



J CHAPLOW AND SONS

**HEALTH, SAFETY AND ENVIRONMENTAL
MANAGEMENT SYSTEM**



Issue Control

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1 INTRODUCTION

J. Chaplow & Sons Ltd (JCS) carries out bitmac surfacing, road construction, drainage works and general civil engineering in the North West of England.

The majority of these works are carried out as a (Sub) Contractor to a Principal Contractor (under CDM Regulations) though on occasions JCS will act as Principal Contractor.

Site teams consist of a site foreman supervising a gang of operatives working together for example: to operate the plant, lay kerbs and form road construction.

Each foreman reports directly to Phil Chaplow, the Director responsible for the site operations.

This Health and Safety and Environmental Management System (HSEMS) is designed to provide suitable controls for the safe management of the site activities and the maintenance of plant. Further controls are contained within manuals specific to certain items of plant such as the paving machines and the road sweeper.

These controls are further supplemented by site specific Risk Assessments and Method Statements carried out for each contract and maintenance operation undertaken.

To assist J Chaplow & Sons Ltd with the management of health, safety and environmental issues, Newmac Limited has been appointed as Safety, Health and Environment Advisors.

CONTACT INFORMATION

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J CHAPLOW & SONS LTD HEALTH AND SAFETY POLICY STATEMENT

J. Chaplow & Sons Ltd is fully committed to meeting its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and other relevant delegated legislation, following a Plan, Do, Check, Act approach.

We will ensure that our premises and work sites are operated safely and that our employees, clients and any other persons are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable workplace and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives we will:

- Ensure that all employees are trained, provided with the appropriate information, and have the experience to carry out their works, or that they are adequately supervised.
- Identify hazards, assess risks and ensure that they are adequately controlled through risk assessment and method statements for our activities.
- Make risk assessments and method statements available to employees and ensure protective measures are put in place and maintained as work progresses.
- Provide and maintain a safe place and a safe system of work for all employees.
- Ensure that all work equipment is in good order and appropriate for the intended use.
- Appoint competent health and safety professionals to ensure compliance with statutory duties and to undertake reviews of the policy and arrangements.

The management at J. Chaplow & Sons Ltd will ensure the health and safety policy and associated documents are reviewed and updated on a regular basis (usually annually).

Through regular consultation and audit we will ensure that all employees play their part to ensure that the above standards are achieved.

Signed:

A handwritten signature in black ink, appearing to read 'Phil Chaplow'.

Phil Chaplow
Managing Director

Date: April 2018

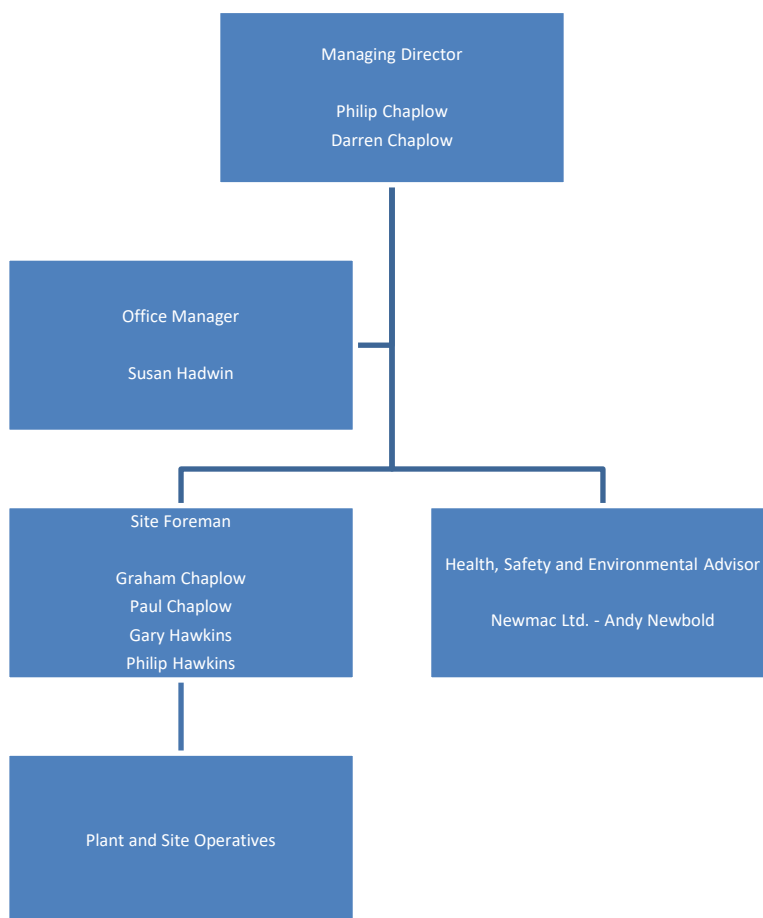


2 ORGANISATION AND RESPONSIBILITIES

Individual responsibilities for health, safety and environmental matters are allocated by the J Chaplow and Sons (JCS) management to employees.

These responsibilities are communicated to employees by formal induction when they join the company and are repeated at intervals through regular tool box talks, safety meetings and informal instruction.

Responsibilities for key posts and roles within JCS are as described below.



2.1 Managing Director

The Director has overall responsibility for the health and safety of employees and others who may be affected by the Company's activities, as well as management of environmental issues.

To meet these responsibilities the Director will, so far as is reasonably practicable:

- Ensure competent health and safety advice to support JCS on health and safety management issues.
- Ensure that an effective policy for health and safety management is in operation including risk assessments, method statements and training and awareness provision.



- Ensure review of the health, safety and environmental policy and associated arrangements and documentation following changes to legislation, Approved Codes of Practice and Industry Best Practice or on at least an annual basis.
- Ensure that adequate resources and information are made available to enable the policy to be effectively put into practice and maintained.
- Ensure that the duties and responsibilities for health and safety are properly assigned, accepted and understood by all employees under their control.
- Ensure that the site health, safety and welfare arrangements are effectively implemented in accordance with the management system through regular inspection and review.
- Take responsibility for ensuring that site specific risk assessments and method statements are carried out, communicated with employees and controls put in place.
- Ensure that all accidents on site and on the company's own premises are fully documented, reported and investigated with the objective of preventing their re-occurrence by reviewing and improving practices and systems.
- Ensure that all accidents or dangerous occurrences are reported by the company to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, as amended.
- Ensure that a health and safety induction is provided to new employees as part of their training programme.
- Ensure that all employees on site have been briefed on, and understand, safe working procedures relevant to their work. Also ensure that employees have access to any additional documentation relevant to health and safety at all times.
- Ensure that all JCS appointed supervisory staff understand and carry out their duties regarding health and safety and environmental protection.
- Co-operate with the Health and Safety Executive, the fire service and any other outside agency concerned with health and safety or environmental enforcement.
- Ensure that regular inspections of workplaces including vehicles, means of access, plant, tools and equipment, the working environment, fire precautions and welfare arrangements are carried out and any required improvements or maintenance is completed to ensure workplaces and equipment are fit for use.

2.2 Site Foreman

Site Foreman are in the best position to influence attitudes and give encouragement to active participation in health and safety matters and environmental protection by operators and staff under their control. Therefore they will, so far as is reasonably practicable:

- Ensure that all persons under their control have been briefed on and understood the health and safety information relevant to their site, and are shown where such information is held (the HSEMS), and receive sufficient training on fire precautions, first aid arrangements and any other emergency procedures relevant to the worksite.
- Ensure that necessary protective clothing and equipment is correctly used and maintained in good order by employees, visitors to site and any subcontractors under their control.



- Implement risk assessment controls and method statement instructions for their works and inform the Director when issues of compliance arise and therefore controls or methods need to improve.
- Monitor safe working conditions and practices on site by conducting real time risk assessments taking account of terrain, weather, other site activities etc. Where uncontrolled risks are recognised, provide appropriate controls or stop activities and inform the Director of any new hazards immediately.
- Consult and co-operate with the Company's Safety, Health and Environmental Advisors, as required.
- Comply with procedures laid down for reporting and investigating and incidents accidents, taking prompt action to prevent recurrence whenever possible.
- Carry out regular checks and inspections of work sites, means of access, plant and equipment, the work environment, fire precautions and welfare arrangements. Report any requirements for improvement or maintenance to Directors and quarantine items or areas that are unfit to use until corrections/maintenance has been completed.

2.3 Plant operators and site operatives

All employees have a statutory duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

They should also co-operate with the Company so far as is necessary to enable any duty or requirement imposed on the Company to be complied with. Breach of this duty could constitute a disciplinary offence or prosecution by the controlling authority (normally the HSE).

In order to comply with this duty all plant and site operatives will:

- Conform to any legal requirements, rules, procedures and instructions necessary for ensuring health and safety and the protection of the environment.
- Correctly use protective clothing and equipment provided and recommended for their particular work.
- Seek advice and instruction, from the site foreman, when situations arise which may affect the health and safety of themselves or others.
- Report any unsafe plant, tools, equipment, methods of work or any other health, safety or environmental protection matters to the Site Foreman. Stop work if there is a risk of injury to persons or damage to plant taking the equipment out of service and reporting it to the responsible person on site.
- Report any incident or accident, however slight, whether or not injury or damage has been sustained.
- Assist at all times in maintaining good housekeeping standards on site.
- Participate in and ensure understanding of health and safety training courses and competency training for use of plant and equipment. Cooperate and assist where required in any site audit, risk assessment, accident investigation or associated procedures carried out within the workplace.



2.4 Health and Safety Advisor

Newmac Limited has been appointed to provide Health and Safety advice to JCS management to support the Directors in fulfilling the role of competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Newmac Ltd.'s role includes the following general duties:

- Administration and facilitation of the revision of the HSEMS and to provide advice as to new legislation and other developments in health and safety that may affect JCS.
- Support the Directors to ensure risk assessments, COSHH assessments and method statements are reviewed and completed for works.
- Provide advice to the Directors of JCS regarding health and safety and environmental matters, as required.
- Assist in the reporting and investigation of accidents and incidents and provision of health and safety information.
- Carry out site inspections and provide recommendations for improvement at regular intervals.

2.5 All Employees

Employees have a statutory duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

Employees should also co-operate with the company, so far as is necessary, to enable any duty or requirement imposed on the company to be complied with. Breach of this duty could constitute a disciplinary offence or prosecution by the controlling authority (normally the HSE). In order to comply with these duties all employees must:

- Conform to any legal requirements, rules, procedures and instructions necessary for ensuring health and safety.
- Correctly use, and maintain in good order, protective clothing and equipment recommended for their particular work.
- Seek advice and instruction from their supervisor when situations arise which may affect the health and safety of themselves or others.
- Report any unsafe plant, tools, equipment, methods of work or any other matters and stop work if there is a risk of injury to persons or damage to plant, equipment or property, taking the unsafe or defective equipment out of service and reporting it to the site supervisor and/or Managing Director.
- Report any accident or incident, however slight, whether or not injury or damage has occurred.
- Assist at all times in maintaining good housekeeping standards on site and in the workplace.
- Attend health and safety training courses as required.
- Co-operate and assist where required in any site audit, risk assessment, accident investigation or associated procedures carried out within the workplace.



3 ARRANGEMENTS FOR HEALTH AND SAFETY

The following arrangements are implemented by J Chaplow and Sons (JCS) to ensure that the health and safety commitments are put into practice.

3.1 Communication and consultation

In compliance with the Health and Safety (Consultation with Employees) Regulations 1996 all employees have an active part to play in maintaining and improving safety standards. They are consulted on safety issues including risk assessments, personal protective equipment (PPE) and suitability of plant and work equipment.

The Director will encourage all employees to take an active role in the promotion of health and safety throughout the company and will give the opportunity to make constructive suggestions to improve the conditions in which they work.

All employees will be involved in the management of health and safety and will meet regularly, usually on a weekly basis with the Director to consider health and safety issues.

Foreman/supervisors will monitor the performance of operators/operatives and will report any requirements for further training to the Directors. Monitoring is completed through on the job observation and appraisals.

The primary systems for the communication and consultation of health and safety throughout JCS are identified below.

Health, Safety and Environmental Management System (HSEMS) Induction

The policy and arrangements making up the management system are distributed to all employees and the importance of its implementation will be explained in a formal briefing which will be recorded on the issue sheet.

The Director briefs the Site Foreman and Supervisors on the content of the HSEMS and then they brief the other employees.

Safety Meetings

Safety meetings are held on a regular basis they include:

- Meeting to discuss recommendations and management of any action plans, results of inspections and reviews and changes to legislation that may affect JCS. These meetings involve the Safety, Health and Environment Advisors and the Director, additional staff are invited to meetings as required.
- Meetings involving all staff (usually every 2 months) to deliver toolbox talks and other briefings. Opportunity is given for feedback at these meetings.



Tool Box Talks and Briefings

Tool box talks and briefings are given on a regular basis. Toolbox talks and briefings may be given by the Director, Safety, Health and Environment Advisors and by foreman to the plant operators and site operatives.

Records of toolbox talks and acknowledgements of briefings are held in the Health, Safety and Environment Folder in the office.

Opportunity for feedback and consultation is given directly to employees at these sessions.

Site Safety Documentation

Each foreman/supervisor will have the following information on site:

- A copy of the Health and Safety Policy Statement
- Copies of Risk Assessments and Method Statements
- Copies of COSHH Assessments
- Evidence of training/experience for employees (CSCS or CPCS cards will be held by the employees themselves)
- Operating manuals and safety instructions for plant and machinery.
- Other safety information as considered appropriate.



3.2 Training and Competency

General

All employees are competent for the work that they are instructed to undertake. Where workers require mandatory certification, only qualified employees are used. No one is employed in any work until trained and/or instructed to be able to work without danger to themselves or to others.

All employees receive a briefing and induction into the Health and Safety Policy and their responsibilities.

Regular toolbox talks and briefings of health and safety information and requirements are carried out. A training matrix is used to maintain records of attendance and competence for each employee. Individual training needs are identified at recruitment or based on Foreman or Supervisor identification on the job. The Director will plan and arrange specific training requirements for employees on an on-going basis.

Foreman/supervisors

Foreman/supervisors will have appropriate CSCS cards. Those who operate plant will have the appropriate CPCS card (i.e. they will have passed the recognised assessment for that plant and passed the Health and Safety Test).

Additional requirements for foreman and supervisors will be identified as part of individual training plans.

Plant operators and site operatives

All those who operate plant will have the appropriate CPCS card (i.e. they will have passed the recognised assessment for that plant and passed the Health and Safety test).

Operatives will receive appropriate training and instruction to enable them to fulfil the requirements of the Construction NVQ system.

Successful completion of the NVQ and the Health and Safety touch screen test will enable them to achieve a CSCS card.



3.3 Workplace and Welfare Arrangements

The office and yard area and other workplaces such as vehicles will meet the minimum standard detailed in the Workplace (Health, Safety and Welfare) Regulations 1992, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015 and other relevant legislation including those governing seating, lighting, temperature, visual display units, workspace and washing/sanitation facilities and waste management.

Workplaces will be kept in a safe and clean condition with no slip and trip hazards or obstructions, which could cause injury to employees or others, such as visitors.

The Director is responsible for office and yard safety and ensuring that all employees and visitors are informed of Fire Safety evacuation procedures and First Aid provision.

Safety information is prominently displayed in the office and yard. Foreman/supervisors are responsible for displaying safety information and signs on worksites in line with method statements and site requirements.

Potential hazards from work sites vary and these are identified by site specific risk assessments and development of site specific work method statements.

The foreman/supervisors hold specific work site information and ensure all employees are inducted into these.

All employees are responsible for maintaining the office, yard and other workplaces in safe order, and for safe storage of materials, products and hazardous substances.

Safety standards are monitored by the Director and the Health and Safety Advisors (when formal inspections and are undertaken). Any issues are discussed with employees at briefings and meetings.

3.4 Plant and work equipment

General

The term plant and work equipment covers all plant, tools, equipment, vehicles and machinery used at work.

The Director is responsible for ensuring any work equipment used complies with the requirements of Section 6 of the Health and Safety at Work (etc.) Act 1974, the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the Supply of Machinery (Safety) Regulations 1992, and any relevant British or European standards.

The Director will do this via correct selection, use, inspection, maintenance and competence procedures, described in the following sections.



Selection and Use

Selection of plant and work equipment is carried out by the Director, in consultation with employees and with the manufacturer. A register of all plant and work equipment is held and maintained. Risk assessments are carried out on all activities that work equipment will be used on and a thorough examination of equipment by a competent person will be undertaken, unless new, before use.

All plant and work equipment is marked with essential details and warnings including Safe Working Loads, where applicable, before going into use. Plant and work equipment is only used in accordance with manufacturer's instructions and as instructed through training. Any defects, malfunctions or breakages are reported, immediately for action by Site Foreman/Supervisors and the Director.

All employees are given adequate information, instruction and training in relation to the use of plant and work equipment.

All users of plant and work equipment are required to hold a relevant certificate of competency, where appropriate, or to be working under the direct supervision and training of a qualified operator.

Inspection and Maintenance

Plant and work equipment is regularly checked, inspected, maintained and serviced in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and manufacturer's instructions.

Daily and pre-use safety checks are completed before any work starts. All safety guarding must be in place and be functional. Guarding arrangements must not be removed or altered.

Where required, plant and work equipment has a thorough examination by a competent person every six or 12 months, in accordance with PUWER and LOLER.

Faults or defects are reported to the Director who takes remedial action.

Plant and work equipment reported as being at fault or defect and therefore found not to conform to health and safety standards is quarantined, so it cannot be used, until it is repaired or disposed.

Transportation

Only authorised and competent employees may inspect and drive company vehicles and tow trailers. Transportation activities are covered by a specific risk assessment.

Plant and work equipment or materials on vehicles and trailers must always be secure and the trailer suitable for its use. All hitches, couplings, restraint cables / chain and braking devices are checked before departure. Draw bar jacks must be kept functional and be used on trailers and towed equipment. The condition of tyres, tyre pressure and lights are checked before use.



3.5 Personal Protective Equipment

JCS complies with the Personal Protective Equipment at Work Regulations (1992) and Noise at Work Regulations (2005). All PPE and safety equipment required for work activities are supplied and issued free of charge to employees.

All PPE issue has been assessed as suitable to protect the individual for the purpose issued. Employees are provided with relevant information and training, where necessary, in the use, maintenance and storage of PPE.

Employees will maintain their issued PPE in good condition and will report any loss or damage directly to the office for replacement.

The standard requirements for the wearing of Personal Protective Equipment are:

- Hard Hat (not required in enclosed cab plant)
- High visibility waistcoat or jacket
- Safety footwear (with steel toe cap and mid sole)
- Eye protection as required.
- Hearing protection in accordance with risk assessment data.

Foreman/Supervisors must ensure that all personnel under their control comply with this requirement.

Appropriate gloves will be worn by employees when engaged in operations presenting a risk of laceration or abrasion to the hands.

Further requirements for the use of other PPE are identified in the appropriate Risk Assessment and the PPE issued accordingly.

3.6 First Aid Arrangements

Arrangements for the provision of first aid comply with the Health and Safety (First Aid) Regulations 1981.

A first aid box is kept at the office and yard and is maintained by office staff. A member of office or workshop staff is designated as the Appointed Person.

First aid boxes are kept in company vehicles, and at site offices, where applicable, and maintained by the First Aider / Appointed Person on site.

Employees are trained in first aid, where required, with training needs identified by the Director. This is done following risk assessment, and as appropriate for the potential number of individuals in the workplace or on the worksite.

Any injury, however slight, must be treated and reported. Anyone who becomes unwell during or after working with chemicals must see a doctor without delay and provide information on the chemicals used.

JCSs operational units are usually three or four employees per gang. First aid provision is provided as follows:



- The foreman/supervisor assumes the role of Appointed Person (as defined by the Health and Safety (First Aid) Regulations 1981).
- A suitably stocked first aid box (enough items for at least six people) is kept at the work location (in the main site van).
- As the Appointed Person, the foreman/supervisor will take charge in the event of someone falling ill or being injured, including the calling of the emergency services.
- The Appointed Person (foreman/supervisor) will also ensure that the first aid box is re-stocked after use.

Where JCS work as subcontractors on sites they will conform to the principal or main contractor's first aid requirements and procedures.

3.7 Drugs and Alcohol

JCS recognises that employees carrying out work under the influence of alcohol, drugs or other substances may be a danger to themselves, other employees and others affected by work activities, as a result of their judgement, coordination or concentration being impaired.

JCS seeks to ensure that the possible consequences of alcohol and substance abuse are minimised, and if possible avoided.

Substance abuse is the use of illegal drugs, the abuse of prescribed drugs, and substances such as solvents, which harm, or have the potential to harm, the individual physically and/or mentally, and, through the individual's actions, other people and the environment.

JCS forbids employees to consume, or be under the influence of, alcohol, drugs, or other substances that might impair proper performance of their duties while at work. Certain medicine, both prescription and over the counter, can affect performance at work presenting a danger to the individual and others.

Employees must notify their supervisor if they are taking such medicines. A doctor, pharmacist can give details of which medicines are of concern.

Employees reporting for work, or at work, under the influence of alcohol, or any other substance will be sent home and will be subjected to disciplinary procedures.

3.8 Fire and Emergency Precautions

Fire Provision

The Regulatory Reform (Fire Safety) Order 2005 requires the establishment of procedures for serious and imminent danger and the provision and maintenance of suitable means of escape. This is in addition to the standards set out in Building Regulations covering building design and construction.

A fire assessment is carried out for the office and yard and necessary procedures and arrangements for fire safety are in place, including emergency evacuation plans and external assembly point.

The Director is responsible for ensuring the following are in place at the office and yard:

- Maintenance of escape routes.



- An emergency assembly point at a safe location and emergency evacuation procedures.
- Fire extinguishers of a suitable size, type and maintenance.

Fire extinguishers are maintained and checked every year.

Hot works carried out by JCS (for example: the use of tar boilers) will be used in line with the controls contained within the associated risk assessment.

JCS normally work as subcontractors on sites and as such conform to the Principal Contractor or main contractor's fire procedures.

In the event of JCS acting as Principal Contractor on a site then the following will be put in place:

- Prior to commencing work on site the local emergency services will be advised of the location of the site, the start date and the nature and expected duration of the works.
- An emergency assembly point will be established at a safe location and emergency evacuation procedures will be displayed on notices throughout the site and included in the site induction briefing.
- Any emergency procedures of the client will be incorporated into the site emergency procedures.
- Telephone communication will be provided on site, either by landline or mobile phone.
- Site accommodation units will be provided with fire extinguishers of a suitable size and type. Fire extinguishers will also be provided on site when and where a significant fire risk is identified (e.g. where hot work is taking place).

Emergency Procedures

Emergencies can be any of event or incident that could cause serious and imminent danger to JCS employees or any other person that could be affected by JCS's works.

On sites the foreman/supervisor will be the nominated person to implement the procedure detailed in Method Statements and Emergency Plans if required.

At the workshop and yard, the Director is the nominated person.

3.9 Site security and access issues

Site foreman are responsible for ensuring that appropriate site signs and guarding is in place to prevent unauthorised access onto the worksite. The requirement for site fencing, guarding and/or signage is determined by the risk assessment and method statement for the work in advance of starting at the site.

Any visitors to site are directed to the site office, as appropriate to the site, using a safe route.

Where there is no site office due to the nature of the work, site foreman are responsible for ensuring that visitors to site are given an appropriate induction (identifying the specific hazards of the work site and arrangements that are in place) and provided with the necessary PPE. Visitors to site are not allowed to enter work areas without being escorted at all times by the site foreman, wearing the appropriate PPE, and relevant safety instruction given.



As work progresses on site the site foreman is responsible for ensuring that safety controls remain in place, this includes any fencing, guarding, signage and security as appropriate to the site. The site foreman is responsible for ensuring no unauthorised access to the worksite, ensuring the protection of the general public who may be in the vicinity of the site in accordance with the agreed safe method of work; and ensuring that the controls to prevent access into the working areas are suitable and sufficient as the work progresses and for the duration of the works.

At the end of the working day, the site is left secure with appropriate measures taken to ensure that there is no unauthorised access and that the site is left safe.

3.10 Construction (Design and Management) Regulations

As a contractors JCS will conform to the requirements of the Construction (Design & Management) Regulations 2015 (known as CDM) and its' associated Guidance 'Managing health and safety in construction' HSG150.

JCS will fulfil their role as contractors as defined within the regulations which are to:

- Plan, manage and monitor their own work and that of their workers.
- Check the competence of all their appointees and workers.
- Train employees.
- Provide information to their workers.
- Ensure that there are adequate welfare facilities for their workers.

In addition, where projects are notifiable under the Regulations, contractors must also:

- Check that the client is aware of their duties and ensure that HSE has been notified before the work starts.
- Co-operate with the Principal Contractor in planning and managing work, including reasonable directions and site rules.
- Provide details to the Principal Contractor of any contractor engaged in connection with carrying out work.
- Provide any information needed for the health and safety file.
- Inform the principal contractor of any problems with the plan.
- Inform the principal contractor of reportable accidents, diseases and dangerous occurrences.

JCS will seek advice from the Safety, Health and Environment Advisor as required.



3.11 Hazard identification and Risk Assessments

General

Hazard identification and risk assessment is carried out in consultation with employees, and with advice and support from the Health and Safety Advisors.

The completed assessments will:

- Identify the hazard
- Identify who might be affected
- Identify what the level of risk is without controls
- Identify suitable controls (if the hazard cannot be eliminated entirely)
- Identify residual risk after the controls are applied

Results of risk assessments are recorded and controls and precautions implemented. With the controls and precautions stated in the risk assessments in place and with safe work methods and operating instructions followed, the residual risks are reduced to a tolerable or acceptable level.

All employees must be familiar with the risk assessments for the work which they undertake. Even with controls in place it is important that workers remain vigilant and alert to potential risks and report any concerns to the foreman or supervisor.

Comments on effectiveness and suitability of risk assessments are encouraged with the aim on ensuring continual improvement, via the safety meetings and toolbox talks.

Risk assessments are reviewed regularly in relation to site specific issues; and after any significant incident or accident; after significant changes to working practice, new premises or new machinery or work equipment; and in any event they are reviewed at least annually to ensure they are still appropriate and that continued adequate levels of health, safety and welfare are maintained.

Risk Evaluation Procedure

To carry out the risk assessment, the initial uncontrolled risk is considered.

The “risk ranking” is obtained by considering the probability of the risk being realised (the event happening) along with the consequence or severity of the outcome:

$$\text{RISK RANKING} = \text{PROBABILITY} \times \text{SEVERITY}$$

To quantify this, the following key is used:



Probability (P)	Severity (S)	Risk Ranking
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

Controls are only deemed to be adequate if the degree of risk with them in place (the residual risk) is assessed to be **LOW** between 1-7.

The controls identified as being required by the risk assessment process will then be incorporated into the procedure of work e.g. the method that is documented within the Method Statement.

Method Statements

The method for carrying out JCS's site works is described within Method Statements. Method Statements should be read in conjunction with the Risk Assessments and COSHH Assessments. These documents form part of site induction at start of work.

Method statements are signed by the Director before distribution.

Method statements include:

- General site precautions and procedures, such as:
 - Communications
 - First aid
 - Manual handling
 - Material handling
 - PPE
 - Preparation & Induction
 - Staff & Training
 - Tools & Equipment
 - Traffic management
 - Welfare
 - Contractor & Visitor safety
 - Excavations
 - Emergency information
 - Evacuation safety
 - Machine tools
 - Plant, tools and equipment to be used



J Chaplow & Sons Ltd Health, Safety and Environmental Management System

- Site access and egress
 - Vehicle safety
- Method statement
- Sign off sheet



4 SPECIFIC HAZARDS TO HEALTH AND SAFETY

4.1 Hazardous Substances (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires the assessment of health risks from hazardous substances, and the removal or substitution of hazardous substances wherever practically possible.

JCS undertakes assessments of the hazardous substances that are used and created during work activities. Hazardous substances include dusts, fuels, oils and chemicals. The assessments of work involving these substances and details of the safety precautions required are kept. A copy of the COSHH Assessments are maintained and made available to employees. Employees are briefed of precautions required when working with any hazardous substances; where practicable, safer alternatives are used in preference to more hazardous substances.

Assessments are reviewed every year, or when the work activity changes, whichever occurs soonest. Where appropriate, as identified by risk assessment for specific activities, health surveillance will be undertaken.

4.2 Working at Height

Any activities involving working at height are undertaken in accordance with the requirements of the Working at Height Regulations 2005. This applies to all activities where there is a risk of a fall liable to cause personal injury.

Work at height is primarily access to plant for maintenance purposes.

The Director is responsible for ensuring that:

- A risk assessment is always undertaken for working at height to decide how the work can be done safely;
- All work at height is properly planned and organised, taking account of weather conditions and the possibility of emergencies;
- The following hierarchy for safe work at height is used:

Avoid, Prevent and Minimise

- Work is undertaken by suitably trained and competent employees;
- Appropriate work equipment is used;
- Risks are managed from working on or around fragile surfaces and from falling objects, and
- All equipment is properly inspected and maintained



4.3 Manual Handling

JCS will, as far as reasonably practicable, remove the need for any manual handling activity which presents a significant risk of injury in compliance with the Manual Handling Operation Regulations 1992.

Risk assessments for manual handling operations are completed taking into account the task, the load, the working environment and results of any other relevant risk assessments as well as the individual's capabilities.

The nature of the majority of manual handling works often requires heavy components to be manoeuvred by hand into and out of plant and machines.

The key to the avoidance of injury on site is staff information, instruction and training with regard to handling techniques and the provision of mechanical assistance.

Special, or otherwise large or awkward lifts will be planned by the Director and the foreman/supervisor to remove the need for manual handling and ensure compliance with regulations.

Employees have a duty to make full and proper use of any equipment or system of work provided by the company for the purposes of safer handling operations.

Assessment of the load, the working environment and the task required must be considered by employees at all times.

4.4 Vibrations

JCS are committed to complying with the Control of Vibration at Work Regulations 2005 requirements and therefore:

- Assess the vibration risks to employees and decide if they are likely to be exposed above the daily exposure action value (EAV) and if so implement appropriate controls and provide health surveillance to those who are regularly exposed.
- If exposures are above the daily exposure limit value (ELV) then exposure will be reduced/removed immediately.
- Carry out and record a risk assessment including a description of the controls and procedures required to bring exposure within acceptable limits
- Review and update the risk assessment regularly.
- Provide information and training to employees regarding the controls in the risk assessment.
- Keep records of health surveillance where it is required.

Information regarding exposure to vibration is passed onto employees through tool box talks and briefings.



Equipment assessed as presenting a high vibration risk will be identified to employees and information provided on limits of use (hours) to ensure that daily exposure limits are not exceeded. This will be monitored by foreman/supervisors on site who will be responsible for ensure job rotation and sequencing of work to limit exposure and as part of safe working methods.

Whole Body Vibration

Mobile machine operators are susceptible to back pain as a result of long term exposure to Whole Body Vibration (WBV) transmitted through the seat or feet during the operation of plant.

As part of the work carried out by JCS, members of staff that are required to operate machines (rollers, tractors, dumpers etc.) are potentially exposed to WBV.

Due to the nature of the work undertaken and plant used, JCS are committed to monitoring WBV exposure and ensuring limits are not exceeded via the HSE WBV calculator. Following this assessment safe operating procedures are established and communicated.

Safe operating procedures are monitored by foreman/supervisors on site who will be responsible for ensure job rotation and sequencing of work to limit exposure and as part of safe working methods.

Hand Arm Vibration

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms.

As part of the work carried out by JCS's site staff, they are required to operate tools that could cause vibration (such as pneumatic hammers, petrol saws etc.) and will therefore be protected from the harmful effects of using such equipment.

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.

Due to the nature of the work undertaken and equipment used, JCS are committed to monitoring HAV exposure and ensuring limits are not exceeded via the HSE HAV calculator. Following the assessment safe operating procedures are established and communicated.

Safe operating procedures are monitored by foreman/supervisors on site who will be responsible for ensure job rotation and sequencing of work to limit exposure and as part of safe working methods.

4.5 Noise

The Control of Noise at Work Regulations 2005 set specific requirements for noise levels, duration of exposure and protective measures.



The works carried out by JCS do not produce constant potentially harmful noise levels. The use of stone saw, pneumatic hammers do produce intermittent high noise levels that need to be considered as potentially harmful to employees working in the vicinity. Exposure to noise will be assessed for each contract, equipment in use and the scale of work.

JCS will monitor noise exposure and ensuring limits are not exceeded via the HSE noise calculator. Following the assessment, safe operating procedures are established and communicated.

Appropriate hearing protection is provided, good maintenance of protective equipment is vital to maintain a safe noise level. Employees are informed of the damage potential of excessive noise and of the precautions and controls that should be taken. Work is not continued if hearing protection is insufficient for operatives.

4.6 Ground Contamination

JCSs work on brown field or reclaimed sites where there is potential for employees to be exposed to contamination in the ground.

Before any such contract commences, information regarding contamination (i.e. site investigation report) will be requested from the client.

If contamination is present then a Control of Substances Hazardous to Health risk assessment will be carried out and suitable controls put in place following guidance from HSE or other waste management specialists based on the substance identified.

4.7 Asbestos

JCSs normal operations do not normally involve exposure to asbestos in any form.

However, foreman/ supervisors are briefed on, and alert to, the hazards of asbestos. In the event of suspected asbestos containing materials being discovered on site then work should cease in that area immediately and the principal contractor or client informed, as well as JCS's Director who will seek immediate advice from the Safety, Health and Environment Advisors.

4.8 Electrical Safety (including Portable Appliance Testing (PAT))

The Electricity at Work Regulations 1989 includes specific requirements for the design, use, maintenance and working procedures near electrical apparatus.

All portable electrical tools and appliances are subject to user checks, formal visual inspections and combined inspections and tests at appropriate intervals.

Damp conditions are avoided and sockets not overloaded. Circuit breakers are provided and used; using, where possible, minimal voltage.

Foreman and operatives are responsible for carrying out user checks. Formal visual inspections are carried out on a regular basis by the workshop foreman.

Combined inspections and tests of appliances and circuits are carried out by competent persons to an agreed schedule. Equipment is marked and dated following testing to confirm that it is in date for future reference.



Faulty equipment is reported immediately to the Workshop Foreman, labelled as faulty and stored so it cannot be accidentally used until it has been repaired or disposed.

Records of examinations and inspections are maintained by the Workshop Foreman.

Where possible all electrical equipment used on site work will be battery operated or if this is not possible then of 110V supply.

4.9 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) cover the work activities involving display screen equipment.

Display Screen Assessments are completed for individuals and their workstations to meet the requirements of these regulations and records of such are maintained.

Employees who use display screen equipment for a significant part of their normal work, or who are about to start doing so, may request an 'appropriate eyesight test' to be carried out by a competent person. This may be repeated at regular intervals. If necessary, special corrective appliances (normally spectacles) are provided.

Employees must plan activities, so far as is possible, so that breaks or changes of activity are taken to help prevent strain including repetitive strain injury.

4.10 Lone Working

JCSs protect employees from the risks of lone working by reducing lone working instances as much as possible. Where it is necessary they follow HSE guideline INDG73 – Lone Working.

JCS Directors ensure that risk assessments are carried out and the suitable and sufficient preventative, protective and remedial measures are put into place, all commensurate with the level of risk presented. Once available risk assessments are fully communicated to all those who may be lone working. Finally to ensure awareness of lone workers a form of registering lone workers, their location, the time of departure and the estimated time of return together with a means of contact.

Clear emergency reporting procedures and methods are identified before lone working commences.

4.11 Ionising Radiation

The Ionising Radiation Regulations 2017 (IRR17) requires employers to be aware of radon. It is a colourless, odourless radioactive gas. It is formed by the radioactive decay of the small amounts of uranium that occur naturally in all rocks and soils. Any exposure to this type of radiation is a risk to health and can cause damage in living tissues increasing the risk of cancer.

JCS are aware of the national UK average level of natural radiation is 20 Bq m⁻³ within buildings and that levels of 100 Bq m⁻³ and above are hazardous. To mitigate the risk of increased exposure at work JCS have used the Public Health England UK Maps of Radon to find out there area risk and then utilised a Workplace Measurement pack to monitor site specific exposure.

Based on workplace measurement results mitigating actions are implemented.



4.12 Driving

JCS recognises that work-related driving represents a risk to the health and safety of employees, particularly those required to travel long distances or for long periods of time.

All drivers/operators of plant are required to have a driving licence appropriate to their role and plant in operation, which is checked on a yearly basis.

Vehicles and plant is selected, used and maintained in accordance with manufacturer's specifications (see section 3.4).

Drivers/operators are encouraged to allow appropriate time for journeys/activities and take regular rest breaks.

Drivers/operators are required to report accidents and incidents in which they are involved however minor.

Due to the requirement to use hearing protection when operating plant or working in the vicinity, drivers/operators and others working in the area are required to implement alternative communication methods that are safe.

Where possible, routes are designated for plant and vehicles with restricted access for pedestrians. Any necessary crossings are sign posted appropriately.

All operators and pedestrians are required to wear high visibility clothing and plant operators are required to make use of all safety features such as warning beacons/lights etc.

4.13 Buried Services

Due to the nature of work completed by JCS they recognise the danger associated with the disruption of underground services. Damage to underground services can cause fatal or severe injury as well as significant disruption and environmental damage; it can also delay the project and incur considerable costs.

In order to mitigate this concern JCS utilise guidance provided within HSG47 – Avoiding danger from underground services.

Potential services include:

- Electricity cables
- Gas pipes
- Water pipes and sewers
- Other pipelines
- Telecommunication cables

Safe systems of work are employed to reduce the risks and increase safety of employees and others in the area. These are based on good planning, detecting, identifying and marking services, and safe excavation and digging practices.

To support this approach JCS ensure appropriate information about services is obtained before work commences and then foreman/supervisors are appropriately skilled and knowledgeable to work safely and appropriate signage is implemented and understood.



Before work commences employees and sub-contractors are informed on the type, location and status of underground services and the tools, equipment and working practices they will require to avoid damaging the services.

5 INCIDENTS AND ACCIDENTS

5.1 General

All incidents and accidents are reported as defined in the Reporting of Injuries, Disease and Dangerous Occurrence Regulations (RIDDOR) 2013 to the Health and Safety Executive (HSE) or relevant local authority.

Incidents involving near misses, damage to vehicles, plant, work equipment or the environment, and accidents involving personal injury along with cases of ill health and reportable disease will be reported. All employees are required to immediately inform their foreman/supervisor of any incidents or accidents, who reports these to the Director. All accidents involving personal injury to an employee, however minor, are recorded.

All incidents and accidents are reviewed by the Director to determine the need for investigation. The Director, in consultation with the Safety, Health and Environment Advisors as required, will determine the need for investigation of incidents and accidents to understand lessons learnt and ensure effective corrective action to prevent recurrence. The findings of any investigations and the actions taken are reviewed and wider issues discussed and further actions identified for implementation, as necessary.

All employees are encouraged to report incidents and accidents openly, as investigation may prevent recurrence and improve health and safety standards.

5.2 Insurance Notification

When an accident or incident (resulting in significant damage) or reportable disease occurs, JCS insurers must be informed of the circumstances to prepare them in the event of a claim.

6 CONTRACTOR MANAGEMENT

On occasion JCS use third party contractors to support the completion of activities and therefore recognise that both the contractors and JCS have duties under Health and Safety law. These duties also apply when contractors employ subcontractors. For construction related the Construction Design and Management Regulation (CDM) 2015 is applied.

When employing contractors, JCS will:

- Select suitable contractors – ensuring they have sufficient skills and knowledge to do the job safely and without risk to health and safety.
- Assess the risks of the work – the level of the risk will depend on the nature of the job.
- Do a risk assessment as per the risk assessment procedure – JCS and the contractor will be made aware of the findings. The contractor must assess and communicate the risks for their activities. Consultation of risks between contractors and JCS will ensure each other's activities don't pose additional hazards to each other.
- Review contractor risk assessments and method statements.



- Provide information and instruction to contractors regarding site risks.
- Ensure the job foreman is briefed and ready to liaise with the contractor, including health and safety aspects, contractor supervision and performance management.

All sub-contractors will be required to act and work in a safe manner; to accept and follow the site safety rules and procedures set by JCS; to provide upon request, details of any training undertaken by their personnel: and confirm details of their insurance cover before starting.

Any sub-contractors found or reported to be acting in a dangerous or unsafe manner will be asked to stop work immediately.

7 INSPECTION, AUDIT AND REVIEW OF PERFORMANCE

7.1 Inspections and audits

Workplace inspections help to maintain standards of housekeeping and welfare arrangements and help to ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and the various regulations made under it. Inspection also confirms health, safety and environmental management arrangements and controls are being implemented as described in the management systems documents.

The Director carries out management checks and inspections of work activities. More formal inspections are carried out at regular intervals by the Director and the Safety, Health and Environment Advisors.

Site Safety and Environment Form JCS 001 is used at more formal inspections carried out by the Director.

Formal written inspections are also carried out by the Safety, Health and Environment Advisors who will issue reports for action to the Director.

Any corrective actions found during a site inspection are identified to the foreman/supervisor with a copy of the inspection and issues raised left on site.

Corrective actions required are completed to an agreed timescale as discussed and confirmed with the Director.

Client audits may also be undertaken and all client findings are reviewed for corrective action and improvement.

Key findings from inspections and audits and corrective actions are effectively managed as part of an improvement plan with support from the Safety, Health and Environment Advisors.

7.2 Review

Health, safety and environmental management system is reviewed annually. A summary of trends relating to findings from inspections over the year, close out and effectiveness of corrective actions, achievement of planned training and any incidents and accidents provide information on health and safety performance for the annual review.

The annual health and safety management review support identifications of any additional training needs or competence refreshers and help identify any annual health and safety objectives for improvements and an action plan.



8 ENVIRONMENTAL MANAGEMENT

J CHAPLOW & SONS LTD ENVIRONMENTAL POLICY STATEMENT

J Chaplow and Sons is committed to minimising the negative environmental impact of their operations and associated business practices.

We recognise the impact of our operations and activities on the communities and local environment in we work. We are committed to complying with all applicable environmental legislation and other requirements.

We will endeavor to reduce our adverse environmental impact through:

- Promoting good environmental practices throughout the company
- Minimising and preventing pollution on site.
- Ensuring that all plant, machinery and work equipment is maintained correctly and kept in good order to reduce air emissions and prevent mechanical failures that could result in loss of fuel or other mechanical fluid.
- Minimising waste, reuse and increasing recycling.
- Ensuring the safe storage of fuel and minimising its use
- Providing equipment and procedures for dealing with emergencies/spills on our sites.
- Recording environmental incidents and complaints, carry out thorough investigations, recommend future corrective courses of action.

Our policy and environmental protection arrangements will be reviewed annually, or sooner, should circumstances or results of investigations identify the need.

Signed:

A handwritten signature in black ink, appearing to read 'Phil Chaplow'.

Phil Chaplow
Managing Director

Date: April 2018



8.1 Environmental training and awareness

JCS operatives are informed and instructed on environmental policy and requirements through the communications set out in section 4.1 of this document.

On sites, it is the foreman or supervisor's responsibility to ensure the full implementation of environmental controls set out within this section and identified within site specific method statements and risk assessments.

Responsibilities for environmental protection for individual roles are identified in section 2 above.

8.2 Noise and Vibration

The Control of Pollution Act 1974 requires the control of construction noise. Work can sometimes generate noise and vibration that can cause a nuisance to businesses and residents in the surrounding area.

The noise and vibration is emitted principally from the paving machines and use of pneumatic hammers and petrol saws.

Work will be conducted in a manner that minimises nuisance from noise and vibration. A site assessment will be made before work commences to consider the effect of the works on the surrounding community.

Sites will operate during normal working hours (0800 hours to 1700 hours Monday to Friday and 0800 hours to 1300 hours on Saturdays) but during certain periods work may be required outside of these hours. Where this is the case the local authority will be consulted with in advance and working hours and other relevant details agreed before commencing work.

Specifically the following controls will be implemented to minimise nuisance from noise and vibration:

- Mechanical plant will be fitted with silenced exhaust systems
- The exhaust system shall be visually inspected daily by the Plant Operators.

On larger contracts the Principal Contractor or main contractor monitors noise and vibration and liaises with third parties as necessary. Vibration monitoring equipment is used which can record induced vibrations.

8.3 Hazardous Substances and Fuel Management

Hazardous substances are used in line with the associated COSHH assessments.

Care is taken when refuelling and the topping up of mechanical fluids. These fluids will be stored in secure containers and kept in company vehicles or secure storage on site.

Whether the fuel is supplied by JCS or another party, it will be stored in a bundied tank and a spillage kit kept in a convenient location. Spillage of fuel, mechanical fluids or other substances onto the ground is reported to the client or principal contractor, as appropriate to the site. Substance Safety Datasheets and COSHH assessments will be referenced to ensure clean-up of spillages and treatment of contamination is facilitated correctly.



8.4 Dust Control

JCS's works is conducted in a manner that minimises nuisance to the local community and others. JCS's supervisor/foreman is on site to supervise works and ensure that there is no dust nuisance or harm being generated as a result of work activity. Special attention is given to dust control during dry and windy conditions.

Water is available for dust suppression and control, when, for example cutting blocks or paving.

Hoarding is used where necessary to reduce dust nuisance and harm on exposed working areas.

Vehicles leaving site with loads of loose or dusty material will be covered, as necessary, to reduce dust nuisance or harm.

Work shall cease in the event that dust causes a nuisance or harm. Work shall only recommence once dust control measures by the client/principal contractor have been implemented.

8.5 Air Pollution

The general works of JCS involves the use of diesel powered equipment which has associated fumes and CO2 emissions.

To keep the emissions to a minimum the following procedures are implemented:

- Engines are turned off when equipment is not in use
- Regular maintenance of the equipment is carried out to keep its running as efficient as possible.
- Daily checks are carried out to ensure efficient running
- Monitor fuel consumption and report excessive use to maintenance manager

Similar controls will be applied to the company transport vehicles and any hired equipment/machines.

8.6 Waste Management

All wastes are regulated by legislation and are subject to a Duty of Care. JCS ensures that it correctly identifies waste during its work and handles, stores and disposes of it in accordance with legislation and its duty of care as waste producers.

Waste is correctly and securely stored on any site while it is awaiting transfer. Waste is only disposed of through organisations authorised to deal with it: registered as waste carriers; and with facilities with appropriate permits or exemptions to deal with the waste.

An auditable trail of waste from site to disposal will be maintained through the retention of any waste transfer notes and waste consignment notes.

These records will be kept for 2 years (non-hazardous waste) and 3 years (hazardous waste), as required by legislation.



Training and information is provided to employees so that they are aware of waste management procedures.

8.7 Protection of water courses

Procedures for the control/use of fuel and other mechanical fluids will in themselves protect water courses.

On sites where there is a particular risk of polluting a water course a site specific risk assessment will be carried out and additional controls put in place if required.

Site assessment involves the identification of any drains which may run into watercourses and provision is made on site for the protection of these in the case of spill of a polluting substance.

8.8 Emergency Procedures

In the event of a fuel spillage or other environmental incident on site, the foreman or supervisor coordinates actions including reporting the incident to the relevant parties.

The foreman or supervisor liaises with the client or principal or main contractor regarding the treatment of any contaminated areas and the amendment to site procedures to prevent a future occurrence of the incident.

The foreman also informs the Director to arrange for the completion of an incident report and investigation, as appropriate to the event.

8.9 Complaints

A record of any complaints or communications regarding environmental issues is kept by JCS.

All complaints are reviewed by the Director and appropriate corrective actions taken and procedures and working methods amended as necessary.



9 DOCUMENT ISSUE AND CONTROL

9.1 Control and revision of the document

This document will be reviewed annually, by Newmac and JCS's directors.

This document will be controlled, revised and issued by Newmac following review and sign off from JCS Director.

Revisions will be carried out to suit changes in legislation, or alterations to work practices, as they occur.

In addition to

9.2 Document Issue

The general distribution will be:

- Newmac
- Director (Phil Chaplow)
- Foreman

These copies are controlled.

9.3 Uncontrolled Copies

Copies are issued to contractors/clients as evidence of the implementation of JCS's health and safety management system.

Uncontrolled copies are marked as such.

10 SUPPORTING DOCUMENTS

Key supporting documents are listed and referenced below.

They are maintained as electronic files by the office administrators for accessing by staff as required:

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM DOCUMENTS	REFERENCE:
Site Safety and Environment Inspection	JCS 001
Risk Assessment Template	JCS 002
Method Statement Template	JCS 003
Risk Assessment Register	JCS 004
COSHH Assessment Register	JCS 005