and safe working environment and healthy and safe working practices, monitor working areas, processes and methods in order to identify risks and improve, wherever possible, standards of health, safety and welfare.
- Train and retrain employees to work efficiently and safely with an understanding both of the nature of known hazards and the reasons for preventive measures.
- provide procedures whereby a prompt and positive response is made to queries on health, safety or welfare matters raised by employees.
- ensure adequate arrangements for communication and consultation between management and employees on health and safety matters.
- are aware of their safety responsibilities and follow recognised procedures where these are laid down.
- undertake periodic checks to ensure that procedures are being followed.

In addition to any duties set out in this document or elsewhere, the Directors is responsible for:

- ensuring that potential new employees or employees involved are suitable for the work to be undertaken and are informed of any inherent health or safety risks likely to be encountered in the work before accepting the position.
- ensuring that contract managers, site managers and supervisors are aware of any special needs of potential new employees, or of employees requiring special adjustments in the workplace or requiring additional safeguards to be taken, in order to ensure at least the same level of safety as accorded to other employees in the workplace.
- ensuring that new employees and employees receive adequate training in accordance with the Company's Health and Safety Manual.
- obtaining details of suitable courses to fulfil specific needs when requested to do so by clear business needs.
- ensuring appropriate disciplinary procedures are available for dealing with misconduct or any action of an employee which could endanger his own health and safety or that of others.

- ensuring all statutory maintenance, including examinations and inspections, is carried out and appropriate records kept.
- ensuring that all work necessary for compliance with health and safety requirements is undertaken without delay.
- ensuring that when work is undertaken on any site the following basic procedures are followed:
 - Site manager and supervisor are informed of the work to be undertaken.
 - All necessary drawings and scopes of work are communicated to site managers or site supervisors
 - All material are ordered and delivered to site promptly
 - .All necessary safety signage and fencing is available and erected to maintain a segregated area.
 - Where CDM projects are undertaken, full compliance to the regulation is undertaken.
- arranging for the proper disposal of waste, surplus or rejected materials, substances or articles and notifying the disposal contractor of any special precautions or requirements necessary during transport, storage or disposal.

HEALTH AND SAFETY CO-ORDINATOR

The Health and Safety Co-ordinator has, in addition to any duties set out in this document or elsewhere, been appointed to be directly responsible for the administration and maintenance of an effective manual for health, safety and welfare at work by:

- taking a direct interest in the Health and Safety Manual and positively supporting all persons whose function it is to carry it out.
- keeping the Managing Director, Director and Managers informed of statutory requirements.
- consulting with the Managing Director to ensure that competent staff, adequate funds and materials are available to meet the requirements of health and safety.
- assisting the Managing Director to ensure that responsibility is properly assigned and understood at all levels.
- appraising the effectiveness of health and safety documentation.
- providing, in conjunction with Aspire Safety an advisory service on health, safety and welfare matters.
- ensuring that investigations into the cause of all significant accidents and dangerous occurrences are carried out and recommendations made for remedial action.
- ensuring that the need for protective clothing and equipment is assessed and that correct advice on the provision, introduction and use of such items is available.
- arranging and/or undertaking regular inspections, audits, surveys of construction sites. To assess the Health & Safety standards achieved on site and provide recommendation for improvement.
- liaising with Site manager and site supervisor to ensure that health and safety aspects of all new plant, equipment and processes are fully assessed.
- encouraging the development of safe working practices to eliminate or reduce risks to the health and safety of employees or other persons.
- checking that appropriate records are maintained in respect of specific plant, machinery.
- reporting notifiable incidents to the appropriate authority.
- ensuring that auditing of sites are undertaken by our external health & safety advisors in line with working schedules and report corrective actions to directors and contract managers.
- ensuring drivers are able to report promptly any defects or symptoms of defects that could adversely affect the safe operation of vehicles or plant and keeping records of any rectification work done.
- ensuring drivers' defect reports are kept and filed.
- ensuring records of safety inspections are kept and filed.
- ensuring that unroadworthy vehicles are removed from service.

- ensuring that appropriate plant, tools and equipment are available for statutory safety inspections as required under legislation.
- developing safe working practices to ensure the health and safety of employees in consultation with our external health & safety advisors .
- liaising with clients and subcontractors to obtain safety policies, permits to work, general site rules, and conditions.
- ensuring that all supply chain/ sub contractors have undergone the companies approved suppliers list and suitable competency checks have been carried out prior to orders being placed or work starting.
- meeting with clients and subcontractors to identify hazards and hazardous work and agree appropriate precautions and work methods.
- ensuring arrangements are agreed with clients and subcontractors for co-ordination, liaison, communication, monitoring site health and safety..
- ensuring that the area of responsibility is clearly identified and on construction sites means of access and egress, car parking, storage areas, etc. are agreed.

MANAGERS

- Ensure that suitably qualified staff are appointed on each contract and provide them with support.
- Assist with the compilation of a project-specific Construction Phase Health & Safety Plans and ensure that the necessary appointments have been made.
- Ensuring on all sites suitable welfare facilities are on site
- Ensure that competence assessments are made of all contractors and E.N. Suiter and Sons Limited supervision is increased to take account of any resultant shortfall in numbers or expertise.
- Regularly monitor the implementation of the Health & Safety Policy & Environmental Policy and ensure that shortcomings are rectified.
- Carry out Safety & Environmental inspections in accordance with the current strategy
- Ensure implementation of the Site Safety & Environmental Policy.
- Ensure that Risk Assessments are carried out and that suitable precautions and controls are planned for all work. This is to include assessments and documentation required for COSHH, Manual Handling and working at height.
- Ensure co-ordination of all contractors.
- Compile and update the site Safety & Environmental Rules.
- Assist in any accident investigation or any other investigations
- Take disciplinary action against offenders of site rules.
- Ensure close liaison with the Health & Safety Coordinator and external advisors.

Ensuring that when work is undertaken on any site the following basic procedures are followed:

- Site manager are informed of the work to be undertaken.
- All necessary drawings and scopes of work are communicated to site managers, employees and contractors
- All material are ordered and delivered to site promptly
- .All necessary safety signage and fencing is available and erected to maintain a segregated area.
- Where CDM projects are undertaken, full compliance to the regulation is undertaken.
- Arranging for the proper disposal of waste in line with the WEEE Regulations, surplus or rejected materials, substances or articles and notifying the disposal contractor of any special precautions or requirements necessary during transport, storage or disposal.

SITE MANAGERS/ SITE SUPERVISORS

Site Manager/Supervisor are in addition to any duties set out in this document or elsewhere, responsible for:

- being familiar with the company's Health and Safety Manual.
- demonstrating personal involvement and support to ensure the company's Health and Safety Manual is effective and maintained.
- ensuring all personnel under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
- ensuring all personnel under their control are aware of action to be taken in the case of fire, accident or illness.
- ensuring that properly maintained fire extinguishers are available within the area of control and emergency exits are clear and accessible.
- ensuring that good standards of housekeeping are maintained.
- ensuring prior to work commencing that all necessary risk assessment & method statement are in place.
- All contractors, employees & visitors to site have received a site induction and signed in the site register.
- ensuring all personnel under their control are adequately trained and fully aware of the hazards associated with any task to which they are deployed.
- ensuring all personnel under their control use the specified personal protective equipment and it is maintained in good order.
- continually monitoring the sites health and safety performance ensuring that safe systems of work are being properly followed.
- initiating disciplinary procedures should any employee or sub contractor disregard the safety rules.
- reporting and investigating all accidents on there site and taking action as necessary to prevent a recurrence.
- seeking advice and guidance for any health, safety or welfare problems which they cannot achieve a satisfactory solution with the resources available.

EMPLOYEES

Employees are, in addition to any duties set out in this document or elsewhere, responsible for:

- taking reasonable care for the health and safety of themselves and for that of other persons who may be affected by their acts or omissions.
- co-operating with management to enable them to fulfil their statutory duty.
- observing all relevant company rules and instructions relating to health, safety and welfare in order to ensure not only their personal safety but also that of others.
- not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare at work including not adjusting, interfering with or disconnecting any electrical or gas installation without prior authorisation.
- using the personal protective equipment, clothing or safeguards provided.
- ensuring that personal protective equipment is stored correctly and kept in good condition.
- reporting immediately to their manager any conditions or practices appearing likely to jeopardise health or safety.
- ensuring that any damaged equipment is reported immediately to the supervisor and removed from service until it is repaired.
- not bringing any equipment, tools, radios, etc. onto company premises without first obtaining permission from their manager or supervisor.
- conducting themselves in an orderly manner while on company business and being alert for obstacles and other hazards, and refraining from any form of horseplay.
- ensuring that should they need to use a mobile phone while driving they do so only when it is safe and the device is in hands-free mode.
- reporting all accidents to their manager, whether or not any injury was sustained, and any case of ill health which may be related to the work activity or any medical condition which might affect the health of themselves, fellow workers or others.
- being aware of the fire evacuation procedure, location of any break glass alarm points and fire extinguishers.
- ensuring that fire routes, exits and fire fighting equipment are kept clear and unobstructed at all times.
- ensuring that fire-fighting equipment is used in accordance with training or instruction received.
- ensuring that any flammable or combustible items are stored and, where appropriate, disposed of correctly and do not create a fire risk.
- complying with the company's no smoking policy and not, by their acts or omissions, creating or increasing the risk of fire.

- maintaining a good standard of housekeeping at the place of work.
- ensuring that manual handling operations are undertaken safely and the control measures set out by the company are complied with.
- ensuring that the appropriate access equipment is used and training or instruction has been received.

CONTRACTORS/VISITORS

Other persons on the company's premises or construction sites, such as contractors and visitors, are responsible for:

- taking reasonable care for the health and safety of themselves and for that of other persons who may be affected by their conduct.
- co-operating with site management to enable them to fulfil their statutory duty.
- observing all relevant company rules and instructions relating to health, safety and welfare in order to ensure not only their personal safety but also that of others.
- not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare at work.
- using the personal protective equipment, clothing or safeguards provided and reporting immediately any equipment, conditions or practices appearing likely to jeopardise health or safety.
- ensuring they do not enter any area unless authorised to do so, are aware of the hazards and the precautions to be taken.
- conducting themselves in an orderly manner and refraining from any form of horseplay.
- reporting any accident whether or not any injury is sustained and any case of ill health which may be related to the work activity.

ASPIRE CONSTRUCTION SAFETY SERVICES LIMITED

In accordance with the Management of Health and Safety at Work Regulations, Aspire Construction Safety Services Ltd has been retained to assist in undertaking the measures necessary to comply with the requirements and prohibitions imposed by relevant statutory provisions.

The service offered by Aspire Safety cannot alter responsibilities under statute or common law but is intended as an aid to help fulfil such duties. Aspire Safety will meet its responsibilities set out in the agreement by:

- undertaking health and safety audits in order to help identify hazardous operations, breaches of legislation and non-compliance with recognised guidance and standards.
- preparing a Health and Safety Manual to assist the organisation manage health and safety and to recommend amendments when necessary to encompass changes in legislation.
- providing advice and guidance on all aspects of health, safety and welfare.
- providing advice and guidance in the event of a major injury accident or dangerous occurrence and undertaking an investigation if necessary.
- liaising with enforcement authorities on the behalf of the client.
- providing advice and assistance to enable the client to undertake risk assessments.
- recommending training for specific groups of employees to ensure they are familiar with their responsibilities and the standards expected.
- Attending health & safety meetings and providing the company with accident data.
- recommending other specialist advice, training, surveys, environmental monitoring, examinations, etc. should aspects of work be identified outside the scope of the service provided by Aspire Safety.

Appendix One

Arrangements for ensuring the management system is implemented

- 1.0 General office
- 1.1 Display screen guidance
- 1.2 Display screen assessment
- 2.0 Workshops safety
- 3.0 Young persons
- 3.1 Young Persons Risk assessment
- 4.0 Accident reporting and investigation
- 4.1 RIDDOR reporting guidance
- 5.0 Risk assessment and method statements
- 5.1 Method Statements/Safe System of Work
- 6.0 First aid
- 7.0 Electricity
- 8.0 Noise and vibration
- 9.0 Vibration
- 10.0 Manual handling
- 11.0 Fire precautions
- 12.0 Work equipment
- 13.0 Substances hazardous to health
- 14.0 Exposure to Dermatitis
- 15.0 Respiratory Exposure
- 16.0 Health and safety requirements for contractors
- 17.0 Threatening or abusive behaviour to employees
- 18.0 Access Equipment/working at height
- 19.0 Work in Confined spaces
- 20.0 Excavations and buried services
- 21.0 Asbestos
- 22.0 Construction, design and management
- 23.0 Information, instruction and training
- 24.0 Environmental issues
- 25.0 Drugs and Alcohol
- 26.0 Lifting Operations and Lifting Equipment
- 27.0 Managing Workplace Traffic
- 28.0 Smoking Policy