

## Health and safety policy

To be read and followed by all sub-contractors and employer of Blackoak Surfacing. The works will take place at High cliff top car park which includes erecting temporary fencing, traffic management to secure and install safety to carry out cutting, planning wearing course of asphalt and to lay asphalt.

## Introduction

- 1a: Project description and key dates.
- 1b: Key contact details (clients, designers, CDM)  
Site health and safety plan
- 2a: Programme of works highlighting risks which need to be managed.
- 2b: Health and safety targets for the project.
- 2c: Arrangement for:

- 1: Regular liaison between parties on site.
- 2: Consultation with work force.
- 3: Handling design changes during works.
- 4: The selection and management of sub-contractors.
- 5: Exchange of health and safety information between contractors.
- 6: Arrangements for security/access.
- 7: Site induction.
- 8: On site training.
- 9: Welfare facilities and first aid arrangements.
- 10: Reporting of accidents and incidents.
- 11: production and approval of method statement.
- 12: Site rules.
- 13: Dealing with noise and dust on site.
- 14: Manual handling.
- 15: Health hazards for construction materials.

3a: Health and safety file arrangements

3b: Arrangements for collecting and gathering information

### **Health and safety targets for the project – Setting standards**

- : It is intended that no major injury accidents will occur while work is undertaken.
- : All workers will attend toolbox and site induction which will take place prior to work and be recorded and monitored.
- : Appropriate tool checks will be made before each day and standards shall always be met.
- : All workers will wear correct PPE while on site, this will be monitored throughout works.

### **Arrangements for:**

#### **Regular liaison between parties on site.**

This will be achieved by regular progress meetings which will involve health and safety management. At least one meeting should be arranged during or prior to works.

The discussion and conclusions of these meetings will be noted and distributed appropriately between all interested parties for further examination and if necessary solutions organised.

The site foreman will be responsible of site inductions and other meetings.

The site foreman will also be responsible for communicating directly with sub-contractors, suppliers, the public (including neighbours) and local authorities and schools if appropriate.

### **Consultation with work force**

Any accidents or injuries should be reported to the site foreman and health and safety issues should be raised at site meetings any other concerns can be brought up on an on going basis.

Sub-contractors and employees have the right to receive safety data information sheets (SDIS) at any time.

### **Handling design changes during works**

Due to the type of work being undertaken it will be unlikely design changes will be made, but if there do.

The site manager will consult with either the client, designer or CDM if any significant changes are to be made during the works which we understand give way for added risk. These can be made apparent at site meetings.

### **The selection and management of sub-contractors**

The selection of sub-contractors will be made with precise checks and will correspond with the health and safety policy which will be located in the site office in a labelled folder.

### **Exchange of health and safety information between contractors**

The site manager is responsible for providing all contractors with the health and safety information during site meetings, Contractors can raise any issues or concerns at this time.

### **Arrangement of security/access**

All site security requirements identified in the site risk assessment will be closely followed and implemented continuously throughout works.

### **Site induction**

All employees, sub-contractors and any other persons entering the site will be thoroughly briefed during induction on main risks on site and all other relevant information. All necessary certificates/tickets will be asked for when entering site. Visitors will be accompanied at all times while on site. A young person risk assessment will be made available to any person under the age of 18.

### **On site training**

All details of onsite training will be recorded and undertaken with the supervision of a competent person.

### **Welfare facilities and first aid arrangements**

All necessary welfare facilities will be made available including site office, canteen and toilet connected to a foul sewer in a designated compound area for the contract duration. It will provide hot water, heating and facilities for heating food.

During the site induction these facilities will be made apparent and told of its location.

There will be appointed person/first aider on site who will be supplied with a fully stocked first aid kit which will be located in the site office. A mobile phone will also be provided on site to summons an ambulance if needed. A local hospital details will be located within the site. To prevent infestation of rodents all food show be consumed in the canteen. The consumption of alcohol or illegal substances is prohibited on this site.

### **Reporting of accidents and incidents**

All accidents must be recorded in the accident book which is located in the health and safety folder in the site office. Any accidents will then be investigated and practices will be put in place to prevent reoccurrence.

A **RIDDOR** form will be completed by the site foreman where necessary and will report all accidents, incidents or near misses. The site manager will forward any RIDDOR forms electronically online HSENI.

### **Production and approval of method statement**

The residual risk register provided by the designer, the SDIS and risk assessment will all be used in conjunction with the method statement.

Please see attachments for method statement.

This data will be located in the health and safety folder which will be on site.

Any specialised sub-contractors are required to produce a site specific risk assessment and method statements which be checked and reviewed by the site manager.

Sub-contractors will be expected to work to the site rules and their method statements.

Any other worker on site effected by specialised sub-contractors will be notified by site foreman/manager and explained of the method statements provided.

Any additional method statements or risk assessments needed will be arranged by the site manager and located within the companies health and safety folder.

### **Site rules**

All workers on the project will be briefed on the site rules during the site induction which will take place before work commences.

### **Arrangements for controlling significant health and safety risks**

Numerous method statements and risk assessments have been provided by the site manager for controlling significant health and safety risks.

This data can be found in the company's health and safety folder located in the site office.

### **Health and safety file arrangements**

#### **Layout, format and content**

All information for the health and safety file will be agreed by the CDM at the start of the project.

### **Arrangements for collecting and gathering information**

All health and safety information filed will be prepared and collated by the site manager continuously throughout works and the forwarded to the CDM coordinator. Information will then be filed and made available to the client on completion of works.

### **Dealing with noise and dust on site**

When any person on site is using machinery with high noise volume they're required to wear hear protectors at all times. These are provided by the main contractor and stored in the site office.

When using tools which create a lot of dust, dust masks are required at all times which will be located In the site office, water appliances should always be used if possible to prevent dust. The areas must be cleared of other employees or they are also required to wear dust masks. It is requested that an extra man is used to keep an eye out for passes by.

### **Manual handling**

Manual handling is the most is one of the most common injuries at work, That's why Blackoak Surfacing take it very seriously to keep its staff up to date with training and provide all staff with relevant information on this matter.

### **Employees should**

- : Follow system of works put in place for their safety.
- : Use equipment provided for their safety, properly.
- : Cooperate with their employer on health and safety matters.
- : Inform their employer if their identify hazardous handling activities.
- : Take care to make sure their activities do not put others at risk.
- : Not exceed 25kg limit.

### **Employers should**

- : Think about work place activities, processes and substances used that could injure your employees harm or health.
- : Communicate with employees what they think the hazards are, as they might to things not obvious to you.
- : Check manufacturers data sheets or instructions and translate to employees.
- : Make sure you have all knowledge of specific employees needs concerning disability, young workers or particular requirements.

**Health hazards for construction materials**

:Thermoplastic road paint and chemical paint strippers – Wear dust masks or breathing apparatus to prevent excessive inhalation. Wear gloves and full body protection to prevent skin contact.

:Bottled gas – Always check connections to gas bottles to ensure of no leakages.

:Dusts – Wear dusts masks at all times and use water to reduce the dust.

:Weed killers – Wear full body protection to prevent skin contact always close bottles to containers and thoroughly wash hands after use.

: Diesel/petrol – Keep in safe place away from naked flames as highly flammable. Avoid skin contact and apply in appropriate areas to avoid spillages.

: Bitumen base products - Wear full body protection to avoid skin contact, wear dust masks to prevent excessive inhalation.

Blackoak always try to use where possible ULTILOW tarmac asphalt which is produced at lower temperature which enhance safety and can deliver carbon footprints savings of up to 25%, also complying with report 666.

PLEASE ASK FOR DETAILS.

Date:

Name:

Signed:

Position:

A Fresh approach to groundwork.....

