

**Version:** 1.1 - Controlled Document – Reference Copy

## **LEG-13 Health and Safety Statement & Policy (v1.1)**

### **LEG-13 Health & Safety Statement & Policy**

#### **1. Health & Safety Statement**

Blackoak Contracts Ltd is committed to ensuring the health, safety, and welfare of all employees, subcontractors, clients, visitors, and anyone who may be affected by our operations. We recognise that effective health and safety management is essential to the success of our business and to the well-being of our workforce.

This policy is implemented in accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other applicable legislation. It forms part of our integrated management system alongside our Environmental and Quality Management Policies.

#### **2. Health & Safety Policy**

##### **2.1 Scope**

Applies to all employees, agency staff, subcontractors, visitors, and any persons affected by our activities on every Blackoak Contracts site and premises.

##### **2.2 Policy Commitment**

Blackoak Contracts Ltd will:

- Comply with all relevant health and safety legislation, codes of practice, and client standards.
- Provide and maintain safe workplaces, plant, equipment, and systems of work.
- Identify, assess, and control risks to eliminate or minimise harm.
- Provide adequate information, instruction, training, and supervision.
- Provide, maintain, and ensure correct use of Personal Protective Equipment (PPE) in accordance with the company **PPE Policy** and relevant risk assessments.
- Consult and communicate openly with employees on health and safety matters.
- Ensure subcontractors and suppliers demonstrate competence and comply with our HSMS requirements.
- Promote a culture that recognises health as both physical and mental wellbeing.
- Maintain effective emergency preparedness and response.

Emergency arrangements, including fire prevention and evacuation, are managed in line with the **Emergency Preparedness Policy** and **Fire Safety Procedures**

- Continually improve health and safety performance through monitoring, audits, and management review

This policy is supported by detailed topic-specific procedures and safe-system policies



Blackoak Contracts Ltd

63-67 North Valley Road, Colne, Lancashire, BB8 9AQ

01282 701205

[tom@blackoakcontracts.co.uk](mailto:tom@blackoakcontracts.co.uk)

**Version:** 1.1 - Controlled Document – Reference Copy

contained within the Blackoak Contracts Health & Safety Management System (HSMS 2025) and associated controlled documents.

## **2.3 Responsibilities**

Directors (T. Jordan / C. Whiteoak)

- Hold ultimate responsibility for health and safety performance.
- Provide sufficient leadership, resources, and direction to implement this policy.
- Review performance through management meetings and the annual management review process.

Managers / Supervisors

- Implement this policy on site, ensuring safe systems of work are followed.
- Carry out and review risk assessments and method statements.
- Provide site inductions, briefings, and ongoing supervision.
- Report and investigate incidents in line with company procedures.

Employees / Operatives / Subcontractors

- Take reasonable care for their own health and safety and that of others.
- Follow all instructions, risk assessments, and safe-working procedures.
- Use PPE and safety equipment correctly.
- Report hazards, unsafe acts, accidents, or near misses immediately.

## **2.4 Risk Management**

- All significant hazards are identified and risk assessed before work begins.
- Control measures are implemented and reviewed to eliminate or reduce risks.
- Health surveillance will be provided where risk assessments identify potential exposure to hazardous substances, vibration, or other health risks.”
- Regular inspections, monitoring, and audits are carried out to verify effectiveness.
- Findings are recorded and acted upon through the corrective and preventive action process.

## **2.5 Training, Communication & Consultation**

- Suitable training is provided for all roles, recorded within the Training & Competency Matrix.
- Toolbox talks, safety meetings, and briefings maintain awareness of safe practices.
- Employees are encouraged to raise health and safety concerns openly and without fear of reprisal.
- Consultation with staff representatives forms part of continuous improvement.

## **2.6 Accident Reporting & Investigation**

- All accidents, incidents, and near misses must be reported immediately.
- Investigations will be carried out to identify root causes and prevent recurrence.
- Reporting will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013) and the company Incident & Accident



Blackoak Contracts Ltd

63-67 North Valley Road, Colne, Lancashire, BB8 9AQ

01282 701205

[tom@blackoakcontracts.co.uk](mailto:tom@blackoakcontracts.co.uk)

**Version:** 1.1 - Controlled Document – Reference Copy

Reporting Procedure.

- Lessons learned will be communicated and corrective actions tracked to closure.

## **2.7 Review & Continuous Improvement**

This policy and the wider HSMS will be reviewed at least annually, following any significant change, incident, or legislation update. Review findings feed into the Management Review Process to drive continual improvement and to ensure the policy remains relevant, effective, and properly implemented.

## **3. Statement of Commitment**

Blackoak Contracts Ltd is fully committed to implementing this Health & Safety Policy and to provide a safe, healthy, and supportive working environment for everyone involved in our operations. This policy is displayed on all company premises and made available to employees, clients, and other interested parties.

**Signed:**

**T. Jordan – Director      C. Whiteoak – Director**

Date: 27 / 10 / 2025

Document Title: Health and Safety Policy

Document Ref: LEG-13

Version: 1.1

Issue Date: 27/10/2025

Next Review Date: 27/10/2026

Document Owner: A-M. Holliday, (Office Manager)

Approved By: T. Jordan / C. Whiteoak – (Directors)

Status: Controlled Document – Reference Copy



Blackoak Contracts Ltd

63-67 North Valley Road, Colne, Lancashire, BB8 9AQ

01282 701205

[tom@blackoakcontracts.co.uk](mailto:tom@blackoakcontracts.co.uk)