



HEALTH AND SAFETY POLICY

This policy document applies to your employment at GSJP Civil Engineering Ltd, Beacon Hill Farm, Old Wareham Road, BH21 3RZ. GSJP Civil Engineering Ltd and all other GSJP Civil Engineering Ltd sites that you may be asked to work at from time to time.

For any policy to be effective it must be applied throughout GSJP Civil Engineering Ltd, this policy applies to all staff regardless of position or seniority.

1. Policy Statement

1.1 It is GSJP Civil Engineering Ltd intention to provide and maintain a healthy and safe working environment for all its employees and for others who work or visit GSJP Civil Engineering Ltd premises. As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon GSJP Civil Engineering Ltd as employer under the Health and Safety at Work etc. Act 1974 and any accompanying regulations.

2. Objectives

2.1 GSJP Civil Engineering Ltd will ensure that management and staff are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others.

2.2 All members of management and staff are expected to co-operate in the carrying out of this policy and GSJP Civil Engineering Ltd will encourage full participation of all employees in matters concerning health and safety within GSJP Civil Engineering Ltd.

2.3 GSJP Civil Engineering Ltd will identify and eliminate or control any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment.

2.4 GSJP Civil Engineering Ltd is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.

2.5 GSJP Civil Engineering Ltd also recognises the right of non-smokers to breathe smoke-free air and is conscious of its responsibilities to provide a clean healthy and safe working environment.

3. Responsibility for Health and Safety Matters

3.1 The overall responsibility for the implementation of this policy in health and safety matters rests with George Parker, *Jake Simpson* who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of senior management.

3.2 *Supervisors* will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

3.3 The additional responsibilities of *Supervisors* shall include:

3.3.1 Updating the Health and Safety Rules for the Staff Manual.

3.3.2 Ensuring that all new members of staff are aware of this policy and any rules.

3.3.3 The systematic assessment of all risks to staff, visitors and others using GSJP Civil Engineering Ltd premises.

3.3.4 Issue all new members of staff with the Health and Safety leaflet as published by the Health and Safety Executive.

3.3.5 Provide training and re-training where necessary for staff on health and safety matters.

3.3.6 Ensure that all staff are fully trained to discharge their duties.

3.3.7 Investigate all accidents.

3.3.8 Advise managers on safety policies.

3.3.9 Oversee safety inspections by the Health and Safety Executive and ensure GSJP Civil Engineering Ltd premises comply with the minimum requirements.

3.3.10 Co-operate with the local Fire Authority and take adequate steps for fire prevention.

3.3.11 Ensure all staff are made aware of the Safety Regulations in the event of a fire.

3.3.12 Appoint Fire Officers and ensure all staff are aware of who they are.

3.3.13 Ensure there are regular drills and that alarm systems are checked on a regular basis.

3.3.14 Appoint an adequate number of First Aiders and ensure they receive the necessary training to obtain a First Aid Certificate.

3.3.15 Provide a First Aid box and ensure it is adequately stocked at all times.

3.3.16 Ensure that all staff are made aware of who the First Aiders are.

3.3.17 Maintain records of accidents in the Accident Book.

3.3.18 Carry out reporting procedures relating to Health and Safety as required by Statute and the Health and Safety Executive and other authorities.

3.3.19 Implement and enforce GSJP Civil Engineering Ltd no smoking policy or designate "smoke-free" areas.

3.2.20 Implement recommendations of risk assessments identified within GSJP Civil Engineering Ltd.

3.2.21 Where appropriate consult with Trade Union Safety Representatives on all matters relating to health & safety.

4. The Responsibility and Role of Employees

4.1 Whilst the duty to ensure compliance with Health and Safety matters remains with *George Parker*, management and staff are expected to take care of the health and safety of their fellow employees and visitors under their immediate supervision. All members of staff are expected to observe all hazards and all accidents involving injury which should immediately be reported to their manager/supervisor or *Jake Simpson*.

4.2 Every member of staff must acquaint themselves with the rules governing health and safety within GSJP Civil Engineering Ltd and in addition ensure the following:

- a.** Report any faulty or hazardous fixtures, fittings, furniture or equipment.
- b.** Do not attempt to repair faulty electrical equipment.
- c.** Switch off electrical equipment before leaving the building.
- d.** Report all accidents involving injury to their manager or supervisor.
- e.** Keep all emergency exits, stairs and corridors free of obstructions.

- f.** Observe all rules and procedures relating to evacuation of premises during an emergency.
- g.** Ensure the kitchen areas and washrooms are kept clean and tidy.

5. Emergency Procedures

5.1 In the event of an emergency during normal business hours, all employees are to follow the procedures set out below:

- 1.** On the sounding of a fire alarm or other appropriate warning, leave the building immediately by way of the designated access doors.
- 2.** Do not risk your personal safety in recovering any personal items or belongings.
- 3.** Meet at the designated meeting point for your building or department.
- 4.** Stay together and seek out the most senior member of the group to give further instructions.
- 5.** Do not re-enter the building until the alarm or warning has ceased and you have been advised that it is safe to return.

6. Stress in the Workplace

6.1 GSJP Civil Engineering Ltd recognises and accepts its responsibility to alleviate any excessive pressure or demands placed on employees, which might cause them to suffer stress, which has a detrimental effect on their health. This does not include normal and reasonable pressures associated with a job, which an employee should be able to manage appropriately.

6.2 GSJP Civil Engineering Ltd will carry out regular risk assessments to identify, control or eliminate the risk of stress in the workplace.

6.3 GSJP Civil Engineering Ltd will regularly review its risk assessments. This will include monitoring workloads, monitoring working hours and overtime, monitoring holidays taken to ensure staff are taking their full entitlement. Ensuring that bullying and harassment is not tolerated within the workplace, ensuring good communication between management and staff and providing additional support to employees by either referral to workplace councillors or specialist agencies.

6.4 GSJP Civil Engineering Ltd will provide training for all managers and supervising staff in good management practices and identifying stress indicators.

6.5 In order for GSJP Civil Engineering Ltd to monitor stress all employees are expected to do the following:

- a.** Raise and report issues of concern to their Trade Union Safety Representative, (where applicable) or line manager.
- b.** Inform their human resources/personnel department of any concerns relating to excessive pressures and demands within the workplace.
- c.** Inform their human resources/personnel department of any stress related illness associated either with the workplace or outside the workplace, (e.g., bereavement, separation etc).
- d.** Accept opportunities for counselling when recommended.

7. Date of Implementation

This policy is effective from *04.05.21* and shall not apply to any actions that occurred prior to this date.

8. Questions

If you have any questions regarding this policy document and how it applies to you, please consult Jake Simpson, contact telephone number, *07793953387*.

9. Alteration of this Policy

This policy will be subject to review, revision, change, updating, alteration, and replacement to introduce new policies from time to time to reflect the changing needs of the business and to comply with legislation. Any alterations will be communicated to you by Jake Simpson.

Authorisation Signed



George Parker

Director Date: 02 Jan 2021