	Title	HEALTH & SAFETY POLICY		
	Document Number	Revision	Date	Page
	DGSS 001	15	23.11.11	1 of 11

Health and Safety at Work etc Act 1974

**This is the Health and Safety Policy Statement of:
Dodd Group**

AIMS AND OBJECTIVES

As the Group Safety / Administration Director, I commit the company to a high standard of health and safety and will comply with all statutory duties on health and safety to ensure, as far as reasonably practical, the health, safety and welfare of all employees in the workplace.

The Group as a whole will provide safe and healthy working conditions for its employees and other people working under its control and will ensure that the conduct of their work does not endanger employees of others or members of the public.

To prevent, as far as is reasonable practicable, accidents and work-related ill health, sufficient time and resources will be allocated for health and safety. Dodd Group will:

- Provide adequate control of health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide adequate information, instruction, training and supervision for employees.
- Ensure all employees are competent to do their tasks and give them adequate training.
- Maintain a safe and healthy working environment.
- Communicate effectively on health and safety with clients and any sub-contractors.
- Allocate clear responsibilities for health and safety.
- Have clear and effective health and safety arrangements.
- Comply with CDM 2007 and all other relevant Statutory Regulations (as detailed in appendix (a)).
- Ensure that any deliberate breach of health & safety rules and procedures lead to disciplinary action.
- Review and revise this policy as necessary at regular intervals not exceeding 12 months.

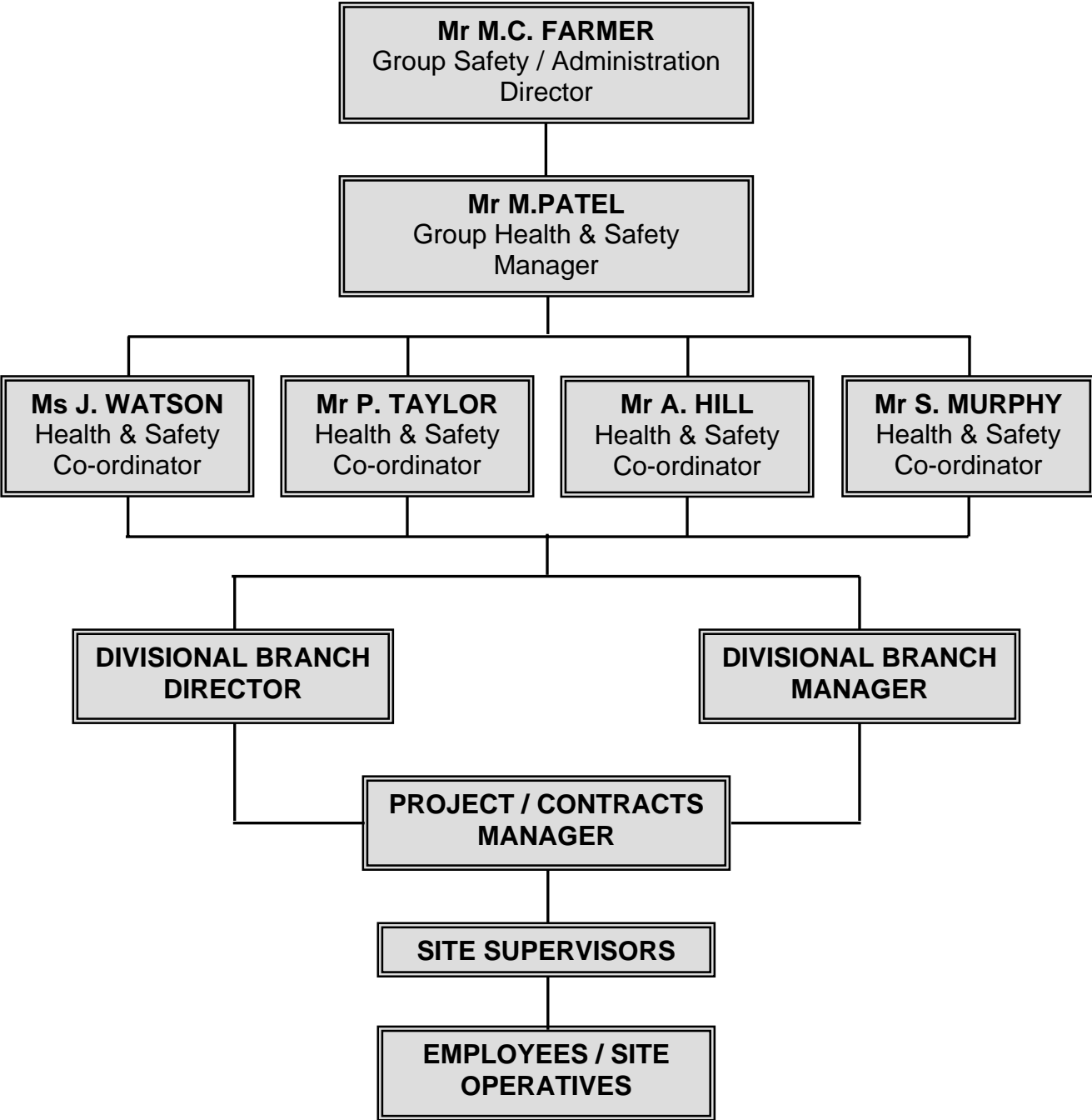
As the Director with overall responsibility for Health and Safety within the Group, I will set a good personal example to others in complying with the duties laid upon me and will expect all employees to co-operate with the company in respect of this policy to ensure it is carried out.

Signature and Date:

	M.C. Farmer 23rd November 2011
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Review Date: 23rd November 2012

RESPONSIBILITIES



GROUP SAFETY / ADMINISTRATION DIRECTOR

Has overall responsibility for Health and Safety within the Group.

- To ensure that there is an effective policy for Health and Safety within the Group.
- To periodically review the effectiveness of the policy and ensure that any necessary changes are made.
- To periodically review the organisational arrangements.
- Delegate responsibilities to the appropriate level of management.

GROUP HEALTH & SAFETY MANAGER

Has the day-to-day responsibility for ensuring this policy is put into practice. Further responsibilities include:

- The issue and maintenance of the policy.
- Supervision of regional safety co-ordinators.
- Maintenance of safety records and accident reports.
- Maintain health & safety documentation in line with HSG65.
- Produce Annual Health & Safety Statistics.
- Investigation of accidents.
- Report to the HSE, all incidents under RIDDOR.
- Operation of the Safety Committee.
- Provide internal Health & Safety Training, where practicable.
- Undertake the role of CDM Co-ordinator as necessary.
- Maintenance of a continuing relationship with sources of advice such as the ECA, any appointed Health & Safety consultants, and where appropriate the HSE.

HEALTH & SAFETY CO-ORDINATORS

Regional Health & Safety Co-ordinators are responsible for:

- For ensuring that Health and Safety standards are maintained / improved through site audits and inspections (Projects, Commercial and Domestic).
- Provide (or seek out) advice for Site Managers, Contract Managers and Supervisors on Health & Safety matters.
- Ensure that appropriate arrangements are in place within their region so that accidents and near misses are reported and where necessary investigated.
- Identify and make recommendations on employee training needs in respect of Health & Safety.
- Conduct ECS Health & Safety Assessments.
- Provide internal Health & Safety Training, where practicable.
- Assist in delivering Toolbox Talks.

DIVISIONAL BRANCH DIRECTOR / MANAGER

Is responsible for the Health & Safety of Employees, Sub-contractors and Visitors on the premises within his control, and will do everything in his power to achieve the following objectives:

- To ensure that all persons within the region are aware of the Group's Health & Safety Policy, the Organisational Arrangements and the General Safety Rules.
- To create & maintain a safe & healthy working environment.
- To ensure that all persons within the region are suitably trained in safety matters, fire precautions, evacuation procedures, safe systems of work and the correct use of plant and equipment.
- That any protective equipment supplied by the Group is used and maintained correctly.
- Any unsafe or unhealthy condition is reported immediately for remedial action.
- All accidents or dangerous occurrences are reported immediately and the appropriate form is completed so that it prevents recurrence.
- Discipline those who fail to consider their own health and safety and that of others.

PROJECT / CONTRACTS MANAGER

The Appointed Project /Contracts Manager shall have the following responsibilities:

- To ensure that prior to the commencement of the works adequate Risk Assessments have been carried out.
- To ensure that prior to the commencement of works adequate COSHH Assessments have been carried out.
- To ensure that all such assessments are communicated to all relevant operatives and or other interested parties.
- To organise the site so that work is carried out to a high safety standard with the minimum of risk to all persons and equipment.
- To obtain or to prepare suitable Method Statements / Permits to Work to ensure that all operations are carried out in a safe yet practicable manner.
- To inform all levels of supervision of their responsibilities for the implementation of safe working practices to ensure that operatives do not take unnecessary risks.
- To monitor all entries in registers, records and reports.
- To ensure that when installing customer equipment, the engineering and design staffs installation instructions are adhered to, and that no modifications to the equipment takes place without prior and written approval of the customer.
- To co-ordinate arrangements with the client, other contractors and sub-contractors on the site to avoid any confusion about areas of responsibility on the site.
- To arrange delivery and storage of materials and the maintenance of a clean & tidy site.
- To position plant effectively and ensure that the electrical supply is installed and maintained without danger.
- To ensure that adequate Welfare Facilities are available in accordance with the Construction (Design and Management) Regulations 2007.

- To ensure that the provisions for first aid are available and their location is known to operatives.
- To know where to obtain medical assistance in the event of serious injury.
- To make known the location of an emergency phone so that emergency services may be summoned.
- To ensure that employees are aware of prevailing emergency procedures for fire, explosion and evacuation when working on clients' premises.
- To ensure that any Personal Protective Equipment issued by the Group is available where appropriate and is properly used and maintained.
- To carry out periodic reviews and audits of safety procedures on sites within their control.
- To co-operate with the Regional Safety Co-ordinator and the Group Health & Safety Manager on all matters and to act on their instructions.
- To set a personal example.

SITE SUPERVISORS

All levels of supervision shall have the following responsibilities:

- Implementing health and safety policy and procedures on site.
- To ensure that prior to the commencement of the works adequate Risk and COSHH Assessment's are available.
- To incorporate safety instructions in routine instructions and to ensure that they are obeyed.
- To ensure that all new employees, particularly trainees and young persons are inducted on safety and learn to take and understand safety precautions.
- To counsel those who constantly fail to consider their own well being and/or that of others around them.
- To report defective plant and/or equipment to the Project or Supervising Engineer.
- To avoid taking unnecessary risks.
- To carry out periodic reviews and audits of safety procedures on sites within their control.
- To carry out site inductions for all direct employees and sub-contractors.
- To conduct regular Toolbox Talks.
- To ensure that employees are aware of prevailing emergency procedures for fire, explosion and evacuation when working on clients' premises.
- To set a personal example.

EMPLOYEES / SITE OPERATIVES

All employees and site operatives have an absolute duty to comply and co-operate with the safety management arrangements and procedures of our business and those of our clients' businesses when working on their premises or sites.

All employees must:

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Take reasonable care of the health & safety of other persons who may be affected by their acts or omissions whilst at work.
- Report all health and safety concerns to their supervisor.
- Report all accidents and dangerous occurrences to their supervisor.
- Observe all warnings and restrictive notices.
- To ensure that they are familiar with the prevailing emergency procedures for fire, explosion and evacuation when working on clients' premises.

OFFICE STAFF

All Regional Office Staff Will:

- Familiarise themselves with the Company's H & S policy and good practice notes.
- Comply with instructions given and the statutory notices on display.
- Acquaint themselves with the correct procedure to act upon in the event of a fire or other emergency inclusive of exit routes to vacate the building.
- Refrain from behaviour that may cause an accident or injury to themselves or others.

ARRANGEMENTS

Health and Safety Risks Arising From Our Work Activities

Risk assessments will be undertaken to identify all hazards and risks associated with the company's activities. The significant findings of risk assessments will be documented separately from this policy, and actions to remove, reduce and control risks will be approved, implemented and reviewed.

Risks to young persons will be specifically identified, and removed, reduced or controlled.

All employees shall be informed about the hazards associated with their work activities and method statements will be developed for tasks with significant hazards or risks.

Risk assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Consultation With Employees

Employee consultation on health and safety matters will take place with elected employee representatives or individual employees.

The procedures for consultation are:

- Regular toolbox talks on site.
- Company Management meetings.

Safe Plant and Equipment

Divisional Branch Directors / Managers are responsible for ensuring that:

- All plant, machinery and equipment requiring maintenance is identified and effective maintenance procedures are drawn up.
- All maintenance procedures are followed.
- All appropriate maintenance and inspection records accompany any borrowed or hired equipment.

Employees are responsible for ensuring that:

- All plant and equipment (including electrical equipment) is inspected visually prior to its use
- Any defects are reported immediately to their supervisor.

Safe Handling and Use of Substances

All substances used regularly have been identified and COSHH assessments have been undertaken to identify any hazards associated with the substances. Action to remove, reduce or control any risks identified has been taken.

All new substances will be identified and COSHH assessments will be undertaken to identify any hazards associated with the substances. Action to remove, reduce or control any risks identified will be implemented and reviewed.

Relevant employees shall be informed about the outcome of the COSHH assessments.

COSHH assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at all Branch Offices and Site Cabins. The information contained within it is also set out in this policy.

Any material changes to the Policy will be notified to all operatives either by the issue of an amended policy or by addendum sheet.

All young persons and trainees will be appropriately supervised.

Regular Toolbox Talks will be conducted on site.

Information from Risk and COSHH Assessments undertaken will be provided to all relevant workers.

Method Statements will be conveyed and provided to all relevant workers.

Competency for Task and Training

Induction training will be provided for all employees and sub-contractors.

Health and safety training needs will be identified and appropriate training given.

Job specific training needs will be identified and appropriate training given.

All Electrical work will be carried out by qualified electricians, in accordance with the **17th Edition of the IEE Wiring Regulations BS 7671:2008** and the **Electricity at Work Regulations 1989**.

All gas appliances and installation pipework, testing and commissioning and where applicable, inspection of existing gas installations, will be carried out in accordance with the current **Gas Safety (Installation and Use) Regulations 1998**, Codes of Practice, Institute of Gas Engineers Procedures, Work Specifications and Manufacturer's Instructions. Competently trained Gas Safe Registered operatives will carry out all gas installations.

Construction Skills Certification Scheme (CSCS) cards will be held by, or be in the process of being obtained for, all employees.

Records of all health and safety training undertaken will be kept at Head Office.

Monitoring

To check our working conditions and ensure our safe working practices are effective and being followed, we will monitor and review health and safety policy and practices by:

- Active Monitoring — monitoring feedback from the workforce, site supervisors records and reports, site health and safety audits and inspections and the Principal Contractors safety inspections.
- Reactive Monitoring — recording and investigating occupational ill health, injury, damage to property and plant, and near misses.

Accidents, First Aid and Work-Related Ill Health

Employees and sub-contractors are required to report all accidents, near misses and cases of work-related ill health immediately to their supervisor and complete the accident book, which are kept at each Branch Office and individual Construction Sites.

The Group Health and Safety Manager will report all work place accidents, diseases, and dangerous occurrences listed under RIDDOR.

In the case of major or fatal accidents the Incident Contact Centre will be immediately informed by telephone on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

All other RIDDOR reportable work-related injuries and incidents will be reported online within 10 days, using the one of the following online forms that can be accessed from the HSE website:

<http://www.hse.gov.uk/riddor/report.htm>

F2508 – Report of an Injury

F2508 – Report of a Dangerous Occurrence

F2508A – Report of a Case of Disease

F2508G2 – Report of a Dangerous Gas Fitting

First Aid boxes are provided:

- At each Branch Office.
- All active Construction Sites.
- In each company vehicle (Van).

The contents of the first aid box must be checked on a regular basis and replenished as necessary.

Whenever possible, the first aid arrangements of the Principal Contractor will be utilised. The location of first aid boxes and names of first aiders or appointed persons will be clearly indicated at each site.

Emergency Procedures – Fire and Evacuation

The Client or Principal Contractor's fire risk procedures will be followed on site.

Each Branch Office emergency procedures (including carrying out fire risk assessments and testing and maintaining of fire extinguishers, fire alarms and emergency evacuation procedures) are set out in signs attached to or next to the fire extinguishing equipment.

Personal Protective Equipment

Appropriate Personal Protective Equipment (PPE) will be provided and maintained in working order and in good repair (including replacement and cleaning).

The use of safety helmets and safety footwear is required on all sites.

Employees are required to use PPE in accordance with the instructions given. Any defects or problems with PPE must be reported by employees to their supervisor.

Employees must not misuse PPE. Misuse (including negligence) of PPE will be treated as a disciplinary offence under our disciplinary rules and procedures.

Contractors

When selecting contractors, we will ensure that they have a written and appropriate health and safety policy or, if this is not required by law, we will require them to abide by this policy.

Appendix (a)

STATUTORY OBLIGATIONS

The Dodd Group recognises its responsibilities under the following legislative instruments:

CHEMICALS (HAZARD INFORMATION & PACKAGING FOR SUPPLY) REGULATIONS.
CHEMICALS (HAZARD INFORMATION & PACKAGING FOR SUPPLY) (AMENDMENT) REGS.
CONSTRUCTION (HEAD PROTECTION) REGULATIONS
CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS
CONTROL OF ASBESTOS REGULATIONS
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (AMENDED) REGULATIONS
CONTROL OF NOISE AT WORK REGULATIONS
CORPORATE MANSLAUGHTER & CORPORATE HOMICIDE ACT
DOCKS REGULATIONS
ELECTRICITY AT WORK REGULATIONS
ELECTRICAL EQUIPMENT (SAFETY) REGULATIONS
EMPLOYERS LIABILITY (COMPULSORY INSURANCE) ACT
EMPLOYMENT ACT
ENVIRONMENTAL PROTECTION ACT
FACTORIES ACT
FIRE SAFETY (REFORM) ORDER
HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS
HEALTH & SAFETY (SAFETY SIGNS AND SIGNALS) REGULATIONS
HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS
HEALTH AND SAFETY (FIRST AID) REGULATION
HEALTH AND SAFETY (INFORMATION FOR EMPLOYEES) REGULATIONS
HEALTH AND SAFETY AT WORK ACT
HIGHLY FLAMMABLE LIQUIDS AND LIQUEFIED PETROLEUM GASES REGULATIONS
LIFTING OPERATIONS & LIFTING EQUIPMENT REGULATIONS
MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS
MANUAL HANDLING OPERATIONS REGULATIONS (AS AMENDED IN 2002)
OCCUPIERS LIABILITY ACT
OCCUPIERS LIABILITY ACT
OFFICES SHOPS AND RAILWAY PREMISES ACT
PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS
PRESSURE SYSTEMS SAFETY REGULATIONS
PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATION
SAFETY REPRESENTATIVE AND SAFETY COMMITTEES REGULATIONS
SPECIAL WASTE REGULATIONS
SPECIAL WASTE (AMENDMENT) (ENGLAND & WALES) REGULATIONS
WATER SUPPLY (WATER QUALITY) REGULATIONS 2000 (AMENDMENT) REGULATIONS
WATER SUPPLY (WATER QUALITY) REGULATIONS 2001 (AMENDMENT) REGULATIONS
WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS
WORKING AT HEIGHT REGULATIONS

Information relative to the above legislation may be obtained from the Dodd Group Health & Safety Manager.

It will as a matter of course be issued to all parties when relevant to work being undertaken.