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Health & Safety Policy Document

THIS IS A WORKING DOCUMENT IN DAILY USE.
THIS DOCUMENT IS UPDATED IN ORDER TO ACCOMMODATE
ADDITIONAL REQUIREMENTS AS AND WHEN REQUIRED.

THIS IS A POLICY DOCUMENT WHICH DESCRIBES, IN BRIEF TERMS,
THE COMPANY'S DETERMINATION TO CARRY OUT ITS WORKS IN A
MANNER WHICH WILL PROVIDE A SAFE ENVIRONMENT FOR OUR
EMPLOYEES, CLIENTS, OTHER CONTRACTORS AND THE PUBLIC.

OUR FULL COMPANY HEALTH AND SAFETY PROCEDURES CAN BE
VIEWED AND DOWNLOADED ON OUR WEBSITE: www.lundroberts.co.uk

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General Health and Safety Policy

LRE recognises that the development of a culture supportive of health and safety is necessary to achieve adequate control over risks. Accordingly, it does all that is reasonably practicable to promote co-operation between the company and individuals so that health and safety is a collaborative effort. It supports quality initiatives aimed at continuous safety improvement and ensures the communication of necessary information throughout the organisation. The aim of LRE is to contribute to an environment that is free of injuries, ill health and loss.

The Managing Director is responsible for ensuring it has an effective managing structure and that arrangements are in place to deliver and maintain this policy.

Lund Roberts Engineers Ltd will:

- Comply with all Government legislation, appropriate Health and Safety Regulations, Codes of Practice and Guidance Notes that establish the minimum standards of safety and health.
- Obtain where necessary, expert advice to detect the risks to health and safety arising from the company's activities and the most appropriate risk control systems and workplace precautions.
- Ensure that its Management sets an example of safe behaviour and effectively supervises its activities.
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- Identify, implement and maintain risk control systems and workplace precautions that meet or exceed statutory requirements including the provision and maintenance of plant and equipment that is safe to use.
- Provide all relevant information, instruction and necessary training to its employees in respect of risk to their health and safety, which may arise out of their work or at their place of work.
- Make protective safety devices and equipment available to its employees and to provide instruction, information, training and supervision in their use.
- Consult with employees on health and safety matters. In particular, to consult with individual employees before making them responsible for health and safety.
- Keep a constant interest in health and safety issues and regularly review and update information, instruction and the effects of legislation that is applicable to the company's activities.

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Employees have a legal obligation to co-operate in these objectives by:

- working safely and effectively with proper regard for others around them.
- following the Company safety arrangements and procedures.
- reporting situations; accidents or incidents that have led or may lead to injury or damage.
- assisting during accident or incident investigation and when measures are introduced to prevent a recurrence.

Information showing the organisation and arrangement that supports this policy is incorporated in this document and is available to all employees via the company Office and is also distributed to individuals.

LRE will continually review and update this policy to improve performance and to develop the health and safety management system.

This document will be reviewed annually or more frequently in accordance with changes to Company circumstances, new Legislation or any Health and Safety issues likely to require revisions to Policy, Organisation or Arrangements.

Mr. D.E.Sands (Managing Director)

Date: 08.12.2016

Signature.....

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Organisation

The person who has overall responsibility for the Health and Safety of the Company in all of its activities is:

Mr. D.E.Sands **Managing Director**

The person who has day to day responsibility for developing and ensuring the Policy is put into practise (by delegation) is:

Mr. R.Kimber **Health & Safety Officer**

The persons who have a general responsibility for ensuring that Health and Safety standards are maintained throughout the Company by Supervision are:

Mr. D.E.Sands	Supervising Engineer
Mr. R.Kearney	Supervising Engineer
Mr. D.Hooper	Supervising Engineer
Mr. V.Robinson	Supervising Engineer

The person who is designated as the **1st Aider** at the Barbon Close Office premises during working hours is:

Ms. Rosemarie Gaskins **(Admin/Document Control)**

The full detail of the Company Organisation is attached to this document in the form of a chart (App.1).

All Employees have a legal obligation to co-operate in the Policy objectives by:

- co-operating with supervisors and managers on Health and Safety matters;
- not interfering with anything provided to safeguard their Health and Safety;
- taking reasonable care of their own safety and that of others around them;
- reporting situations; accidents or incidents or any Health and Safety concerns to the responsible persons (detailed above).

The Health & Safety at Work Act (HASAWR 1974) requires that the Health & Safety Law Poster is displayed for the benefit of all Employees. The Poster is displayed at the Registered Office of Lund Roberts (Eng) Ltd. 1, Barbon Close, London, WC1N 3JX. Where and in such circumstances as Lund Roberts (Eng) Ltd. is the principal contractor, further site specific copies of the Poster will be displayed.

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Arrangements

The Arrangements which form part of the Health & Safety Policy:

Identification and Control

- **Method Statements** will describe in detail the procedures for the execution of the complete works including all equipment, plant, access systems and will provide details of the operatives' training and competence.
- **Risk Assessments (and where necessary COSHH assessments)** will be undertaken by the individual Project Supervisors (Supervising Engineers) in respect of the specific or generic activities involved.
- **Findings** of Risk Assessments may be recorded in generic or specific format but shall in all cases be recorded in writing and the information used to eliminate or reduce Risk.
- **Actions/Controls** are the Control measures used to eliminate, reduce or control the risks which will form part of the final assessment and will be conveyed to the appropriate employees before commencement of any work activity for which an Assessment has been made.
- **Safe Systems of work and, where appropriate, Permit to Work Systems** will be employed where risks cannot be eliminated by the provision of the written Method Statements and Risk Assessments

Inspection / Audit / Review

- **Plant /Tools** will be inspected at regular intervals and in addition electrical plant will be subject to Portable Appliance Testing (PATs). A current PAT Certificate is a pre-requisite before using any item of electrical equipment at work. The person responsible for carrying out the PAT is **Mr. G. Ramsey**. Maintaining the Asset and Portable Appliance Testing Registers is the responsibility of **Mr.R.Kimber**
- **Substances** may, where necessary following an assessment, be the subject of a separate COSHH assessment and the roles, responsibilities, risks and controls must be conveyed to all persons likely to come into contact with them. The person responsible for carrying out COSHH assessment is the **Supervising Engineer**.

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- **Workplace** inspections, H&S audits and regular reviews of all workplace activities and working methods will be undertaken by the **Health & Safety Officer**.
- **Welfare facilities**, whether provided by Lund Roberts as principal contractor or by a client or main contractor will be regularly inspected to ensure compliance with the Construction (Design & Management) Regulations 2015.
- **The Company Vehicle** is operated and generally maintained by the driver, **Mr G. Ramsey**. The vehicle is regularly serviced and is only driven by employees of Lund Roberts who have been trained and are competent and legally permitted to operate the vehicle
- **Consultation** with employees on any matter relating to Health and Safety is also a pre-requisite for ensuring the adequacy of the Health and Safety Policy. All new employees are given induction training and subsequent inductions are carried out on sites at the start of all new contracts.
Any matter for concern by employees should be brought to the immediate attention of the person from whom they receive their normal instructions or a Supervising Engineer or the **Health & Safety Officer**.

Accidents, Incidents & Occurrences

- **Any accident or incident** (including those classed as 'near misses') at work or in the process of gaining access to or egress from the workplace must be recorded.
- **Accident books** should be available on site where Lund Roberts (Eng) Ltd is the Principal contractor but in all circumstances the details of an accident (injury), an incident (damage) or an occurrence (commonly referred to as a 'near miss') must be noted by the employee involved or a person acting on his/her behalf as soon as practically possible and recorded in the Accident Register which is maintained at the Registered Office.
- **Accident Investigation** – full and thorough reporting, recording and the instigation of any subsequent actions to prevent recurrence shall be an integral part of the investigation process.
The person responsible for carrying out the Investigation and maintaining the Register is the **Health & Safety Officer**.
- **RIDDOR** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – where applicable will be implemented in accordance with the current legislation

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First Aid & Health Monitoring

- On-site operatives nominated as **First Aiders** (appropriate in numbers to the overall workforce) will be given suitable professional training.
- The Barbon Close Office **First Aider** has attended a Red Cross Training course.
- Where the Company acts as the Principal Contractor **First Aid Boxes** (appropriate to the size & conditions of the job) shall be provided and suitably maintained.
- In the event of any **ill health** related to any work site or work process the details will be recorded and a monitoring system set up for the specific purpose of identifying the causes and assisting in the remedial treatment.
- The person responsible for the provision of training, first aid equipment and the monitoring of operatives' health (where necessary) is the **Health & Safety Officer**.

Training & Supervision

- **Health and Safety information** including Induction, Work Instructions (by Method Statements), Risk Assessments, Controls, Provision and Use of Personal Protective Equipment – all or any of which may be in the form of leaflets, Site Folders, videos, photographs or any other suitable medium – will from time to time be provided and distributed to all employees or disseminated by means of site 'toolbox talks'.
- **Site/Job Specific training** and /or instruction will be provided in-house or by professionally employed specialists. These may include Site Specific Induction, Working at Height (Pasma), Use of stepladders, Abrasive Wheels and other specifically related Health & Safety topics.
- **ECS (CSCS) Health & Safety Certification**
The Company will ensure the competency of all employees by monitoring and updating training records as necessary and specifically (in respect of engineering and site operatives) by ensuring that ECS (CSCS) cards are up to date including a current ECS Health & Safety Assessment Certificate. ECS HS Assessment tests are carried out in-house by the Authorised Invigilator (**Health & Safety Officer**.)

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- **Training Records** are held at Head office for all employees and are reviewed regularly to ensure that the company maintains the ability to provide the necessary qualifications required to execute the full scope of works.
Refresher courses and updates are provided in accordance with the training schedules.
The person responsible for the assembly and updating of Health & Safety Information and Training is **Mr. R.Kimber (Health & Safety Officer)**.

Emergency Procedures

- **A fire risk assessment** will be required where Lund Roberts (Eng) Ltd is the Principal contractor and will be part of the job/site specific documentation.
- **The person responsible** for ensuring that the Fire Risk Assessment is undertaken and implemented in respect of the Registered Office at No. 1 Barbon Close WC1 is:
Mr.R.Kimber.
- **Fire escape routes** are checked daily.
- **Fire extinguishers** are maintained by NU-SWIFT and checked annually.
- **Fire Alarm and Detection System** is tested weekly in accordance with BS5839 Pt.1 and maintained on a 6 Monthly contract by Newmech Ltd.
- **Emergency Lighting** is tested monthly in accordance with BS5266 Pt 1.

Environmental Procedures

- The Company has a separate **Environmental Policy** available on request but with relation to Health & Safety the Management of Waste is relevant.
- **Any waste materials** originating as a consequence of an activity or operation by the company in pursuance of its works will be removed from the Client's premises and disposed of in a safe and lawful manner.
- **Small quantities** of non-hazardous waste will be returned to our main premises for further safe disposal by a licensed contractor. The company is Registered with the Environment Agency in accordance with the HWR regulations.
- **Larger quantities** of demolition waste, contaminated waste, damaged or surplus materials or substances will be collected and disposed of by a licensed contractor directly from the site - specifically registered with the Environment Agency.

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General Procedures

- **Specific instructions** including details of relevant legislation, duties and responsibilities for a range of work activities are appended within the Company Health & Safety File at the Registered Office and are available for issue to provide information and/or instruction as individual sheets or as a work practises guidance manual. (Available on request).
- **Regular re-enforcement** and dissemination of Health & Safety information is provided through on-site and work specific Tool Box Talks and through the induction processes.

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Appendix 1

Health & Safety Management Plan

Organisation Chart – Issue 03-N

