

**FARNCOMBE SMITH 1990 LTD
T/A
FARNCOMBE CONSTRUCTION**

**Health & Safety Policy,
Organisation and
Arrangements**

July 2018

1 Contents

2	Table of Revisions.....	3
3	Health and Safety Policy Statement.....	4
4	Organisational Chart for Health and Safety	5
5	Organisation of Health and Safety	6
5.1	Responsibilities of Director Responsible for Health and Safety, Rod Farncombe-Smith.....	6
5.2	Responsibilities of Other Directors.....	6
5.3	Responsibilities of Employees	7
5.4	Responsibilities of the Health and Safety Advisor	8
6	Health and Safety Arrangements.....	9
6.1	Planning and Organising.....	9
6.1.1	The Construction (Design & Management) Regulations 2007.....	9
6.1.2	Management of Subcontractors.....	9
6.1.3	Accident and Incident Procedures	9
6.1.4	Emergency Procedures	10
6.1.5	Health Monitoring and Surveillance	10
6.1.6	Welfare.....	10
6.1.7	Appointment of Competent Persons	10
6.1.8	Competency for Tasks and Training.....	11
6.1.9	Visitors Policy.....	11
6.1.10	Violence at Work.....	11
6.1.11	Alcohol and Drugs Policy.....	12
6.2	Controlling Hazards	13
6.2.1	Specific Operational Policies and Procedures.....	13
6.2.2	Risk Assessments.....	13
6.2.3	Method Statements.....	13
6.2.4	Personal Protective Equipment (PPE).....	14
6.3	Monitoring and Review	15
6.3.1	Monitoring and Inspection.....	15
6.3.2	Consultation and communications	15
6.3.3	Policy review	15

2 Table of Revisions

Revision	Amendments	Date	Initials
1	New Format	March 2014	TH (RFS)
1.1	Updated Organisational Chart	July 2017	TH (RFS)
1.2	Updated for PDF & Reviewed	July 2018	DS (RFS)
1.3	Updated OH&S Organisation Chart	October 2018	TH (DFS)
1.4	Updated OH&S Organisation Chart and Co. Name	October 2018	TH (DFS)
1.5	Updated OH&S Organisation Chart and Co. Name	July 2019	DFS (DB)
1.6	Updated OH&S Organisation Chart	September 2019	DFS (DB)
1.7	Updated OH&S Organisation Chart	July 2020	DFS (DB)

3 Health and Safety Policy Statement

Farncombe Smith 1990 LTD T/A Farncombe Construction (herein after referred to as 'the company') fully recognises the duties placed on it by the Health & Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and other relevant legislation and regulations, and that the company has a duty to ensure the health, safety and welfare, so far as is reasonably practicable, of its employees and other persons who may be affected by the company's undertakings.

The company considers that excellent health and safety performance directly contributes to the company's commercial success, and believes that the provision of a safe working environment and safe systems of work enhance the company's health and safety climate, and the company is committed to ensuring that these obligations are, wherever reasonably practicable met or exceeded.

The company also recognises that all its employees must comply with duties imposed on them under the Health & Safety at Work etc. Act 1974 to ensure that they do not endanger themselves or other persons by their actions or inactions, or interfere with anything provided for health and safety. This shall be enforced through regular training and communication with all employees and other persons affected by the undertakings of the company.

The company is committed to the following principles:

- That health and safety objectives of the company shall be set within a health and safety action plan and regularly reviewed to ensure continuous improvement and performance in health and safety.
- Actively monitoring health and safety performance through regular site inspections, audits and reviews which the company regards as an essential element of the company's performance improvement.
- Ensuring that the appropriate resources, both financial and physical will be made available to support this policy.
- Ensuring that all reasonably foreseeable hazards are identified and risks assessed in respect of the company's undertakings, and that suitable and sufficient control measures are implemented and regularly reviewed.
- Ensuring all company employees are provided with sufficient information, instruction, training and supervision to enable them to work safely and efficiently.

The company undertakes to revise and review this policy as often as future developments in health & safety legislation makes appropriate or at least annually.

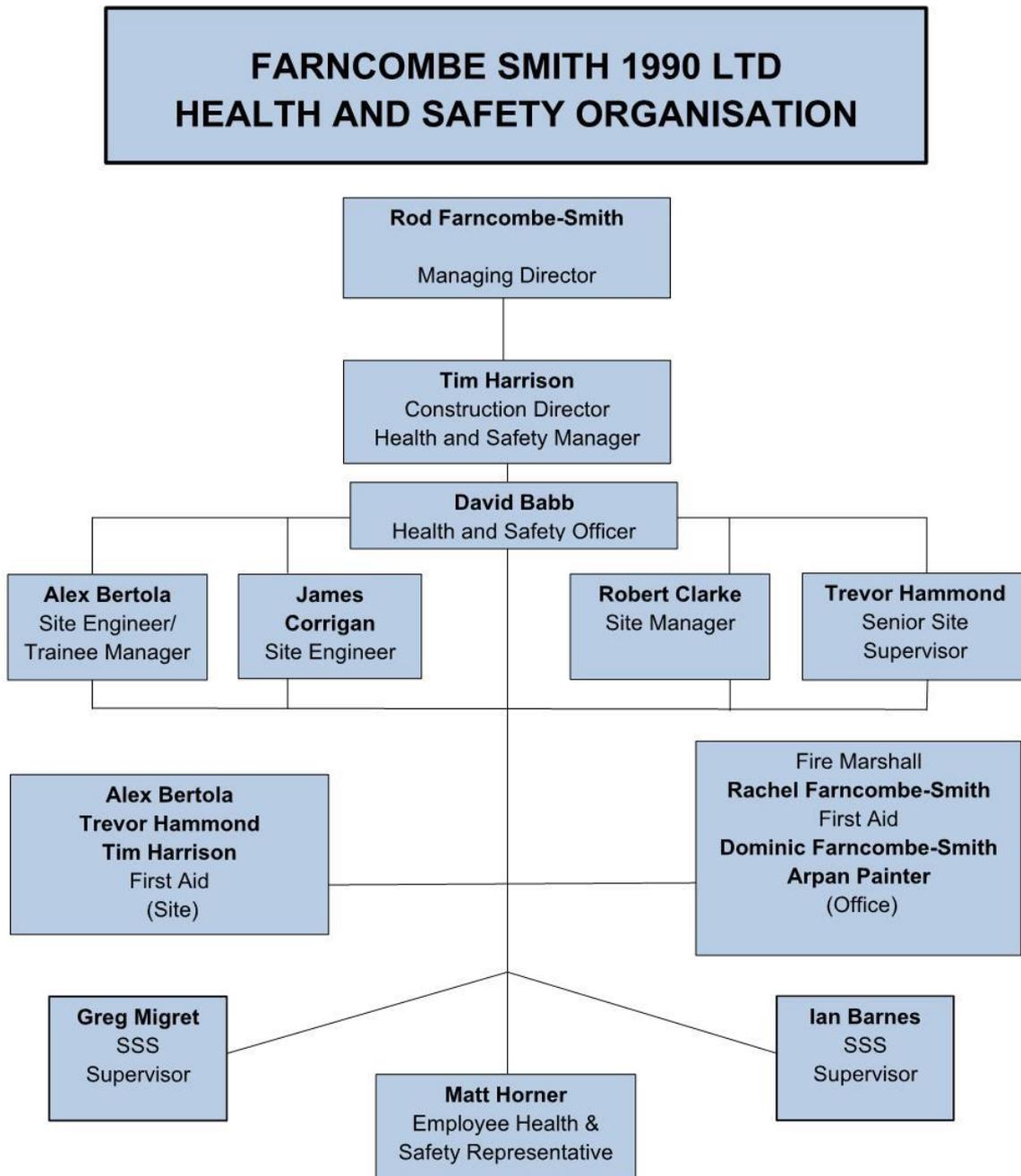
Signed:

R. Farncombe-Smith

Rod Farncombe-Smith
Director

Date: 1st July 2020

4 Organisational Chart for Health and Safety



HSO01
Version 1.7
01/07/2020

5 Organisation of Health and Safety

5.1 Responsibilities of the Director

1. To have overall responsibility for health & safety within the Company.
2. To ensure that sufficient resources are made available to meet health and safety needs within the Company
3. To appoint competent persons to manage health and safety within the Company
4. Give a commitment to undertaking regular site inspections and meetings with site supervisors and operatives in respect of health and safety.
5. At least annually, review the company health and safety action plan in liaison with the company health and safety advisor, site supervisors and employee health and safety representatives.

5.2 Responsibilities of Construction Director

1. Responsible to the safety director for implementing the company safety policy on designated sites and co-ordinating related health and safety matters.
2. Be aware of, and observe, the requirements of the company safety policy, the Health and Safety at Work etc. Act, construction regulations, other statutory requirements, approved codes of practice, guidance notes and safety procedures appropriate to the operations under their control. Seek guidance and assistance from the directors and safety personnel as necessary.
3. Ensure employees understand their duties and responsibilities under the company policy and to take all steps to ensure that these are carried out.
4. Determine at the planning stage (seeking advice from the safety advisors where necessary):
 - The most appropriate order and method of working.
 - Allocation of responsibilities (including that of subcontractors)
 - Consideration of all existing and potential hazards, including fire hazards, and methods deemed necessary to overcome any such hazards.
 - Facilities required for welfare and sanitation.
 - The review of work method statements and safety precautions before work commences.
 - Ensure risk and COSHH assessments are carried out as required, and to monitor the application and effectiveness of the assessments and the control measures.
5. Carry out regular site inspections of operations under their control with particular reference to safety procedures, ensuring that statutory registers and records etc. are being completed accurately. Arrange for any remedial or improvement work to be carried out without delay. Pay particular attention to any comments made by the company's appointed safety advisors and to see that action has been, or will be, taken to correct any failings or shortcomings.
6. Set a good personal example at all times.
7. Ensure that once work has commenced, it is carried out as planned.

8. Arrange for procedures to be implemented for the carrying out of specific risk assessments and the formulations of safe working procedures.
9. Co-operate with the company in identifying training needs of individuals under their immediate control and, as necessary, ensure the individuals are given the opportunity to undertake training.
10. Bring to the attention of the company's directors any failure to comply with policy standards requiring the director's action.
11. Report all accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to the directors and safety advisers as soon as possible after the occurrence. Assist the Company in establishing the cause of all such incidents and thereafter ensure steps are taken to prevent recurrence and ensure employees and others are instructed accordingly.
12. Ensure that all levels of staff receive appropriate and adequate information and instruction and each employee has the opportunity to contribute to discussions on health and safety.
13. Ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.

5.3 Responsibilities of Employees

1. Be aware of and understand the legal requirements relating to operations under their control and ensure that they are fully and correctly implemented in accordance with the appropriate risk assessments, method statements and/or permit to work.
2. Adhere to all site rules and instructions.
3. Use the correct tools and equipment for the job. Keep all tools in good condition and properly maintained, report defects in any tool or piece of equipment to site supervisor.
4. Wear and use personal protective equipment correctly such as hard hats, safety footwear, gloves, hearing/eye protection etc. Keep this equipment clean and report any defects or damage to site supervisor.
5. Carry out tasks in accordance with instructions included in any risk assessments, method statements or permits to work.
6. Use only proper means of access and egress to and from the workplace.
7. Have regard for their personal health and safety and that of others.
8. Refrain from horseplay.
9. Keep any welfare facilities and mess room in a clean and tidy condition.
10. Attend health and safety talks, presentations and training provided as required.

5.4 Responsibilities of the Health and Safety Advisor

1. Provide health and safety advice and guidance on policy matters to company directors, contracts managers, site supervisors and operatives.
2. Assist the company in keeping up to date with all relevant statutory provisions, codes of practice and guidance. Assist in the production of appropriate internal guidance and

documentation. Assist in setting internal health and safety standards or targets whilst monitoring compliance.

3. Assist in the production and implementation of risk assessments and method statements.
4. Act as the company's liaison with enforcing authorities such as the HSE or fire service and advisory bodies.
5. Assist with the provision of health and safety training by identifying suitable training providers and/or conducting training and tool box talks.
6. Provide advice in respect of the provision of personal protective equipment.
7. Advise the company and make recommendations to enable continuous improvement.
8. Set a personal example when on company sites by complying with site health and safety rules and instructions and by the wearing of all required personal protective equipment.

6 Health and Safety Arrangements

6.1 Planning and Organising

6.1.1 The Construction (Design & Management) Regulations 2015

The company undertakes to achieve compliance with the above regulations by ensuring that procedures are implemented to include the following:

On receipt of tenders, inclusive of the information pack from the principal contractor, an evaluation will be carried out to ensure all information required is provided to enable adequate consideration to be given to procedures to be adopted for managing health and safety on the project.

Upon tender awards, the company will ensure that it is in receipt of the sections of the construction phase health and safety plan relevant to it. The company will also ensure that the project has been notified.

Throughout the construction process, the company undertakes to adhere to the requirements of the construction phase health and safety plan and inform the principal contractor of any reason why it cannot be adhered to. The company will also comply with any site rules and any directions given to them by the main contractor.

The company will supply the principal contractor with any information necessary for inclusion in the project health and safety file.

6.1.2 Management of Subcontractors

The company employs subcontractors to complete work that requires specialist skills such as brick laying or carpentry. Under the Construction (Design and Management) Regulations 2015, the company has a duty to establish competency prior to work starting on site.

In the case of small companies (employing four employees or less) and sole traders, the company will establish competency from references from previous employers. The subcontractor will then be briefed on the company's health and safety policy and procedures and will work in compliance with these documents.

In the case of larger subcontractors that employ five or more, competence will be established through a subcontractor questionnaire, submission of the health and safety policy, references and risk assessments. The subcontractor will then work in accordance with both their own and the company's policies.

In both instances the company will ensure that there is adequate supervision and clear lines of communication are established through daily briefings.

6.1.3 Accident and Incident Procedures

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive.

All company employees (and sub-contractors where employed) are required to report all accidents, incidents or near misses to their supervisor, who in turn is responsible for ensuring that all injuries are recorded in the company accident book and other incidents are recorded on the appropriate form. The managing director responsible for health and safety should be informed immediately in the event of

any occurrence that is to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

All injury and non-injury accidents, incidents or near misses shall be investigated within 72 hours. The director responsible for health and safety shall be responsible for investigating all accidents and incidents. The immediate and underlying causes of the incident should be identified to assist in the prevention of a recurrence.

Where required by the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 2013, the company shall submit a form F2508/a within the required time-frame to the Health and Safety Executive. The director responsible for health and safety shall make the report.

On sites not under the control of the company, all injury, non-injury accidents, incidents or near misses shall be reported to the principal contractor as required, and company employees shall cooperate and coordinate their efforts with the principal contractor in any investigation carried out or subsequent report required. In addition the company's charge-hand shall report the matter to the company using the accident reporting procedure and ensure that details are entered into the company's accident book as required.

The company shall maintain a register of all work related accidents and ill health and shall compile, using the company accident analysis record, an annual trend analysis of all accidents, incidents and ill health to ensure that risk control resources are directed appropriately.

All accidents shall be recorded by the company in an accident book (HSE B1510 Accident Book) held for this purpose. When entries are made in the accident book, the completed 'detachable' page shall be removed from the accident book and placed into secure company storage in order to comply with the Data Protection Act 1998.

6.1.4 Emergency Procedures

The company directors and administrators work at an office, which is also a premise for storage of equipment and materials.

Risk assessments has been carried out for

- Fire risk assessment for the premises
- Vehicular movements within the premises
- Forklift operations within the premises

In the event of an emergency, all employees must gather at the assembly point and call for the appropriate emergency service.

On site, employees will adhere to the emergency procedures laid out by the client in the site rules and induction.

6.1.5 Health Monitoring and Surveillance

The company recognises that it has a legal duty to inform employees of serious hazards to their health in the workplace and to provide employees exposed to such serious risks to health with health surveillance.

6.1.6 Welfare

Welfare arrangements are provided by the Principal Contractor/client and operatives are informed of facilities during the site induction.

6.1.7 Appointment of Competent Persons

Professional advice on Health and Safety matters is provided to the company by Tim Harrison who acts as the 'competent person' as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999 (as amended).

6.1.8 Competency for Tasks and Training

The company recognises that it has a legal duty to provide sufficient information, instruction, training and supervision to employees. This will be provided by a competent person or training organisation determined by the company.

All company employees upon commencement with the company shall be provided with a company induction that shall include information on the company's health and safety management system and the importance of working in a healthy and safe manner.

All company employees receive site induction training that is specific to each and every site they are required to work on. This training shall be provided by the Principal Contractor.

From time to time tasks may arise that will require specific training requirements to be met. Training requirements for specific tasks shall be identified by the relevant risk assessments. Should no competent person be available to complete the task, then either training will be arranged or a suitably qualified and competent person will be contracted to carry out the work.

Employee training records are maintained on the company training matrix and copies of training and qualifications shall be available for inspection at any reasonable time.

The director responsible for health and safety, in liaison with the appointed health and safety advisor, shall be responsible for assessing and identifying employee training needs and shall arrange for training to be provided, as required.

Where training is to be provided, training providers shall have their competency assessed by the appointed health and safety advisor, and records of competency to provide training shall be maintained by the company.

6.1.9 Visitors Policy

Visitors to company sites and offices may not be aware of the risks associated in the particular workplace. Therefore they must comply with the following procedure:

1. On arrival report to either reception, the site office or, if on another Principal Contractor's site, contact a company representative and sign in.
2. Undergo a visitor's induction.
3. Be issued any PPE required by the site rules.
4. Be accompanied at all times by a company representative.
5. Sign out on prior to departure.

6.1.10 Violence at Work

The company recognises that exposure to violence is not acceptable part of an employees' job, and will take all reasonably practicable measures to prevent or reduce the risk of such exposure. The

company expects all of its employees to provide a courteous and helpful service and treat people and their property with due respect.

In order to ensure so far as is reasonably practicable, the health and safety of employees exposed to the risk of violence at work, the company will:

- Ensure that risks of violence are identified, assessed, reported and controlled as necessary.
- Provide support for employees who are the victims of violence.
- Ensure sufficient resources are available for the provision of appropriate control measures
- Ensure that the arrangements for dealing with violence at work are reviewed at suitable intervals.

6.1.11 Alcohol and Drugs Policy

All company employees and sub-contractors employed will be subject to the following rules concerning the use/misuse of alcohol and drugs.

No employee will report for work whilst under the influence of either alcohol or drugs. In the case of alcohol the term "influence" is defined as that laid down by statutory or contract requirements, or as decreed by the employer's site manager or supervisor.

No employee shall consume alcohol on or off the premises during working hours, and if found in breach of this will be subject to disciplinary action.

The use of drugs by an employee will only be permitted if they are prescribed or instructed by a medical practitioner, and in the opinion of that specialist, will not impair the performance of the employee.

Any person previously dismissed or suspended for contravening the above terms will be required to provide medical evidence of their state of health, provided by a medical practitioner, prior to being considered for re-employment.

Any employee involved in safety critical activities for a Principal Contractor/client will be required to satisfy any Principal Contractor's/client's policies in relation to alcohol and drug screening which may include random screening and the Principal Contractor's/client's disciplinary procedures.

Any person found or suspected of being under the influence of alcohol or drugs in the workplace will be immediately required to vacate the site or premises by the company.

6.2 Controlling Hazards

6.2.1 Specific Operational Policies and Procedures

Policies and procedures regarding the following topics and activities are supplementary to this policy and form part of the company's health and safety management system:

1. Work Equipment
2. Confined Space
3. Control of Substances Hazardous to Health Regulations 2002 (COSHH)
4. Manual handling
5. Noise and vibration
6. Lone working
7. Visual Display Unit
8. Groundworks

6.2.2 Risk Assessments

The company shall carry out risk assessments as required by the Management of Health and Safety at Work Regulations 1999 (as amended), and other assessments deemed necessary by specific relevant legislation and/or regulations, to identify all reasonably foreseeable hazards and persons who may be affected, and so far as is reasonably practicable eliminate risks or reduce risks to an acceptable level by implementing suitable and sufficient control measures.

All risk assessments carried out by the company shall be conducted by a competent person. All risk assessments carried out by the company will be site specific and shall be reviewed when changes in legislation and/or regulations require it, or it becomes apparent that they are no longer suitable or sufficient, or shall be reviewed at least annually, whichever is soonest. The charge-hand shall monitor the adequacy of the risk assessment and any variations recorded and reported back to the company as required.

All company employees shall be provided with suitable and sufficient information; instruction and training in respect of risk assessments, the requirements to implement control measures and the need to ensure adequate levels of supervision are provided and maintained to ensure safe working. The information will be briefed by the designated supervisor by way of a task briefing prior to work starting on site. All employees are entitled to give comment on the contents of the risk assessments and discuss areas of concern with their direct supervisor before or whilst carrying out the task.

6.2.3 Method Statements

The company shall provide for the production of method statements which form an integral part of the company's overall safety management system covering hazardous activities.

Method statements shall provide information on the arrangements for undertaking works and shall detail the sequence that work is to be undertaken to ensure health and safety arrangements are complied with.

The contents of method statements shall be communicated to all employees and other persons involved at the planning stage, permitting time for approval or modification of the method statement(s) as necessary, prior to works commencing.

Where applicable, method statements shall be sent to the principal contractor prior to the commencement of any works for inclusion in the construction phase health and safety plan.

Where the client is not the principal contractor, the method statements must be sent to the client who shall be responsible for providing copies as required to the principal contractor.

Where any changes or amendments are made to the method statement, these shall be recorded and the amended copy sent to the principal contractor or client as appropriate.

The employees shall be in possession of the current method statement and working drawings, and all employees will be made aware of and implement the safe system of work detailed. The director shall monitor the adequacy of the method statement and any variations recorded and reported back to the company as required.

Up to date copies of the method statements shall be kept on site at all times until the contract completes.

6.2.4 Personal Protective Equipment (PPE)

As outlined in the PPE at Work Regulations 1992, the company considers PPE to be a last resort and preference shall always be given to the elimination or reduction of risks at source. PPE is only to be used to guard against residual risks that cannot be removed.

The company shall carry out an assessment for the provision of required PPE and shall provide all employees with the respective CE Marked PPE.

All employees shall be required to wear the PPE issued, maintain it in a clean and serviceable condition and store it in accordance with manufacturers' recommendations.

Basic PPE issued to employees shall consist of:

- Hard hat
- Protective safety footwear
- High visibility clothing
- Suitable gloves
- Safety glasses
- Ear defenders

Records shall be maintained for individual employees of the type and issue of PPE.

Wherever possible, the company shall consider the views and physical attributes of their employees when deciding upon particular types of PPE. Employees who have specific requirements shall be matched as closely as is practicable to any PPE.

PPE shall be assessed for compatibility with other PPE where required.

The company shall also ensure that all employees receive adequate instruction, instruction and training regarding the proper use and storage of PPE.

The requirements for the use of PPE shall be identified within specific risk assessments and method statement (where the method statement is separate from the risk assessment) and shall be available prior to commencement of the works.

6.3 Monitoring and Review

6.3.1 Monitoring and Inspection

The director of health and safety shall undertake regular workplace inspections in line with the company's policy or such client/principal contractor requirements.

On completion of site health and safety inspections and internal health and safety management system audits, recommendations will be made by the director responsible for health and safety both for immediate and continuous improvement to ensure that those items identified are brought to attention of the company's management and appropriate action implemented as required.

6.3.2 Consultation and communications

The director responsible for health and safety consults with all employees directly in respect of health and safety on a periodic basis, and where appropriate, direct consultation is followed up by providing all employees with written information in the form of letters and/or internal memos.

The company positively encourages all employees' involvement in health and safety matters by direct individual or representative discussion and consultation with the directors or the appointed health and safety advisor. Workforce consultation meetings are held in tandem with tool box talks on a bi-monthly basis.

Other communication includes memorandums, general notices, guidance notes and bulletins that are circulated through wage-slips and posted on the notice board.

It is the company's policy to ensure that effective channels of communication exist between all employees and the company's management and to actively involve all employees and elected or company appointed safety representatives in the risk assessment process and the implementation of workplace risk controls.

The company shall ensure that all employees involved in the risk assessment process are given adequate information, instruction and training to enable them to competently assist the company in the preventive and protective risk control measures it needs to take.

6.3.3 Policy review

It is the company's policy to regularly review its health and safety policy, organisation and procedures, which shall be carried out as often as future developments in health and safety legislation make appropriate or at least annually. Following any review the company will set priorities for the continuous improvement of its health and safety policy, organisation and procedures, as appropriate and the improvement and implementation of risk control measures.

All improvement and/or necessary changes to the company's policy, organisation and procedures will be reflected in the company's health and safety action plan which shall identify those company directors, managers, supervisors or employees responsible for the action, together with dates for completion and implementation.

The company shall, where practicable, implement and follow the model procedures provided by the HSE publication "Successful Health and Safety Management" HSG 65 to achieve a process which generates a continuous improvement cycle.