



**J.K. ASHBROOK LTD
ASHBROOK (BANGOR) LTD
ASHBROOK (WARRINGTON) LTD**

Health & Safety Policy Handbook

Statement of Intent;
Organisation & Arrangements;
Duties & Responsibilities

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Health & Safety Policy Statement

In order to comply with the Health & Safety at Work Act 1974 and subsequent health and safety legislation it is the aim of JK Ashbrook Ltd to promote, so far as is reasonably practicable the health, safety and welfare of our employees and others who may be affected by our work activities including, contractors, customers, suppliers, visitors and the general public. The aim is zero accidents.

We intend to achieve this aim by adopting the following principles:

- The Managing Director and the Commercial Director are totally committed to providing safe and healthy working conditions for the prevention of work related injury and ill health They intend for the health and safety culture within the business to be appropriate for its purpose, recognising the size and context of our organisation and to the specific nature of our health and safety related risks and opportunities.
- Health & Safety Performance Objectives will be discussed by management and by representative/s from areas of the workforce on a regular basis – achievements and changes will be communicated to all concerned parties.
- To be committed to fulfil legal requirements, moral and ethical requirements, and pursue all statutory requirements, guidance/codes of practice and to use these as a minimum standard to be improved upon, wherever possible.
- To be committed to eliminate hazards and reduce health & safety risks as far as is reasonably practicable.
- To be committed to continual improvement of the health & safety management system.
- To be committed to ensuring the consultation with and, participation of the workforce or their representatives as appropriate
- The development of a “safety culture” throughout the company by increasing employee awareness through the publication of information, the provision of training courses and by encouraging safety discussion on site and in the office;
- Undertaking comprehensive accident reporting and investigation procedures and ensuring that as well as accidents, near misses are also taken into account in order to maintain a safe working environment and reduce accidents;
- To make available all necessary safety devices and protective equipment and to inform users and, supervise their use;
- The development of safety performance standards for premises, personnel, equipment and working procedures such as weekly pro-active inspections, ongoing training;
- The reviewing of the Company’s safety performance on a regular basis and the implementation of subsequent programmes for improvement.

All employees and contractors have a duty to co-operate in the operation of this policy:

- By working safely and efficiently;
- By using the necessary safety devices and protective equipment provided;
- By reporting incidents that have led to or may lead to injury to people or damage to property or equipment;
- By adhering to the Company Procedures for maintaining a safe workplace;

- By assisting in the investigation of accidents with the objective of introducing new control measures and procedures to prevent a recurrence.

The success of our Health and Safety Policy will not be measured in financial terms, but in our ability to honestly state that all possible steps have been taken to protect the safety and welfare of our employees. Our Policy will be continually monitored and will be updated as appropriate taking account of changes in legislation and the scale and nature of our operations and safety record.



.....
James Ashbrook
 Managing Director
 Date: 4th February 2022
 Review Date 3rd February 2022



.....
Michael Ashbrook
 Commercial Director
 Date: 4th February 2022
 Review Date 3rd February 2022

OBJECTIVES

The objectives of the Health and Safety Policy Arrangements are:

- **Zero accidents**
- **Zero work related ill health**

Both of these objectives relate to our entire workforce and others who may be affected by our activities.

We intend to achieve our objectives by the following means:

- Total commitment from the Board of Directors and all the Management team
- Adopting a principle of continuous improvement
- Involvement, representation and commitment from the workforce
- Seeking commitment from suppliers to meet exacting requirements
- Ensuring compliance with the Health & Safety at Work Act (1974)
- Co-operate with regulatory bodies
- Training our employees
- Informing and instructing our employees
- Listen to all our employees
- Monitoring and controlling our activities
- Monitoring and controlling the activities of any contractors we use
- Co-operate with and, co-ordinate activities with, all other involved parties
- Identify hazards and undertake suitable and sufficient risk assessment
- Introduce risk control measures and ensure all those affected are informed
- Undertake Fire risk assessment and make the results known
- Identifying and controlling the use and storage of substances that are hazardous to health
- Providing safe places to work with safe access and egress
- Providing safe plant and equipment that is of good quality and, maintained in accordance with the manufacturers specification
- Providing hygienic welfare facilities that are regularly maintained
- Providing suitable and sufficient environmental controls
- Providing health surveillance as appropriate to work undertaken
- Providing and enforcing the use of suitable and sufficient PPE
- Abide by any recommendations made within any asbestos survey
- Give serious consideration to any bona fide improvement recommendations made by competent adviser

Company Overview

J K Ashbrook Ltd is one of the leading Plant Hire and Groundworks contractors in the Cheshire area with over 25 years' experience.

We pride ourselves on being a family run business with a professional approach, using the latest machines and personal touch to give our customers exactly what they want.

We have our own, on-site fitters and workshops, which means all the equipment we use for plant hire, groundworks, construction and civils is on a regular maintenance regime and is serviced to the highest standards.

Please see latest Organisational Chart

Responsibilities Overview:

Area:	Responsibility:
Risk Assessments, Safe Systems of Work & Method Statements	Managers
Accident Reporting, Recording and Investigation	Managers
Substances – COSHH Register and Assessments	Managers
First Aid	Managers
Fire	Managers
Maintenance of Plant & Equipment	Managers
Personnel Protective Equipment Issue	Managers

Responsibilities

Managing Director

The Managing Director has overall legal responsibility for health and safety for the company and is specifically responsible for:

1. Providing both financial and people resources to enable the Company to meet legislative requirements for health and safety.
2. Actively and directly promoting a positive health & safety culture within the business which takes into account the different ability levels of different people. This promotion will require the active support of all members of the management and supervisory team.
3. Overseeing the implementation of the Ashbrook 'Worksafe Policy'
4. The preparation of a Company Health and Safety Policy, which is kept up to date and communicated to all employees and others, including contractors.
5. The implementation of standards set out in the Health and Safety Policy which are maintained and reviewed on a regular basis.
6. Actively promoting a positive approach towards health and safety throughout the Company by operating an open door policy to all members of the workforce and, undertaking a minimum of quarterly formal management meetings to discuss health and safety matters.
7. The provision of adequate first aid training and first aid points for both company premises and site.
8. The provision of suitable and sufficient training for employees to enable them to perform their roles safely and effectively.
9. The provision of suitable plant and equipment along with training for employees to ensure they are able to use plant and equipment safely.
10. Ensuring managers are aware of their responsibilities to undertake risk assessments for activities and processes which fall under their remit and where required provide the necessary training for them to fulfil their responsibilities.
11. The appointment of a responsible person to carry out a fire risk assessment for the company premises and ensure an effective system in place for testing of fire alarm, fire extinguisher, emergency lighting and fire drills.
12. Ensuring all accidents and near misses are reported and investigated and where a notifiable incident occurs it is reported to the HSE.
13. The provision of personal protective equipment is made available and where required specific face fits for respiratory equipment is undertaken.
14. Ensuring any employees failing to satisfactorily discharge their individual responsibilities are reprimanded.
15. Setting a personal example.

Company Directors:

The Company Directors are responsible for:

1. Ensuring the standards set out in the Health and Safety Policy are implemented, maintained and reviewed on a regular basis.
2. Actively promoting a positive approach towards health and safety throughout the Company.
3. Operating an open door policy to all members of the workforce.
4. Complying with the Ashbrook 'Worksafe Policy'
5. Ensuring that every accident and near miss is properly recorded and investigated, and to assist in accident investigations when applicable.
6. Ensuring that plant and equipment provided is suitable for use and maintained in accordance with manufacturers guidelines and company procedures.
7. Ensuring communication to employees on key health and safety issues is undertaken.
8. Ensuring any employees failing to satisfactorily discharge their individual responsibilities are reprimanded.
9. Setting a personal example.

Managers:

1. The Health and Safety responsibilities at the Managers' level of management are to ensure that:
2. He/she understands the Company's Health and Safety Policy and understand their responsibilities;
3. He/she actively leads the implementation of the Health and Safety Policy;
4. Actively promoting a positive approach towards health and safety throughout the Company.
5. Operating an open door policy to all members of the workforce.
6. Adequate welfare facilities are provided and maintained in a satisfactory condition;
7. Written instructions are provided through the completion of risk assessments and safe systems of work where applicable, within areas under their control.
8. They establish safe working methods that explain the sequence of operations to the workforce under their control, and to outline the potential hazards and implement suitable risk controls;
9. To identify those areas that have not already been subject to risk assessment are identified and that they notify their director of the identified concern.
10. In consultation with the Health and Safety Manager and external Consultant he/she will implement and monitor the company occupational health and safety management system to ensure as a minimum, compliance with current Legislation, standards and approved codes of practice.
11. Documentation is collated for issue to any client / client representative when requested;
12. Monthly formal health and safety audits are completed on company operations in their areas of control.
13. He/she attends management meetings to discuss audits, incidents or any other issue applicable to the company operations;
14. Investigations are completed in accordance with company procedures for all accidents, incidents, near misses and dangerous occurrences and to ensure that control measures are put in place to prevent a recurrence.
15. The accident investigation and reporting procedure (as detailed in Appendix 1) is complied with in full.
16. Statistical health and safety details in areas under their control are collated and issued quarterly to the managing director for use at the quarterly management meetings.
17. Effective communication and consultation with staff within the company is maintained;
18. They engage with and report to Local Enforcement Authorities and External clients when required.
19. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns;

20. Persons under their control are adequately trained and competent to carry out their work and operate any plant, vehicles or equipment in a safe manner;
21. All health and safety site rules are followed by all;
22. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures;
23. All vehicles, plant, machinery and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination where applicable;
24. Their Director is informed of any health and safety issues that cannot be resolved;
25. Personal Protective Equipment (PPE) is readily available and maintained, and relevant staff are aware of its correct use, storage and procedures for replacement;
26. They set a good personal example by using the appropriate protective equipment whilst on site.
27. They inform their Director of any change to their own state of health, either temporary or permanent, which might affect your ability to work or your suitability to carry out any particular task or tasks.

Groundworks Site Supervisors and Yard Manager

The Health and Safety responsibilities at the Foreman/Supervisor level of management are to ensure that:

They understand the Company's Health and Safety Policy and understand their responsibilities;

1. They actively lead the implementation of the Health and Safety Policy;
2. Actively promoting a positive approach towards health and safety throughout the Company.
3. Operating an open-door policy to all members of the workforce.
4. Adequate welfare facilities in their working areas are provided and maintained in a satisfactory condition;
5. Written instructions are provided through the completion of Risk Assessments and Method Statements (RAMS) and safe systems of work within areas under their control to establish safe working methods and the sequence of operations that detail the potential hazards for the work to be completed and to confirm that suitable risk controls are in place;
6. Identify those areas that have not already been subject to risk assessment and notify their line manager of the identified concern.
7. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns;
8. All accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work, are recorded and reported to the manager to ensure that effective controls can be implemented to help prevent recurrence;
9. Persons under their control are adequately trained and competent to carry out their work and operate any vehicles, plant or equipment in a safe manner;
10. All health and safety site rules are followed by all;
11. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures;
12. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and in accordance with the company site specific documentation.
13. Take all appropriate measures to have repairs or maintenance completed on a machine or piece of equipment, in the event that a defect is identified on a machine or piece of equipment by a member of the skilled labour force.
14. Any statutory examination of equipment is completed at the prescribed intervals, and that all certificates of inspection and/or examination are retained on file and are readily available for inspection when required;

15. Employees are fully aware that machinery and equipment that is used by the skilled labour pool is inspected prior to use, and that the daily inspection forms provided on each machine are completed in accordance with company procedures.
16. Management is informed of any safety issues that cannot be resolved;
17. Personal Protective Equipment (PPE) is readily available and maintained, and relevant staff are aware of its correct use, storage and procedures for replacement;
18. They set a good personal example by using the appropriate protective equipment whilst on site.
19. They inform their Director of any change to their own state of health, either temporary or permanent, which might affect your ability to work or your suitability to carry out any particular task or tasks.

Administration Staff, Skilled, Semi-Skilled and Unskilled Labour:

The Health and Safety responsibilities of the administration staff, skilled, semi-skilled and Unskilled Labour is to ensure that they:

1. Understand the Company's Health and Safety Policy, understand their responsibilities and comply with the requirements;
2. Use the correct tools and equipment for the task;
3. Use and wear any Personal Protective Equipment (PPE) that is provided;
4. Only use tools, equipment and machinery that are in good condition and correctly guarded;
5. Report to their manager/Site Supervisor all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
6. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work;
7. Comply with work instructions and do not take short cuts to "make life easier";
8. Warn and assist any new employee of known hazards;
9. Bring any identified concern over Health and safety issues that have not already been subject to Risk assessment and workplace controls and to notify their manager or Site Supervisor of the identified concern.
10. Refrain from horseplay, and follow all health and safety site rules;
11. Do not misuse or abuse any equipment provided in the interests of health and safety;
12. Co-operate with the Company on all aspects of health, safety and welfare;
13. Do not operate any equipment or machinery unless you have been fully trained and instructed in its' operation;
14. Inspect all equipment prior to use to ensure that it is in a good and safe condition and report any defects to your manager/Site Supervisor.
15. Complete all "work away" at third party sites in accordance with site rules.

Ensure that any "Hot Work" is completed in accordance with the company procedure that relates specifically to the subject. The procedure for Hot Working can be found in Appendix 2.

In addition, employees working away completing the delivery and/or collection of plant and equipment or undertaking site work, must familiarise themselves with all Risk Assessment and Method Statements (RAMS) applicable for the work to be completed.

When required, employees completing the delivery or collection of plant and equipment are required to complete the company dynamic risk assessment where following an on-site assessment by the delivery driver, it is decided that the delivery or collection requires a dynamic risk assessment to be completed.

16. Report all accidents and incidents so that action can be taken to prevent a recurrence;
17. Inform your Manager of any change to the state of your health, which may either be temporary or permanent, which might affect your ability to work or your suitability to carry out any particular task or tasks.

Health and Safety Manager

1. The Health and Safety responsibilities of the Health and Safety Manager are to ensure that He/She:
2. Ensures that the Health and Safety Policy and Risk Assessments are reviewed and updated as required, and at least annually.
3. Actively promoting a positive approach towards health and safety throughout the Company.
4. Operating an open-door policy to all members of the workforce.
5. Updates all applicable documentation whenever there has been a change in Legislation or best practice covering the activities undertaken by the Company.
6. Provide advice and support to Managers and Site Supervisors in the completion of risk assessments, safe systems of work and method statements.
7. Provide advice and support to Managers and Site Supervisors in the completion of accident reports and accident investigations.
8. Carry out site safety inspections, complete audits and attend meetings as requested by Managers and Directors.
9. Provide details to the quarterly management meetings on Health and Safety related matters that includes accident statistics, Enforcement visits/actions etc.
10. When necessary, support managers in accident investigations, and liaise with the appropriate Enforcing Authority.
11. Assist managers in the identification of health and safety training requirements for both management and staff.

Appointed Competent Person - C&C Insurance Brokers Ltd

C&C Insurance Brokers Ltd Risk Management department is retained as the Company Safety Advisers/Competent Person, as defined under the Management of Health and Safety at Work Regulations, and shall:

1. Provide advice to support to ensure that the Health and Safety Policy and supporting documentation is reviewed and updated as required, including whenever there has been any changes in Legislation or best practice covering the activities undertaken by the Company.
2. Provide a telephone advisory service on health and safety at work issues.
3. Carry out site safety inspections/ audits at operational locations on a quarterly basis.
4. Attend meetings as requested by the Company.
5. Provide written reports and assessments as requested by the Company;
6. When instructed, advise on the completion of an accident investigation, and liaise with company management representatives on any issues arising from the investigation.
7. When instructed, advise on the completion of Risk Assessments, Safe Systems of Work and method statements.
8. Review any existing Health and Safety related documentation, including method statements and risk assessments that may have been prepared by the Company;
9. C&C Insurance Brokers Ltd Risk Management department will make every effort to conduct their undertaking to reduce imminent danger wherever conditions and situations merit such action.

Do:

- Use all safety related equipment and Personal Protective Equipment (PPE) provided.
- Report loss or damage to plant and equipment, vehicles, safety equipment and PPE so that the defect can be remedied.
- Observe the instructions on the warning notices displayed around the premises.
- Have minor cuts attended to by a first aider.
- Report accidents, breakdowns, defects and “near misses” to your supervisor.
- Switch off equipment machines when not in use.
- Switch off and unplug portable equipment and flexible cables when not in use.
- Keep to gangways and identified routes within your own workplace and when visiting third party site locations.
- Wash your hands before and after going to the toilet, especially if you work with chemicals, oils, oily components, etc.
- Ensure that supervisors are notified about visitors and that visitors are provided with PPE where appropriate.
- Keep areas around the workplace clear and unobstructed.
- Familiarise yourself with the positions of the Fire Exits and Fire Extinguishers.
- Keep Fire Exits clear.
- Only smoke in designated areas.

Do Not:

- Wear loose clothing and/or jewellery when operating machines.
- Attempt to carry out work or operate machines and equipment you are not competent with or authorised to use.
- Take short cuts and chances.
- Run in the work place.
- Play tricks or practical jokes or indulge in Horseplay.
- Wear unsuitable footwear such as plimsolls and open-toed sandals.
- Clutter up gangways, paths or stairs.
- Misuse equipment or use makeshift equipment.
- Overload lifting appliances.
- Smoke in the workplace unless it is within a designated area, and **do not** smoke in company vehicles.

Drivers of Internal Plant and Company Vehicles

The Health and Safety responsibility of drivers of Internal Plant/Company Vehicles is to ensure that they:

1. Understand the Company's Health and Safety Policy and understand their defined responsibilities and comply with the requirements.
2. Complete the daily inspection sheet at the start of shift, and notify their supervisor of any defects identified during the inspection.
3. Take all appropriate measures not to endanger themselves, or other persons through their actions or omissions, whilst at work.
4. Comply with all work instructions and procedures, and do not take short cuts to “make life easier”.
5. Warn and assist any new employee of any known hazards;
6. Bring any identified concerns over Health and Safety issues that have not already been subject to risk assessment and workplace controls to the attention of their foreman/supervisor or manager or Site Supervisor, advising them of the identified concern.
7. Refrain from horseplay, and follow all health and safety site rules;
8. Do not misuse or abuse any equipment provided in the interests of health and safety;
9. Co-operate with the Company on all aspects of health, safety and welfare;
10. Do not operate any plant or equipment unless you have been trained and instructed in its operation, and you have been appointed in writing to use the Plant/equipment;
11. Report all accidents and incidents so that action can be taken to prevent a recurrence;
12. Inform your Manager of any change to the state of your health, which may either be temporary or permanent, which might affect your ability to work or their suitability to carry out any particular task or tasks.
13. Drivers of company cars/vans and heavy goods vehicles are subject to the Rules and Regulations detailed within the Highway Code and other relevant traffic rules/Regulations.
14. Inform your manager IMMEDIATELY should you ever be “prosecuted or receive penalty points” on your licence.
15. Provide your Driver licence for inspection at least every six months.

Contractors and Sub-Contractors Appointed to Undertake Work on Behalf of Ashbrook

The Contractors' Health and Safety responsibilities are to:

1. Maintain a close liaison with the designated director, manager or supervisor prior to commencing any work on company property, vehicles and/or equipment.
2. Provide copies of their Health and Safety Policy and/or Risk Assessments and Method Statements (RAMS) that may be requested by the Company;
3. Ensure details of relevant insurance policies are available for scrutiny, which will include details/copies of Employers Liability and Public Liability certificates.
4. Comply with all the requirements of the Ashbrook Health and Safety Policy and Company Policy that covers the Appointment of Contractors and Sub Contractors;
5. Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public;
6. Ensure that all plant or equipment brought on to site is safe and in good working condition, fitted with any necessary guards and safety devices.
7. Provide any appropriate test certificates for any equipment that is brought onto site, which should always be readily available for scrutiny and inspection;
8. Ensure that any injury sustained or damage caused either to, or by their employees is reported immediately to this Company's site representative;
9. Follow the Company site safety rules and comply with any safety instructions given by the Company's site representative and ensure that any "HOT Work" is carried out in accordance with site rules and the company Hot Work procedure.
10. Ensure that any materials or substances brought on site, which may have health, fire or explosion risks are used and stored in accordance with the appropriate Regulations and current best practice, and to ensure that all applicable information is readily available for scrutiny to any representative of Company, or external Enforcing Authority, before work commences;
11. Ensure that any work areas where work activities are being carried out are kept tidy, and that all debris, waste materials, etc., are cleared as work proceeds;
12. Provide written instructions through risk assessment and safe systems of work that will confirm the methods and sequence of operations that are to be adhered to. Site specific documentation should detail all potential hazards and the procedures for risk control that are to be put in place prior to commencing any work on Ashbrook property, vehicles and/or equipment.
13. Attend all safety meetings as requested, which may be held at any time through the duration of a contract to confirm the transfer of information.

Implementation of the Policy

When planning work, provision will be made for the health and safety of employees, contractors and all others.

In all of the Company's activities the Health and Safety Policy will be implemented by: -

- Providing and maintaining equipment and systems of work that are carefully planned and supervised.
- Ensuring that safety standards are complied with when using, handling, storing and transporting work equipment, articles and substances.
- Ensuring that a high standard of information, instruction, training and supervision is given to employees and contractors and ensuring all necessary information regarding health and safety at work is provided including Risk Assessments and Safe Systems of Work on site.
- The ongoing provision of training at all levels throughout the company through our ongoing induction and tool box training regime.
- Ensuring the workplace and facilities on site are maintained to a high standard of cleanliness, hygiene and housekeeping and there are safe and proper means of access to and egress from places of work.
- Ensuring that adequate personal protective equipment is provided for all employees and that it is used by them also ensuring that employees are aware of its purpose, its correct use, and the limitations of the PPE.
- Ensuring that adequate facilities and arrangements are to be provided and maintained for welfare at work.
- Ensuring that all employees and appointed contractors comply with the relevant laws, regulations and procedures and that they co-operate with those responsible for enforcing them. A system will be maintained for the prompt reporting of accidents and their investigation together with implementing any preventative measures or statistical appraisals if appropriate.
- Ensuring that the responsibilities of employees in connection with health and safety will be specified clearly in writing.

Arrangements and Procedures

This section of the health and safety policy outlines the procedures in place to manage health and safety across the company's activities.

Risk Assessment

In order to comply with the *Management of Health and Safety at Work Regulations 1999* and Regulations applicable for the task being completed, the company policy is to ensure that all activities, processes and equipment are risk assessed and where significant hazards are identified, suitable controls implemented in order to ensure the safety of those who may be affected.

Risk assessments will be carried out by Managers, with assistance provided by the company Health and Safety Manager and external consultant when required.

Employees working within the areas being assessed will be included within the risk assessment process.

The outcome of the risk assessment process will be communicated to all employees concerned and where required additional training given with respect to the hazards identified and control measure implemented.

Where a method statement or safe system of work is required these will be prepared by the relevant manager and communication on the process given to employees concerned.

Risk assessments will be reviewed at least annually however in the event of an accident, change in activity, process, equipment or legislation they will be reviewed to ensure any changes are reflected.

Copies of risk assessments will be held both electronically and on file in the manager's office and in the working area, where they will be available for all employees to refer to.

For site working activities the Manager and/or Site Supervisor will maintain a site file that will contain the RAMS applicable to the work being carried out.

Consultation and Communication with Employees

In order to comply with the *Health and Safety (Consultation with Employees) Regulations 1996* the company will ensure that an effective consultation is implemented with both employees and contractors. The company aims to encourage all employees to provide feedback on health and safety within the workplace.

To ensure that the consultation process occurs in an organised manner the Company will ensure that consultation takes place;

- When undertaking risk assessments or when risk assessments are revised and additional control measures implemented
- Where a new process or plant and equipment is introduced into workplace which may substantially affect the health, safety and welfare of employees.
- The appointment of a Health and Safety Consultant or other assistance required under the Management of Health and Safety at Regulations 1999.
- The change of emergency procedures and the nomination of persons to manage such arrangements.
- The provision of information, instruction and training with regard to health and safety.

It is the responsibility of the Managing Director to ensure that the above areas are consulted on in a timely manner. Where any employee has a concern with health and safety issues within the workplace, this must be reported to their immediate manager in the first instance who will deal with the concern. In the event they are unable to deal with the concern it will then be raised to the attention of the Managing Director.

Health and Safety Training

It is Company Policy to ensure that all employees receive the necessary training in order for them to carry out their duties safely and effectively. It is the responsibility of the relevant Manager to assess employees for individual training requirements.

Any training given by the company will be recorded on employee personal files.

Any new employee to the company will receive the company health and safety induction which will cover the following areas:

- Company Health and Safety Policy and standards.
- Safety Rules and Procedures.
- Personal Protective Equipment.
- Plant and equipment.
- Emergency evacuation procedures.
- First Aid.
- Working on site procedures and welfare.
- Accident and near miss reporting.
- Communicating Safety Information.

The company will also ensure the following training is provided:

- Job Specific training will be provided to employees to ensure that they are able to carry out work in a safe manner.
- Equipment Specific training will be provided to ensure employees are able to use plant and equipment safely
- Supervisory & Management training will be provided to employees who hold management and supervisory positions in the company such as SSSTS for site working employees nominated as Site Supervisors.
- Specialist training will be provided for activities such as First Aid and Fire Marshall Training
- Site Health and Safety Induction training will be provided for those working on client sites and cove areas such as first aid, welfare and specific hazards and controls
- Toolbox Talks are used to talk through the tasks and highlight any potential hazards as well in addition as being a mechanism for employees to raise health and safety concerns

Accident Reporting, Recording and Investigation:

Accident Reporting:

Any incident or accident must be reported immediately to your Manager or Site Supervisor.

The Manager or Site Supervisor will then undertake the necessary investigation into the circumstances of the incident in accordance with the company procedure that is detailed in Appendix 1 of this Policy.

First Aid

In order to ensure compliance with the requirements of *the Health and Safety (First Aid) Work Regulations 1981*, an assessment of first aid requirements will be carried out by the Health and Safety Manager to identify first aid provisions required for its activities, with the appropriate training provided for the designated personnel.

Company Premises:

First Aid stations are located on the company premises and will be identified by first aid signage.

The first aid equipment is to be checked by the appointed first aiders who are responsible for ensuring that contents kept up to date.

Site Working:

As part of the welfare requirements for working on site prior to work commencing provisions for first aid will be agreed and implemented between the company and the client. The arrangements for first aid will form part of the site health and safety induction. All company vehicles will be provided with a first aid box along with instruction on use.

First Aid procedures and the location of First Aid equipment will be confirmed as part of the site induction.

Fire

In order to comply with the *Regulatory Reform (Fire Safety) Order 2005* the company will ensure that the following is in place:

- A fire risk assessment is undertaken at each operational location and control measures communicated to all employees.
- Fire marshals will be appointed provided with the relevant training.
- Fire awareness training will be provided for all staff.
- Fire extinguishers are provided and subject to an annual inspection.
- Fire signage is provided.
- Fire exits are checked periodically with the details recorded in the Fire Log book.
- Emergency lighting checks are completed where appropriate with the details recorded in the Fire Log book.
- Weekly testing of fire alarms is carried out with the details recorded in the Fire Log book.
- Regular fire drills are completed at six monthly intervals with the details recorded in the Fire Log book.

It is the responsibility of all employees to ensure that:

- They maintain a good standard of housekeeping and ensure that floors, exits and walkways are kept clear and any rubbish is removed during the course of the day.
- They report any potential fire hazards to their Manager or Site Supervisor.
- Where the use of substances occurs, they are used in accordance with the safety data sheet and handled and stored correctly.
- They respond to the fire alarm in a safe manner and evacuate the premises and report to the assembly point
- They do not smoke in undesignated areas.

The fire management activities carried out by the company will include:

- Assessment of fire risks in the workplace (either as part of a general review of health and safety risks which have already been carried out or, as a separate exercise).
- Ensuring that fire can be detected in a reasonable time and that people can be given early warning.
- Ensure that people who may be in the offices or workshop can evacuate safely to designated assembly points and are trained in what to do in the event of fire evacuation.
- Ensure that systems are in place and maintained so that all persons in the event of a fire or other emergency can be accounted for.
- Ensure that adequate housekeeping and storage arrangements are implemented and maintained for combustibles, flammables, explosives and oxidizing agents.
- Fire awareness training is provided for all employees.

Site Working:

As part of the welfare requirements for working on site, and prior to work commencing on the site, fire safety procedures will be agreed and implemented between the company and the client.

The arrangements on the site for fire safety will form part of the site health and safety induction.

Hot Work

Many significant losses occur each year due to fires starting when “HOT WORK” is not properly controlled and managed.

Ashbrook operate a “Hot Work Procedure” that is provided in Appendix 3 of this document.

Hazardous Substances

In order to comply with the *Control of Substances Hazardous to Health Regulations 2002* the company will ensure that exposure of employees to hazardous substances is minimized and adequately controlled in all cases. As a first step the company will always look to eliminate the need for the use of a substance.

All substances will be maintained on the company COSHH Register along with the corresponding Safety Data Sheets (SDS) and COSHH Assessment.

The COSHH Assessment will be based on the manufacturers and suppliers’ health and safety guidance along with the company’s knowledge of the work process.

Any employee who is likely to come into contact with hazardous substances will receive comprehensive training and information the health and safety issues relating to the use of the substance along with the findings of the COSHH assessment including the controls to be implemented for its’ safe use.

The COSHH Assessments and SDS will be held in the workplace and be readily available for employees to access.

Where employees are working on site, a safety file will be maintained by the Manager or Site Supervisor that will include copies of any relevant Safety Data Sheets and assessments.

Lone Working

Under the *Health and Safety at Work etc Act 1974* and *The Management of Health and Safety at Work Regulations 1999*, the company has a duty of care towards lone workers who work by themselves without close or direct supervision

Where an employee may be required to lone work it is the responsibility of the Manager to ensure that that a specific risk assessment is undertaken to determine whether the work can be done safely by a single person and to consider the arrangements necessary to ensure the safety of the lone worker.

The risk assessment will consider the following areas:

- Whether the plant and equipment used and/or any lifting required can be safely undertaken by a single person.
- The experience, fitness and level of training of the lone worker.
- Emergencies and response
- Controls to manage the safety of the lone work such as regular phone contacts or periodic visits
- The employee concerned has any concerns regarding the work to be undertaken

Where an employee is undertaking lone working and feels that they are unable to carry out the work in a safe manner then works must stop and contact made with the office immediately.

Personal Protective Equipment

In order to comply with the *Personal Protective Equipment at Work Regulations 1992* the company will ensure the following:

- The provision of suitable, properly fitting and effective personal protective equipment free of charge to employees who may be exposed to risks to their health and safety except where it has been adequately and effectively controlled by other means. (Management Regulations require PPE to be the last choice in the principles of protection).
- All personal protective equipment provided is properly assessed prior to its provision.
- The provision of comprehensive training and information on the use, maintenance and purpose

- of the equipment for which the PPE has been issued.
- The maintenance of a Personal Protective Equipment Issue Register.

It is the responsibilities of employees to ensure they check and maintain their personal protective equipment in accordance with the instruction given and report and exchange any defective equipment.

The issue of personal protective equipment will be by the employee's Manager or Site Supervisor.

Display Screen Equipment

In order to comply with *the Health and Safety (Display Screen Equipment) Regulations 1992, as amended by Health and Safety (Miscellaneous Amendment) Regulations 2002* the company will ensure that where employees use display screen equipment as part of their work a risk assessment will be undertaken to identify any risks associated with the work. All display screen equipment users will be given appropriate training and the health and safety aspects of this type of work.

All employees identified as display screen equipment users will undertake a self assessment of their workstation. Where issues are highlighted remedial action will be taken to rectify issues.

Display screen users will be provided with a free eye sight test and if required the basic necessary corrective equipment such as glasses.

Work Equipment

In order to comply with the law as set out in *the Provision and Use of Work Equipment Regulations 1998*, the Company will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used and employees receive the necessary training and information on the appropriate use.

All work equipment in the workplace will be suitable and fit for purpose and only employees who have received the necessary training will be permitted to use it.

The company will ensure that the following is implemented and maintained:

- A work equipment maintenance register including dates of maintenance and testing
- All portable appliances are maintained on a register and PAT carried out at following assessment.
- Risk assessments of equipment are undertaken prior to use and control measures to ensure safety communicated to all employees.
- Where required a safe system of work is implemented for the work equipment.
- A defect reporting form is in place and employees are clear on how to report defects.
- All workers will be provided with adequate information and training to enable them to use work equipment safely.
- Only employees who have the relevant certification or license are permitted to operate any work equipment.
- In the event of PPE being required this will be issued in accordance with equipment guidelines and employees trained in PPE prior to use
- All work equipment will be clearly marked with health and safety warnings where appropriate.
- Where work equipment is hired to a third party the company will ensure that it is fit for purpose, with a handover given on its' correct use when applicable.

Vehicles and Plant

It is the responsibility of the Transport & Groundworks Managers to ensure that all vehicles and plant are subject to regular inspections and maintenance and records maintained. All vehicles and plant will be

checked prior to going to site and on return from site and any defects/damage identified and logged with remedial action taken.

All employees are responsible for ensuring that they undertake daily visual inspections prior to use and where they identify any defects or damage this is reported immediately to their Manager or Site Supervisor.

Under no circumstances is any employee permitted to use equipment belonging to clients or other contractor.

Noise

In order to comply with the *Control of Noise at Work Regulations 2005* the company will ensure that all employees receive suitable and sufficient information, instruction and training on the hazards, risks and controls required to eliminate or reduce noise and its effects.

Where noise is considered to be an issue in the workplace, the following action will take place:

- Measurement of noise levels within the workplace is undertaken to confirm the action required as defined within under the Control of Noise at Work Regulations.
- The elimination of noise, or if it cannot be eliminated, the noise will be reduced by engineering means if possible.
- The issue and wearing of hearing protection by all employees whilst completing noisy operations.

Where employees are working on site and prior to commencing work, the Manager and/or Site Supervisor will determine whether noise may be an issue to those working on site and confirm the necessary control measures to be implemented.

It is the responsibility of employees to ensure that where controls measures are put in place such as the issue of hearing protection, the hearing protection is to be worn in accordance with the instructions given.

Vibration

In order to comply with the *Control of Vibration at Work Regulations 2005*, the Company will ensure that suitable and sufficient information, instruction and training will be provided to all employees on the hazards, risks and controls required to eliminate or reduce vibration and its effects. The risk assessment process will take account of vibration and will include any preventative measures to reduce vibration.

In order to reduce the risks to employees from vibration the following methods will be used:

- The selection of the most appropriate plant and equipment for the task
- Implementation of a positive purchasing policy where old tools and plant are replaced with equipment that incorporate low vibration technology
- The reduction of the exposure period for the operatives through job rotation and managing the daily exposure times

It is the responsibility of Managers to ensure that all equipment whether supplied new, second hand or hired in, will meet the requirements of the Provision and Use of Work Equipment Regulations 1988, and relevant British and European Standards.

It is the responsibility of employees to ensure they follow the risk assessments and safe systems of work in place to manage the risks of vibration.

Working at Height

In order to comply with *the Working at Height Regulations 2005* the company will ensure that where working at height may be required all employees will receive training and information on how to work at safely and make available the most suitable equipment for use.

The company will adopt a three stage hierarchy with respect to working at height which is:

- To avoid the need to work at height where it is reasonably practicable.
- Ensure that when work is carried out at height, suitable and sufficient measures are taken to prevent so far as is reasonably practicable, any person falling a distance liable to cause injury (e.g. by the use of guardrails or scaffolding)
- Suitable and sufficient measures to minimise the distance and consequences of a fall.

Where employees are climbing in and out of vehicles and plant, as part of the maintenance programme access and egress points will be checked to ensure the safety of employees.

It is the responsibility of employees to check equipment and access and egress points each time prior to use and to report any damage or defects.

Electricity

In order to comply with the *Electricity at Work Regulations 1989* the Company will ensure:

- Hazards such as contact with live parts, faults and fire or explosion are assessed prior to work commencing.
- All tools are suitable for use and the environment in which they will be used.
- Wherever possible 110 volt portable power tools will be used.
- All equipment such as power tools, extension leads etc are checked on a regular basis and are in good working order.
- Suitable safety devices are used e.g., RCD protection for 240-volt equipment.
- Appropriate information and instruction is given to all employees.
- Where applicable appropriate PPE issued.

Where excavations are provided on site, it is the responsibility of the Manager or Site Supervisor to ensure that agreement is made with all appropriate personnel to confirm the location of site services by means of service plans and the undertaking of Cat and Genny scanning of underground services to confirm their location. In addition, the “painting/marketing” of the underground service will be completed and also by the “pegging of the route” of the underground services.

Where underground services are located, the hand digging of trial holes will be carried out to confirm their location.

Confined Space Working

In order to comply with the Confined Spaces regulations 1997, the company will ensure that in the event that entry into a confined space cannot be avoided, any employees required to enter a confined space will be trained and a suitable and sufficient risk assessment will be produced along with a written safe system of work developed that will include issues such as testing for gas, safe access and egress and emergency procedures.

Excavations

In order to ensure employee safety when working near excavations prior to work commencing the company will ensure that information is obtained on:

- Ground conditions
- Underground structures of watercourses
- Location of existing services
- Existing structures which may be undermined by excavation works

A risk assessment will be carried out to identify any potential hazards and to develop a safe system of work which will include the process for either obtaining or producing a permit to work.

Precautions to maintain employee and other individuals in the area will include:

- Temporary support
- Battering excavation sides

- Regular inspections especially after adverse weather such as heavy rainfall
- Barriers or guard rails and toe boards
- Signage

It is the responsibility of the site manager to ensure that regular inspections are undertaken and that the risk assessment and safe system of work is communicated to all those concerned.

Manual Handling

In order to comply with the *Manual Handling Operations Regulations 1992* the company will ensure that where any manual handling operations are required to take place that may expose employees to harm, the first step will be to try and eliminate the need for manual handling. If the activity cannot be avoided a risk assessment will be undertaken first to identify the risks and look at alternative means such as mechanical handling aids.

All employees will receive manual handling training on joining the company and refresher training will be provided periodically.

CDM

In order to comply with *the Construction (Design & Management) Regulations 2015*, the company will ensure that employees involved with implementation of projects are trained in all aspects of the CDM Regulations and, where necessary, specific training will also be provided relevant to a specific duty to ensure that employees have the training and understanding necessary to ensure that their duties and responsibilities are known and that contract work is carried out in a competent manner, and in accordance with the requirements of CDM.

During the planning stage and also for the duration of the contract, the Manager and/or Site Supervisor will be required to liaise with interested parties that can include the client, Principal Contractor, or designer.

Company Vehicles

The company provides vehicles for the transportation to and from client sites and all vehicles are serviced at regular intervals to ensure they are roadworthy and fit for use.

It is the responsibility of employees designated as company vehicle users to ensure:

- The company vehicles are kept in a clean and tidy condition with tools/equipment stored appropriately
- Copy of driving licence (both parts) are presented for inspection bi-annually and where the driver has received points or a ban the company is notified immediately.
- The vehicle is driven in a safe manner in accordance with the Highway Code.
- Any accidents are reported immediately and where a third party involved details of the third party, insurance etc are obtained
- The vehicle is checked prior to use, and by using the daily defect inspection document.
- That any route planning advice is followed and suitable provision made for adverse weather conditions.
- Regular inspections are undertaken to ensure emergency breakdown kits, first aid boxes etc are maintained in the vehicle.
- To inform the company in the event of being prescribed any medication which may affect their ability to drive.

Drugs & Alcohol

The Company has a drugs and alcohol policy that is to be found in Appendix 3 that is provided at the end of this document.

Pregnant and Nursing Mothers

All female staff shall be advised on recruitment that they are required to notify the company in writing should they become pregnant or a new mother (that is a woman who has given birth within the last six months or who is breast-feeding).

On receipt of formal notification, the company will review the risk assessment relevant to that person's work.

For any risks to which they are exposed or which represent additional risk because of pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks.

Particular note shall be made of any representations from the woman's medical advisors (GP or anti-natal / post-natal).

If the risks remain significant, the woman shall be reassigned to other work for which the risks have been assessed as not significant.

If this is not possible, she shall be placed on paid leave until she either ceases to be pregnant or new mother or suitable alternative work may be found.

Welfare

It is the responsibility of the company to ensure that there are adequate welfare facilities for both company premises and employees working on site.

Company Premises:

The company provides adequate toilets, changing and wash facilities for employees along with kitchen areas to prepare drinks and food. All equipment provided is fit for purpose and inspected at regular intervals.

It is the responsibility of employees to ensure these areas are kept tidy and equipment used appropriately and defects/damage reported.

Site Working:

Where employees are working on client sites the company will ensure that provisions are in place for toilets, changing and wash facilities prior to work commencing. These provisions will be agreed with the client and form part of the site health and safety induction.

Visitors

It is the responsibility of both management and the workforce to ensure the health & safety of all persons who come into contact, either directly or indirectly with our work activities, and this includes visitors to our premises or on site where we are engaged.

In particular we will:

- Inform our visitors of any particular hazards they might expect to encounter during their time on site.
- Inform them of our general arrangements in relation to fire and emergency procedures, wearing of Personal Protective Equipment etc.

Company Premises:

The company provides adequate toilets, changing and wash facilities for employees along with kitchen areas to prepare drinks and food.

All equipment provided is fit for purpose and inspected at regular intervals.

It is the responsibility of employees to ensure these areas are kept tidy and equipment used appropriately and defects/damage reported.

Site Working:

Where employees are required to work on client sites, the company will ensure that provisions are made for toilets, changing and wash facilities to be available prior to work commencing. These provisions will be agreed with the client and form part of the site health and safety rules and will be brought to the attention of the workforce during the site induction.

Young Persons

It is our policy to carry out Risk Assessment before we employ young people (between the ages of 16 and 18), to ensure any risks are identified and addressed.

In particular we will take into account:

- The inexperience and immaturity of the young person.
- The individual's inexperience with regards to the risk of their health and safety whilst at work.
- The type and work equipment the individual is required to use.

We are aware of the Statutory Restrictions imposed upon work undertaken by young persons and will comply with these restrictions.

Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

We will take all reasonable steps to secure the health & safety of young persons who may be placed with us on work experience programmes.

There will be thorough preparations before pupils/students arrive, with documented Risk Assessments completed to confirm the hazards and control measures in place to minimise the exposure of the individual to any known risks.

Sub-Contractor Assessment

In order to comply with relevant health and safety legislation the company will only sub contract works out to companies that maintain good standards of health and safety.

Prior to any work being issued to a sub-contractor a sub-contractor health and safety questionnaire must be completed and assessed by the Manager that will appoint the Sub-contractor to complete the necessary works.

The sub-contractor health and safety questionnaire will include requiring confirmation from the contractor that they have the necessary insurances that will include obtaining a copy of the Employers and Public Liability Insurance.

The manager in association with the Health and Safety Manager will authorise whether the sub-contractor fulfils the required standards and be permitted to undertake work for the company.

Approved contractors will be entered on the company register of approved contractors.

Under no circumstances are any works to be given to a sub contractor prior to the questionnaire being completed and the relevant information assessed and approved.

Health Surveillance

Where risk assessments identify the need for health surveillance for example audiometry or dermatitis, employees will be made aware of potential health risks and control measures implemented to reduce the risks. Employees will also be issued with specific guidance/information.

All employees are required to complete a self assessment form at least annually in order to identify any health and safety concerns.

Monitoring, Auditing & Review

The company will endeavour to improve health and safety standards by the following methods:

- Carrying out site inspections in order to maintain good standards of health and safety.
- Carrying out accident investigations and learning from the outcomes in order to prevent recurrence and improve methods of working.
- Maintaining health and safety on the agenda of the Management Meetings that are held on a quarterly basis, and where it will be possible to discuss and review where improvements to Health and safety within the company can be made.
- Reviewing risk assessments and procedures in accordance with health and safety legislation.
- Taking into consideration feedback from employees during consultation.

J K Ashbrook Ltd

Employee Signature Page

Employee Name:

I have read and understood all the contents of the company Health and Safety Policy and agree to comply with all the requirements, both Statutory and Company.

Tick boxes when appropriate.

- ☐ I have read and understand all the contents of the Company Health and Safety Policy.
- ☐ I have attended a Company Health and Safety Policy training session and I understand all the contents of the Document.

Signed _____

Dated _____

This form must be signed and returned to:

You must only sign this form if you understand the contents of the company health and safety policy document - if there are any areas which you are unsure of speak to your line manager immediately

APPENDIX 1

Accident Reporting Procedure:

It is vital that all incidents and accidents are investigated and measures put in place to stop and them happening again.

Minimising minor accidents reduces the risk of major incidents.

The LAW:

It is a requirement under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) that specified serious incidents and accidents must be reported to the Health and Safety Executive (HSE).

Failure to report RIDDOR incidents is a criminal offence and individual line managers may be held liable.

Summary:

Serious accidents e.g. fractures, amputations and/or overnight hospitalisation for the injured person should be reported immediately by telephone to the HSE.

All incidents can be reported online, but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923.

For an employee and Labour Only Sub Contractor (LOSC) that is absent from work for more than **7 days**, after sustaining an accident at work, e.g. strained back, laceration (that does not require overnight stay in hospital) etc. the details will also need to be reported to the HSE on a form F2508.

If there a requirement to report any incident/accident to the Health and Safety Executive (HSE), advice and details on how to make the report are available from the HSE website:

www.hse.gov.uk/riddor/report.htm

The Health and Safety Manager is the appointed person within Ashbrook that is responsible for reporting an accident or incident to the Health and Safety Executive (HSE).

Recording an Accident:

Ashbrook requires that every accident, no matter how small or trivial, is reported to their Manager or Site Supervisor and that the details of the accident are entered in the accident book.

In addition, the company accident investigation form will need to be completed by the injured persons Manager or Site Supervisor; the form must be completed no later than 24 hours following the accident.

If assistance is required when completing the accident investigation form, assistance will be available from the Health and Safety Manager.

The completed accident investigation form is to be forwarded to the Health and Safety Manager.

Notifying an Accident to the Health and Safety Manager:

If any employee or visitor to the premises, or a site where the company are working sustains any injury, no matter how small or trivial, the accident details must be entered within the accident book and details recorded on the internal accident report form.

In the event of a potentially serious accident/incident, the details of the accident /incident should be reported to the Health and Safety Manager **as soon as possible**.

FOR ALL ACCIDENTS AND INCIDENTS:

Completion of the Accident investigation form:

Following any accident, either to an employee, a contractor or a member of the public, the company accident investigation form **MUST** be completed.

The manager or Site Supervisor who has control of the area where the accident or incident occurs is responsible for carrying out the initial accident investigation.

Details that should be recorded on the accident investigation form will include the following:

1. The name of the injured person (and the address, if the accident involved a contractor or a member of the public).
2. The job or task the injured person was doing.
3. The exact location of the accident or incident.
4. Time and date of the accident or incident.
5. The circumstances surrounding the accident (what actually happened-Not hearsay).
6. Was the individual that sustained the injury wearing the appropriate PPE? (Specify).
7. Where any witnesses in the area where the incident occurred?
 - Ask them what happened and what they saw, and record these details on the accident investigation form: (record their names and these witnesses will be interviewed by the Health and Safety Manager if possible, at a later date)

IN THE EVENT OF A SERIOUS ACCIDENT/INCIDENT (Injured person requires hospitalisation): Additional measures to the details that will be gathered for any accident:

1. Photographs of the area where the accident or incident occurred **MUST** be taken as soon as possible, that will fully record and detail the area where the incident occurred.
2. All photographs that are taken following any accident should be downloaded and retained on the Ashbrook computer system and retained for future reference.
3. In the event that a piece of plant or machinery was involved in the incident, the plant or equipment should be taken out of use until it has been formally inspected.
In the case of small pieces of equipment e.g. ladder or tool, this equipment should be kept safe "as evidence".

Incident Report Form



PLEASE COMPLETE ALL BOXES		Insurance Ref Number
Company name	Depot Name	Depot Code

Section 1	All LTI's or potential LTI's are to be Immediately reported to:- Mike Ashbrook 0782 550 7357 James Ashbrook 0776 665 5247 Phil Baker 07951 448 119 Andrew J Taylor 0775 110 1824	To be completed by the immediate Manager or Supervisor of the person involved and emailed to:- Phil@jkashbrook.co.uk Manager:
		Incident Date: Incident Time: Reporting Date:

Section 2. COMPLETE THIS SECTION FOR ALL INCIDENTS	Person Involved (Injured Person)			
	Job Title			
	Person Status	Employee?	LOSC?	Contractor? Other? State
	Address where incident occurred			
	Task at time of incident			
	Description of incident. What Happened? And description of injury if applicable.			
	Machine, Plant or Equipment involved			Plant Fleet no:
	Plant or Hire?	Hirers Name & Address		Customer No: Customer Acc:
	Plant on re-hire?	Owners Name & Address		Please State if CPA terms or other:
	What "Actions" if any contributed to the incident?			
	What "Conditions" if any contributed to the incident?			
	Witnesses	Name & Contact Details: Name & Contact Details:		

3. Injury Incidents	Details or Extent of Injuries	Graze/Cut/laceration/blister/burn/scald/splinter/bruise/swelling/strain/sprain/eyeinjury/dislocation/fracture/amputation/no obvious injury.					
	Treatment Received	Hospital	YES / NO	Light Duties?	YES / NO	Lost Time?	YES / NO
		GP	YES / NO	Start Date		Start Date	
		First Aid	YES / NO	End Date		End Date	
		Continued to work	YES/NO				
		Details		Days (estimate)		Days (estimate)	

4. Details of Damage to Vehicle/ Plant/ Property
Please include the Purchase Order Number & Cost if the damage has been repaired in-house by the depot.
For any additional comments (Continue on separate sheet if necessary).

5. Additional Details; E.G. Third Parties Details, Witness Statements, Sketches of Area ETC.
Please include the Purchase Order Number & Cost if the damage has been repaired in-house by the depot.
For any additional comments (Continue on separate sheet if necessary).

Section 6. All Incidents	Have Photographs been taken?		YES/NO			
	Has The Managing director been notified?		YES/NO			
For completion by Health and safety Manager						
	Has the incident been reported to the HSE? (Tel: 0845 300 99 23)	YES / NO		Date Reported?		RIDDOR Ref Number:
Section 7. All Incidents	Suspected root cause of incident					
	Recommendations to prevent a recurrence					
	Person(s) responsible for corrective action					Planned Completion Date
	Signature (Employee, if possible)		Print Name			Date:
	Signature (Manager/ Supervisor)		Print Name			Date:

APPENDIX 2

PROCEDURE FOR THE COMPLETION OF ANY HOT WORK

Many significant losses occur each year due to fires starting when “HOT WORK” is not properly controlled and managed.

This Procedure should be brought to the attention of any employee **and Any Sub Contractor** performing Hot Work within Company’s premises, and at third party sites where this work is being undertaken on behalf of Ashbrook.

What is Hot Work?

- Welding.
- Soldering.
- Brazing.
- Grinding (Sparks from the task-Can and Do spread Fires).

Within Ashbrook Premises:

Hot Work is carried out on a regular basis by employees of the Company in designated areas/workshops, which will not require a Hot Work Permit to be used.

When completing Hot Work within the workshop, routine health and safety controls are to be implemented e.g. ensuring that there are no combustibles or flammable substances within the vicinity where the Hot Work is being carried out

Wherever possible, the item subject to the Hot Work should always be removed to a safe location (workshop) for the repair to be completed, rather than completing the process in external areas where other plant, machinery or pedestrian access is required.

Hot Work Undertaken Outside of the Workshop:

All Employees of Ashbrook, and any Sub-contractors using any oxy-acetylene or electric welding or cutting/grinding equipment or blow lamp or blow torch or hot air gun away from the workshop, **must comply with the following conditions.**

Before Starting any Hot Work:

The Manager or Site Supervisor will be the appointed person responsible for fire safety and for ensuring that proper precautions are taken. He will also seek permission from the site management representative (where applicable) to start work.

Note: The manager or Site Supervisor may **DELEGATE** these requirements to the operative(s) actually applying heat (burning, welding etc.).

- During the Progress of the Work.
- Where it is not possible to remove the item to a Workshop or designated area :

A Permit to Work must be issued to cover the “Hot Work” that is to be carried out.

1 Arrangements when a Hot Work Permit is required.

- A trained person, not directly involved with the work should be “standing by” and provide the following:
- A continuous Fire watch during the Hot Work.
- Continue the Fire watch for at least half an Hour after the Hot Work is completed. Should any Hot Work be carried out within areas such as offices or other internal/hazardous locations, the Fire Watch should be carried out for One Hour.

- Before commencing the Hot Work, perform an inspection of the work area, including on any floors above and below (Where applicable).
- In adjacent areas, behind screens, partitions, false ceilings -To ensure that there is “no smouldering”
- Know how to raise the alarm, and carry a radio or mobile phone to communicate a “situation” immediately a fire is identified.
- Be aware of all Emergency procedures.
- Confirm to all other employees and any contractors that Hot Work is being carried out.
- Ensure that no work with paints or flammable solvents is being carried out in the area during any Hot Work.
- The immediate area where the Hot Work is to be carried out must be segregated to the greatest practicable extent by the use of screens made of metal and/or fire retardant material.
- The whole of this segregated area must be adequately cleaned and free from combustible material before the Hot Work procedure commences.

2 Combustible materials that cannot be removed, OR where there are any holes, gaps etc. in walls, ceilings etc. They should be:

- Covered with incombustible material or Wetted and covered in sand.
- Combustible floors/substances in or surrounding this segregated area must be liberally covered with sand or protected by overlapping sheets of incombustible material.
- Where work is being carried out in any enclosed area, an additional employee of the company or Contractor MUST be present at all times to guard against an outbreak of fire.
- No HOT WORK should be carried out unless specifically authorised by a representative of the company who will need to approve the details of the safety arrangements, and record those details within the Permit to Work covering the work.
- The following must be kept available for immediate use near the scene of operations:
- Suitable fire extinguishers – A Minimum of two Extinguishers and/or a hose connected in readiness for immediate use **and tested** prior to the commencement of the work.
- All personnel either completing the Hot Work or standing by observing and monitoring the Hot Work should be suitably trained in the use of the Fire Fighting equipment.
- A thorough examination must be made in the vicinity of the work up to approximately half to one hour after the termination of each operation.
- In the event that it is not practicable for such examination to be carried out, appropriate arrangements must be made with the Authorised person detailed within the Permit to Work who must be satisfied that there is no potential for a fire to start “due to smouldering materials” etc. when the Hot Work operation has been completed.
- Before “burning off” metal work that is built into or projecting through walls or partitions; these should be examined to confirm that the other end of the metal is not in a hazardous proximity to combustible material which may be ignited by the conduction of heat.
- On completion of the Hot Work, the Permit to Work will need to be “Signed off” when the authorised Person is satisfied that no potential for a fire exists through smouldering materials etc.

2. General Procedures for all Hot Work:

- All welding/brazing/Oxy/Acetylene cutting and grinding to be completed by trained operators, wearing the appropriate Personal Protective Equipment (PPE) for the work to be undertaken, including welding mask, boiler suit, safety boots and welding gauntlets.
- All operators to be familiar with fire alarms and escape routes.
- Any hot work should be carried out in screened areas that have been cleared of flammable materials, the floor area should be swept clean and the area outside of

screens are to be clear of combustible materials with a fire blanket and/or a minimum of at least two suitable fire extinguishers being readily available.

- All compressed gas cylinders are to be on purpose built trolleys with chains to support and hoses checked for condition prior to starting work. All other gas cylinders to be stored appropriately in cages.
- Electric welding equipment must be positioned as near to work as possible (avoid cables across walkways). Cables are to be checked prior starting work, including the condition of the earthing strap, with any damage to be reported immediately.
- Live burning torches are not to be left unattended.
- At the end of each operation the area should be checked for any sparks or materials that have not been extinguished.
- Should work be completed on tanks or vessels etc. where flammable materials have been held:
- This work will require to be completed off-site by an appointed specialist contractor.



HOT WORK PERMIT

CONTRACT TITLE:		PERMIT NO:
Work Specification:		
Work to be undertaken:		
Location of work:		
Work to commence:	Date:	Time:
Work to cease:	Date:	Time:

NOTE: the duration of this permit must not exceed one working shift.

Conditions of Operation:

- **The Company Hot Work Procedure has been brought to the attention of the employee and/or sub-contractor completing the Hot Work.**
 - The area in which the HOT Work is to be undertaken has been inspected and all combustible and flammable materials, substances or gases removed, or protected against heat or sparks.
 - Appropriate fire extinguishers or appliances are available at the place of work.
 - Equipment used for Hot Work has been inspected and is in good repair, with gas cylinders properly secured. Pre flash back arrestors are fitted where appropriate.
 - A continuous fire check is to be undertaken in the vicinity of the work during and for a period of 1 hour after completion of the work.

Any Special Precautions/Comments:	

Agreement:

I declare that the above information has been made known to the Competent Person in charge of the work and consider that the location is safe to commence the works specified.

Signature of the Authorised Person:	
Date:	Time:

I acknowledge receipt of this permit and confirm that all work will be undertaken at the aforementioned location and in compliance with the Conditions of Operation and Special Precautions.

Signature of the Competent Person:	
Date:	Time:

Completion:

The work area and immediate vicinity potentially affected are free of fire following completion of the work.

Inspection Completed:	Date:	Time: (min 1 hour from completion of work)
Signature of Competent Person:		
Signature of Authorised Person:		

The Permit is now cancelled and returned to the Authorised Person.

APPENDIX 3

DRUGS & ALCOHOL POLICY STATEMENT

As a responsible freight transport operator, J.K. Ashbrook recognises that it has a responsibility to provide a safe and productive workplace not only for its employees but also for its customers.

Substance abuse is incompatible with the health and safety of both Ashbrook employees and its customers. It is detrimental to the efficiency of operations and can only impair both the success of Ashbrook and its employees. Any employee working under the influence of drugs or alcohol compromises the Company's interests endangers their own health and safety and the health and safety of others.

The aim of this policy is to:

- Ensure the health, safety and welfare of all Ashbrook employees, its customers and the general public by reducing the risk of accidents, incidents or near misses caused by employees suffering from the effects of alcohol or drug misuse.
- Ensure employees understand that the Company does not approve of the excessive and inappropriate use of alcohol or the misuse of drugs whether illegal prescribed or over the counter.
- Ensure that employees understand that it is an offence to drink alcohol or take illicit drugs on duty or be under the influence of alcohol or illicit drugs either before or during a duty period.
- Produce information and positive guidance to employees on the problems associated with alcohol and drugs abuse.
- Ensure compliance with all relevant legislative arrangements and codes of practice for the industry.

The Operations Manager has the responsibility for this initiative and will regularly report to the Management of Ashbrook on the implementation, arrangements and performance of this policy. The Company will reinforce, as necessary, the commitment by the provision of appropriate resources to enable it to pursue policy objectives by:

- Employing methods to measure performance in the management of substance abuse.
- Developing effective levels of communication on substance abuse issues.
- Constantly reviewing the approach to management of substance abuse.
- Employing recognised and modern practices and procedures.
- Providing cost-effective funding and resources.

Signed:

**Managing Director
Ashbrook**

Date: 4th February 2022

Review Date 3rd February 2023

ARRANGEMENTS

The aims of this policy will be achieved by using screening processes, education and information programmes to:

- Detect any person who takes alcohol or drugs either at work or before coming to work.
- Ensure compliance with the relevant legislative arrangements

Screening will be used in the following circumstances:

- Post-Accident/Incident

If following an accident/incident there are reasonable grounds to suspect that the employees actions or omissions contributed to the cause then the employee will be tested for drugs and/or alcohol by the Company (or by the police if they attend) through an approved testing agency. The employee will be suspended from duty, with pay, whilst waiting for the test results.

- For Cause (behaviour or appearance)

If a manager or supervisor has reasonable cause to suspect that an employee is unfit for work as a result of drugs and/or alcohol then the employee will:

- Not be allowed to start their duty or will be relieved immediately if they have commenced a duty.
- Be tested for alcohol and/or drugs by the company or a recognised agency.
- Be suspended from duty, with pay, whilst waiting for the results.

- Random

To maintain a drug/alcohol free workplace random drug/alcohol screening of 10% of our total employees will take place each year. All employees will be included in the random selection.

If an existing employee's test result is positive, or they refuse to take a test, action will be taken in accordance with the Company's disciplinary procedure. This procedure may result in dismissal.

All drug screening for existing employees will be carried out by the company using a recognised testing process and analysis.

RIGHT OF APPEAL

If an existing employees test result is positive they have the right to gain a second independent opinion. The results of both tests will be carefully considered by the relevant Manager before any further action is taken.

EDUCATION, TRAINING AND INFORMATION

The Company will provide appropriate ongoing training for managers and supervisors in the recognition of drug and/or alcohol abuse and the actions necessary for the implementation of this policy.

In addition a programme of education and information will be maintained to ensure all employees are aware of the effects of alcohol, over the counter and prescribed drugs on their health and safety and the dangers of alcohol and drug abuse.

CONFIDENTIALITY

The company undertakes to keep all information regarding information relating to this policy confidential. Tests will be undertaken in confidence although a witness may be present if requested.

HELP AND ASSISTANCE

An employee with an acknowledged alcohol and/or drugs problem who takes action to seek help will receive assistance from the Company. Any information disclosed to the Company will be treated in the strictest confidence.

DISCIPLINARY ACTION

The following offences will be treated as Gross Misconduct and the Company's disciplinary procedures will be pursued to determine if employment can be continued.

- Possessing drugs (or related equipment) or using drugs on company premises other than those prescribed by a Doctor.
- Trafficking drugs.
- A criminal conviction for any offence connected with drugs and/or alcohol.
- Reporting for duty with drugs or alcohol in your system.
- Failure of an alcohol test. The Company alcohol (BAC) limit is 0.13% (0.35% is the current UK drink driving limit).
- Consume alcohol whilst on duty.

Employees could be subject to the disciplinary procedure if they refuse to take an alcohol or drugs test without good cause.

LEGAL OBLIGATIONS

The Company reserves the right to report to the police any employee that is found to be:

- In possession of drugs
- Trafficking drugs
- Under the influence of drugs

Appendix B

PROCEDURE FOR DRUG SCREENING FOR EXISTING EMPLOYEES

1. No notice will be given that a drug test is required.
2. The drug test will require a mouth swab and sweat swab to be provided.
3. The site manager/supervisor will advise the employee of the collection procedure.
4. The employee will be required to sign a consent form for the test to be taken.
5. The samples will be provided under the conditions instructed by Drugswipe.
6. The sample will be processed in the presence of the employee
7. If a 'positive' is detected a full urine test will be carried out by an authorised agency and a secure chain of custody will commence under the strict supervision of the approved agency.
8. Test results will be confirmed to the employee within 1 week of the test.
9. If the employee wishes to appeal against a positive result they may obtain a second opinion using a sample which will have been kept securely under a chain of custody by the approved agency.

DRUGS TESTING CONSENT FORM

Donors Name: _____

Payroll No: _____ Date of mouth sample: _____

Assessors Name: _____

Position: _____

Witness Name: _____

Position: _____

DONORS STATEMENT:

I hereby consent to provide an oral sample for the detection of drugs. I am fully aware of the Company's policy on drugs and should a positive result be detected I understand that my results will be communicated with my employer.

Signed: _____ Dated: _____

Test Time: _____ Test Date: _____

Reason for Test: Random/For-Cause (please delete where applicable)

Product Used: _____ Drugswipe oral and sweat swabs

Signature of Assessor

Signature of Witness (if applicable)

ALCOHOL TEST – PROCEDURES

Appendix C

If you suspect that a member of staff is under the influence of alcohol the following procedure should be followed:

1. The employee should be approached. You should explain tactfully your reasons for suspicion and that you intend to test for alcohol.
2. A second witness should be present during the test process. This can be another supervisor, a work colleague or union representative if available.
3. The alcohol test consent form should be completed in the presence of the employee and the witness.
4. The test equipment should be turned on and you should wait for the green light to show it is ready for use.
5. The employee should be given a new mouthpiece, still in its plastic bag. The employee places the mouthpiece on the equipment.
6. Once the equipment is ready the employee should be asked to blow evenly into the mouthpiece. The breath should be even and continuous until the buzzing sound stops.
7. The reading will be displayed shortly after the test and the results recorded on the consent form.
8. If a second test is required, another consent form should be completed.

If the result is below 0.09% (all figures are in blood/alcohol percentages)

The employee should be thanked for his/her co-operation and can continue their duty.

If the result is between 0.09% and 0.13%

The test should be taken again after 30 minutes to ensure that the second test does not exceed 0.13%. If the second test is 0.13% or over this is the result that should be used in the decision process.

If the test is between 0.13% and 0.34%

The employee should be sent home and told to report for duty the next day. The test should be done again on the following day. The Manager should be informed of the incident and a disciplinary meeting should be arranged. Recommendations for discipline would be verbal advise to caution for the first offence. Caution to final warning if this situation occurs regularly.

If the test is 0.35% or over

The employee is suspended on pay until a disciplinary meeting can be arranged. Recommend dismissal for this offence – gross misconduct.

The employee should be offered a lift home to deter him/her driving whilst over the legal limit.

ALCOHOL TESTING CONSENT FORM

Donors Name: _____

Payroll No: _____ Date of Breath Sample: _____

Assessors Name: _____

Position: _____

Witness Name: _____

Position: _____

DONORS STATEMENT:

I hereby consent to provide a breath sample for the detection of alcohol. I am fully aware of the Company's policy on alcohol and should a positive result be detected I understand that my results will be communicated with my employer.

Signed: _____ Dated: _____

Test Time: _____ Test Date: _____

Reason for Test: Random/For-Cause (please delete where applicable)

Product Used: _____ Intoxometer (Electronic Device)

Device Reading: _____

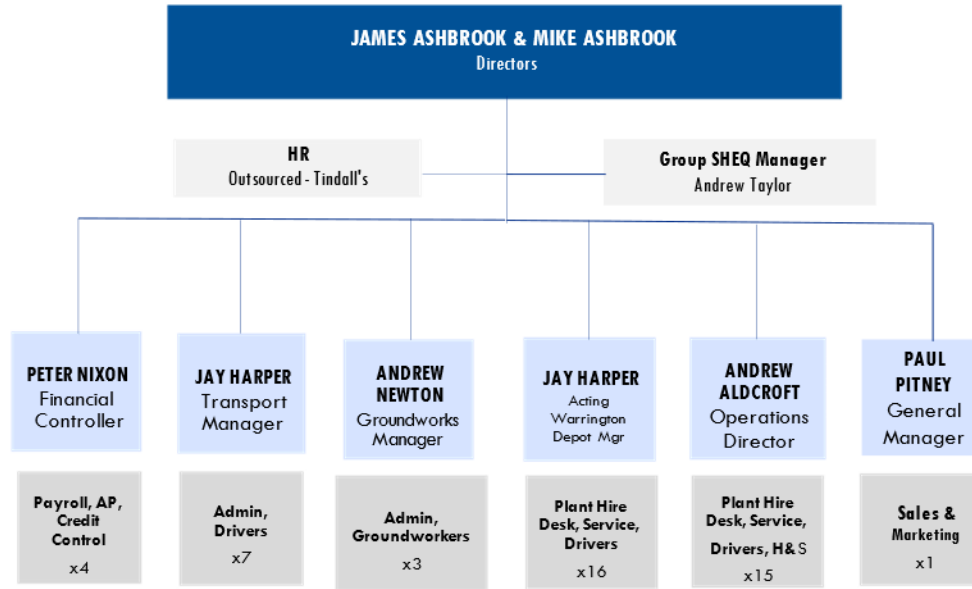
Lion SD400P Serial No. _____

Signature of Assessor

Signature of Witness (if applicable)

IMPORTANT NOTE: In the case of any positive result, a second test should be administered and recorded 30 minutes after the first test and both results fixed together. For the purpose of evidence the second result is the true breath Alcohol Level. (This eliminates any possibility of mouth alcohol interference).

ORGANISATIONAL STRUCTURE



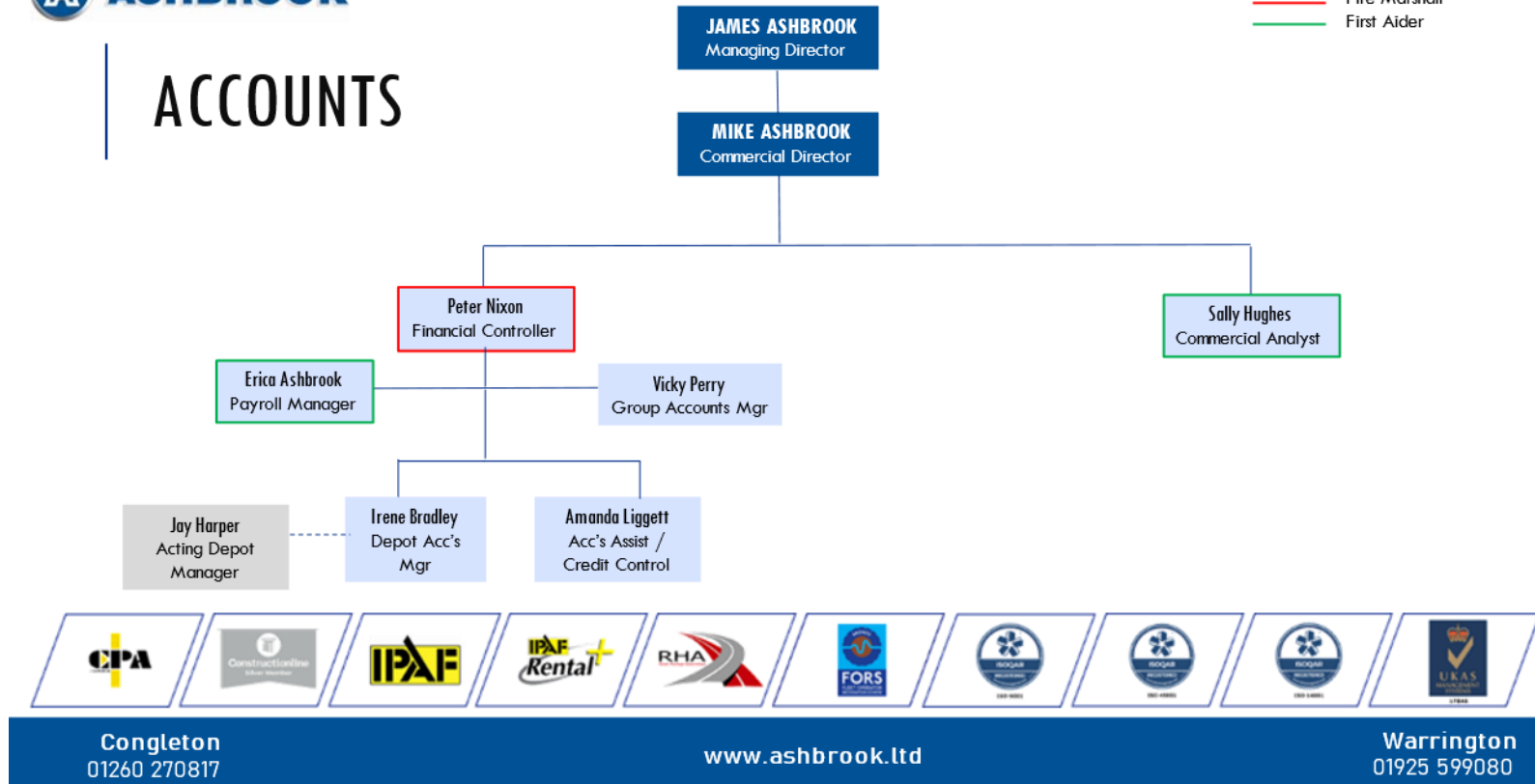
Congleton
01260 270817

www.ashbrook.ltd

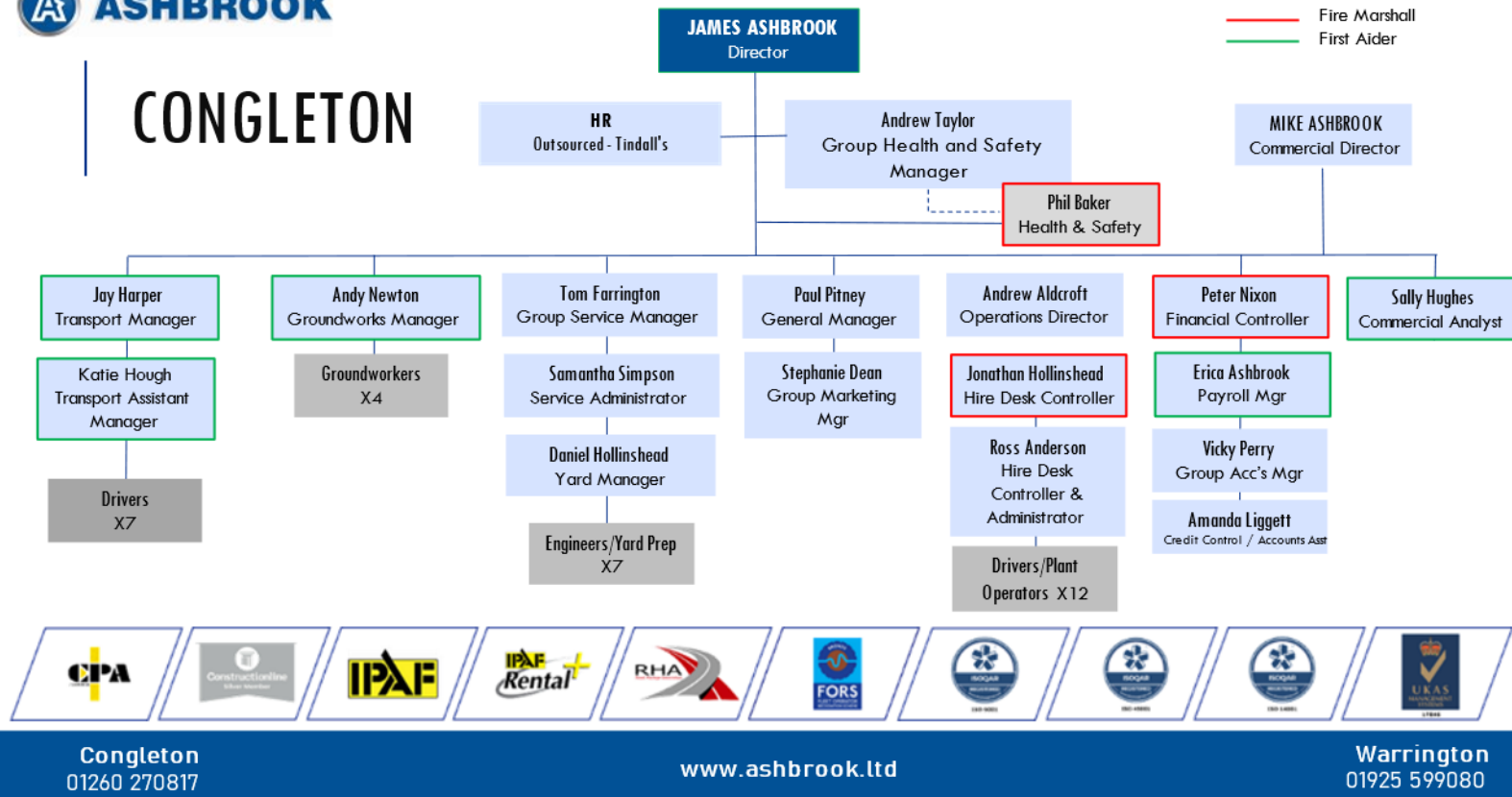
Warrington
01925 599080

ACCOUNTS

— Fire Marshall
— First Aider

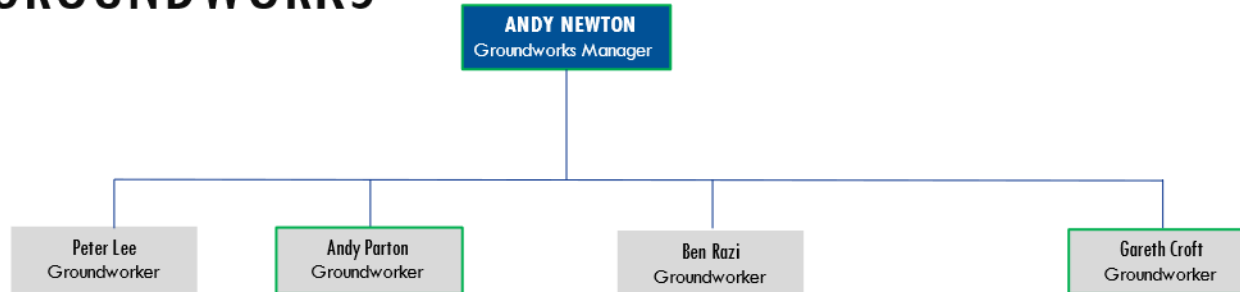


CONGLETON



GROUNDWORKS

— Fire Marshall
— First Aider



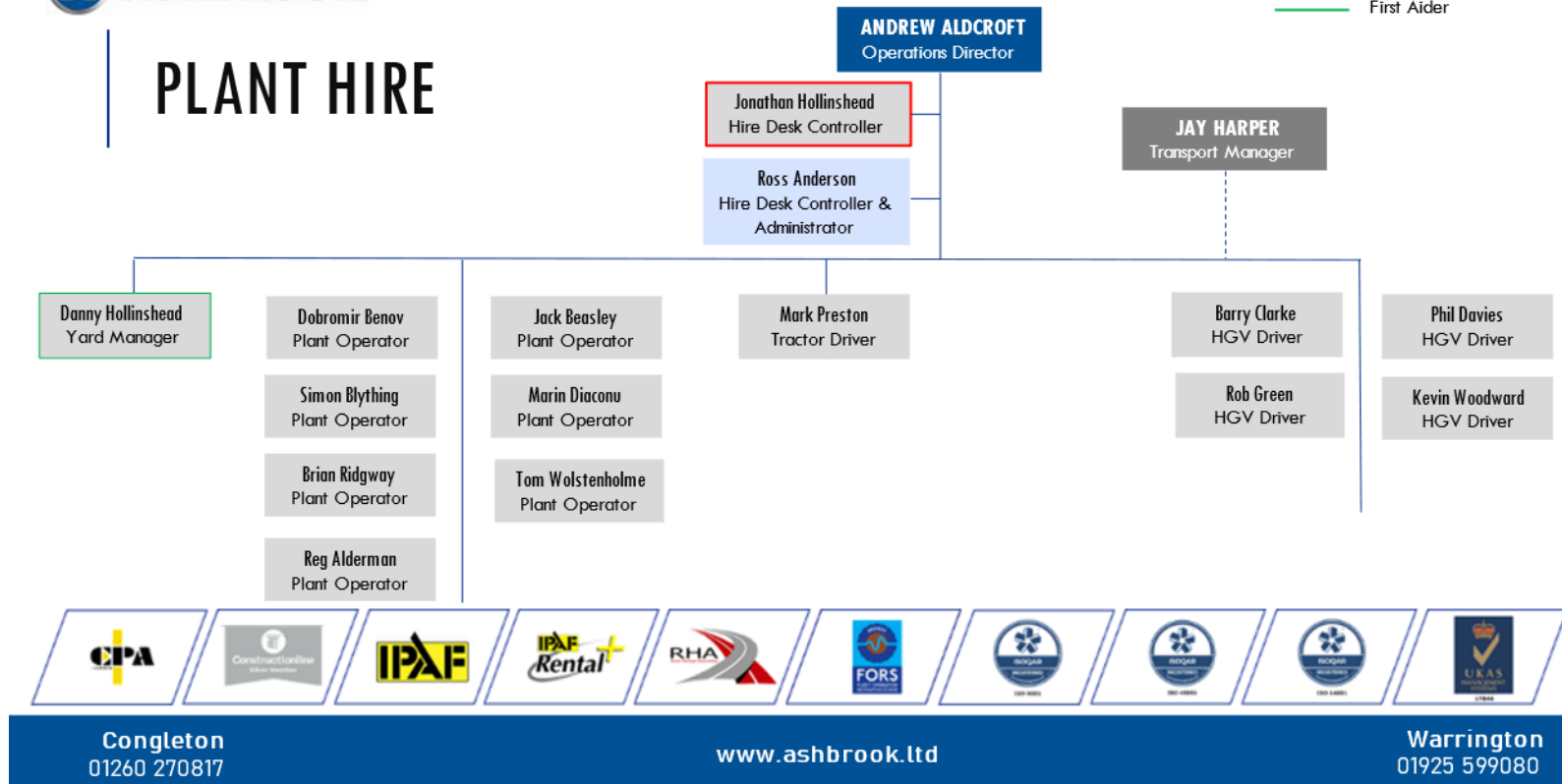
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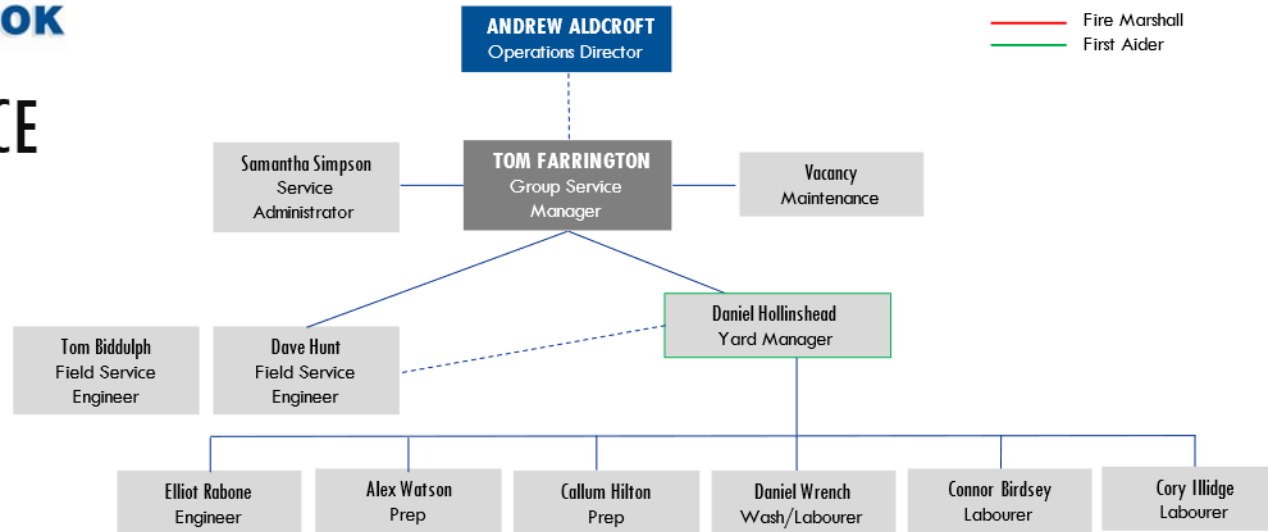
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PLANT HIRE

— Fire Marshall
— First Aider





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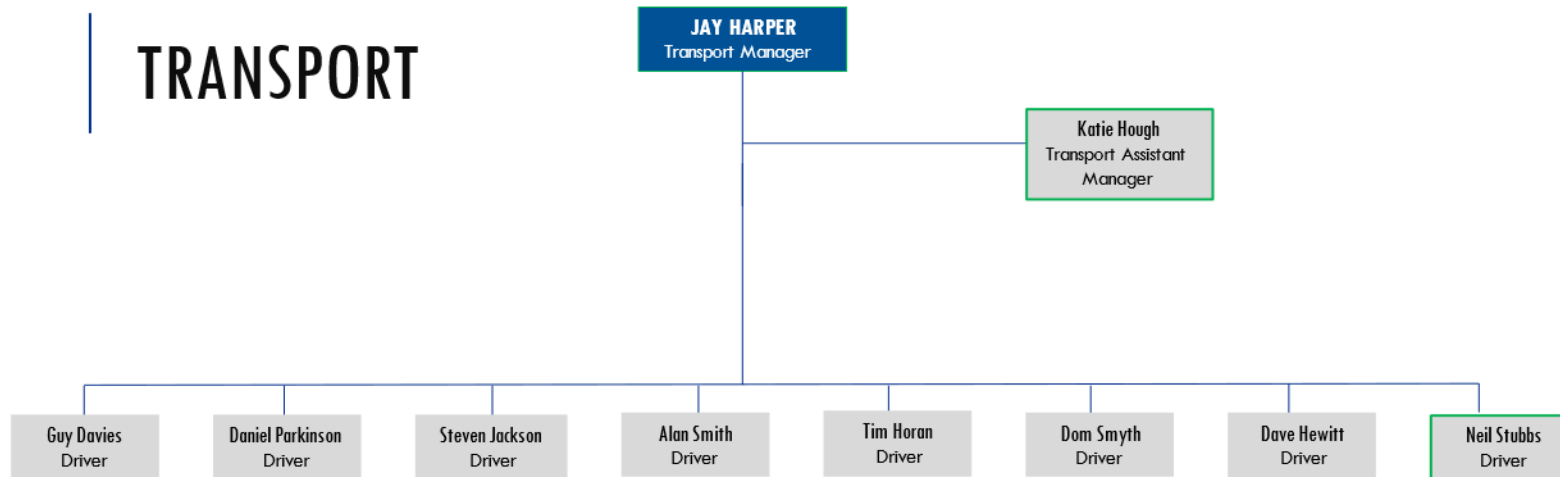
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TRANSPORT

— Fire Marshall
— First Aider



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Warrington
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WARRINGTON

JAY HARPER
Acting Depot Manager

— Fire Marshall
— First Aider

Peter Nixon
Financial Controller

Tom Farrington
Group Service Mgr

Katie Hough
Transport Manager

Irene Bradley
Bookkeeper

Adam Peach
General Operative

Brian Bashford
General Operative

Chris Walker
Labourer

Matthew Faulkner
Wash Operative

Mark Blanchard
Engineer

Vacancy
Plant Engineer

Tom Hughes
Access Engineer

Chris Ball
Labourer

John McGuffin
Paint shop

Matt Hampson
Hire Desk Manager

Sam Tate
Hire Controller
(P/T)

James Mahoney
Hire/Transport
Controller

Luke Taylor
HGV Driver

Graham Harden
HGV Driver

Phil Sleith
Van Driver

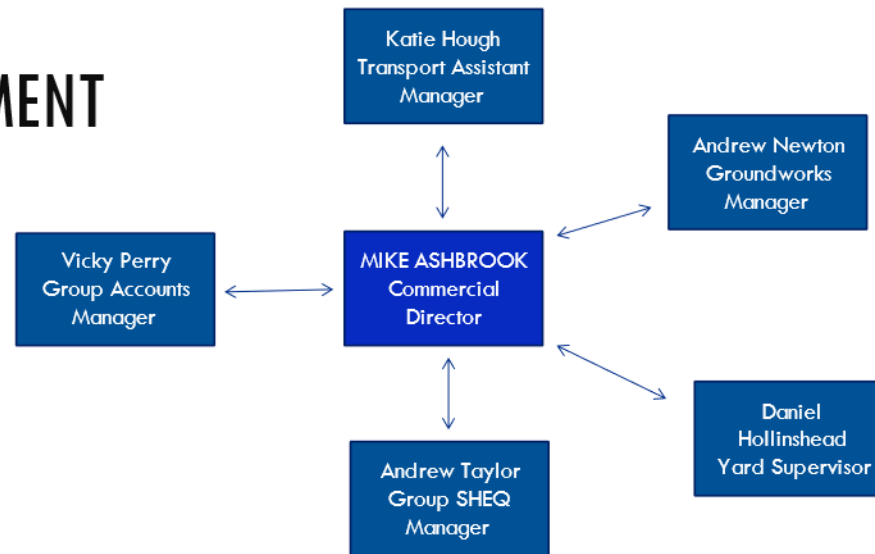


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ENVIRONMENT



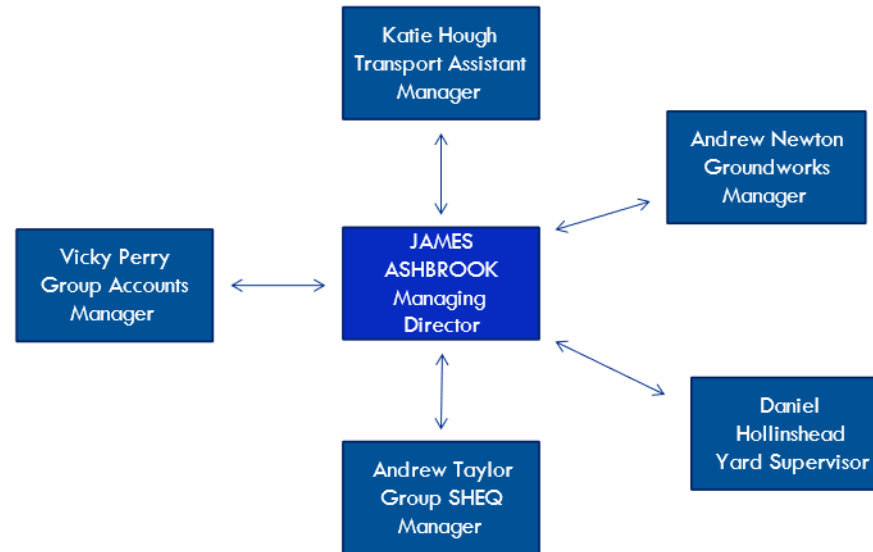
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QUALITY



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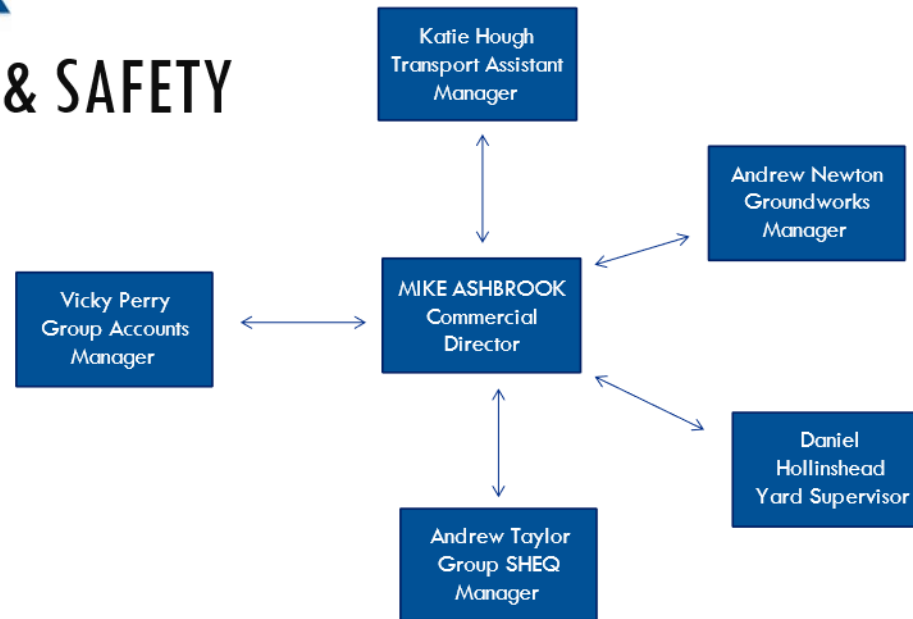
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HEALTH & SAFETY

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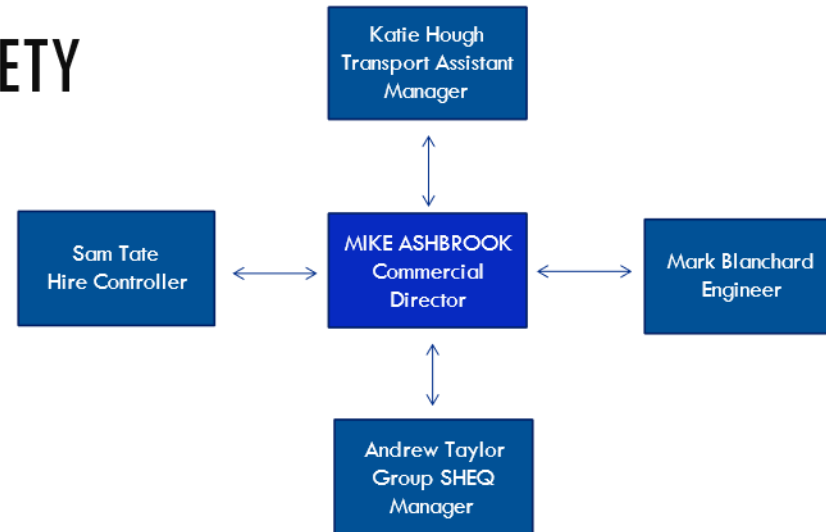
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WARRINGTON



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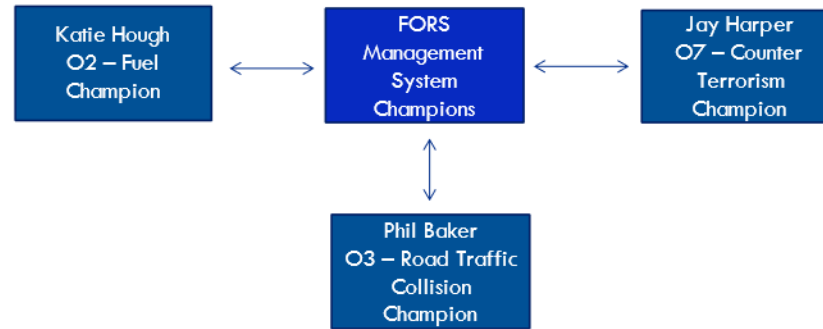
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