

Health and Safety Policy for William Adlington Construction Ltd PO box 71264, London SW11 9GJ

1 | Introduction

This is the statement of general policy and arrangements for William Adlington Construction Ltd trading as WAC.

William Adlington takes overall responsibility for Health and Safety in the company. On any particular site, including offices, daily responsibility for Health and Safety and for ensuring that these management arrangements are put into practice is taken by William or a nominated manager. The name of the person responsible will be posted on the notice board at the site or the office. These arrangements will be reviewed every twelve months, and earlier if working conditions or other changes require it to be reviewed.

- Our policy is **firstly** to prevent accidents and cases of work-related ill health and to provide adequate control of health and safety risks arising from our work activities.
 - a. The person responsible for achieving this is William.
 - b. We will put this policy into effect by undertaking relevant risk assessments and by drawing up safe systems of work and method statements. Having identified hazards, we will assess the risks and, so far as is reasonably practicable, we will eliminate or reduce risks in our workplaces. Where risks cannot be eliminated, we will reduce them to an acceptable level.
 - c. On site, risk assessments will be performed at the beginning of each working day or working shift, or when a new activity is begun. They will be recorded and they will be reviewed as necessary.
 - d. We will keep a record of all adverse events, near misses and accidents, and we will investigate those that seem significant. We will use information gained from these investigations to improve our Safety Management System.

2 | Adequate Training

- **Secondly**, it is our policy to provide adequate training to ensure that all employees are competent to do their work.
 - a. The person responsible for this is William.
 - b. We will ensure that all staff and workers and subcontractors are given the necessary health and safety induction when they are on site. This applies to those who work regularly on the site and also to any visitors.
 - c. We do not have employees; if this situation changes we will draw up and implement a training policy.



3 | PPE and tools and equipment

- **Thirdly**, it is our policy to provide such PPE (personal protective equipment) as is necessary on each site and in each circumstance. We will also provide machinery, equipment and tools which are safe and we will ensure that they are properly inspected and maintained and kept in good repair.
 - a. The person responsible for this is William.

4 | Employee and Worker Consultations

- **Fourthly**, we will engage and consult with employees and workers on site, whether employees or not, on day-to-day health and safety conditions and will provide advice on occupational health.
 - a. The person responsible for this is William.
 - b. Staff and workers will be formally consulted at regular health and safety performance review meetings which will be held every month within working hours and at each site or office.
 - c. Staff and workers will also be consulted informally at the beginning of each working day or shift. We will also consult workers at the end of each working day or shift in order to get feedback on the health and safety performance of that working time.
 - d. A copy of this policy will be prominently displayed at each site and in each office.

5 | Emergency Procedures

- **Fifthly**, we will draw up and implement emergency procedures and an evacuation plan in case of fire or other significant incident.
 - a. The person responsible for this is William.
 - b. We will do this for every site and office. We will make sure that escape routes are kept clear at all times and are well signed and illuminated. Evacuation plans will be tested from time to time and updated as necessary.

6 | Working Conditions

- **Sixthly**, we will ensure that our staff and workers have safe and healthy working conditions.
 - a. The person responsible for this is William.
 - b. We will provide clean and decent toilets, washing facilities and, drinking water at all our sites and offices. We will make sure that on site conditions conform to Schedule 2 of the Construction (Design and Management) Regulations 2015.
 - c. We will make sure that hazardous substances, where it is necessary to store and use them, are stored and used safely and we will train staff in the handling and use of such substances.

7 | Compliance

And **seventh**, we will ensure that we either have the necessary expertise skill and understanding to ensure that we comply with relevant health and safety legislation, or we will obtain such advice as required to ensure that we do that.

- d. The person responsible for this is William.
- e. We have appointed Beech Hill Safety as our Health and Safety Consultants.
- f. We will comply with all relevant legislation and we will keep up-to-date with such legislation and review our compliance regularly.

This version prepared: 4th January 2019

William Adlington