

SUFFOLK BUILD DIRECT

HEALTH & SAFETY

POLICY

Revisions Page

Rev No	Revision Change	Date of Revision	Date of Next Revision
1	New policy	May 2012	May 2013

Foreword

This document has been prepared to comply with the requirements of *Section 2 (3)* of the *Health and Safety at Work Act 1974. (HASAWA)*.

Anyone reading this document should be under no illusion that the Health, Safety and Welfare of all staff, visitors, or anyone affected by any operation carried out by Suffolk Build Direct is of the highest importance. No activity should be undertaken unless all reasonably practicable steps have been taken to prevent injury, ill health or an environmental incident. The company and staff are fully committed to continuous improvement and compliance to all legislation that covers the company's activities.

For ease of understanding this health and safety policy manual is organised into three parts.

Part 1: Contents

1. Cover Page
2. Foreword
3. Health and Safety Policy: Statement of Intent
4. Health and Safety Responsibilities & Duties
5. Organisation Chart

Part 2: Provides Workplace Procedures.

Part 3: Details the various forms used to implement and administer the health and safety policy.

On order to comply with *HASAWA* this policy document will be provided / issued to all employees, contractors, sub contractors and self employed persons working for the Company and as required displayed on Company notice boards.

Health and Safety Policy: Statement of Intent

This written Policy Statement as required by *Section 2(3) of The Health & Safety at Work Act 1974* and *Regulation 5(2) of the Management of Health & Safety Regulations 1999* applies to all Suffolk Build Direct. employees; this includes but is not limited to the employees of Contractors, Sub-Contractors, Self Employed Persons, Clients and Consultants working on behalf of Suffolk Build Direct.. This Policy demonstrates that appropriate measures have been determined and applied.

The Policy of Suffolk Build Direct. is to provide high standards of health, safety and welfare at work to prevent, so far as is reasonably practicable, accidental loss that may result in:

- Personal Injury.
- Ill Health.
- Damage to plant and property.

The Company objective is to achieve this, so far as is reasonable practicable, by:

- Providing an organisational structure which supports and implements risk assessment and risk control.
- Providing equipment and methods of work that are safe and without risk to health.
- Providing adequate welfare facilities that are maintained in an efficient manner.
- Ensuring that the arrangements for the use, storage, transport of articles and substances used at work are adequate.
- Setting up emergency procedures.
- Providing information, instruction, training and supervision as necessary to ensure health and safety at work.
- Appointing competent persons to assist with the implementation of Health & Safety arrangements.
- Providing sufficient resources and allocation of funds to effectively implement this policy.
- Regularly reviewing health and safety performance, and setting health and safety objectives aimed at improving the Companies safety performance.

The Senior Management of Suffolk Build Direct. is charged with the application and promotion of this Policy and to ensure that the Company complies with statutory health and safety legislation, associated Approved Codes of Practice and it's duties in common law.

While Suffolk Build Direct. accepts it's responsibilities towards health and safety it is expected that Contractors, Sub-Contractors, Self Employed Persons, Clients and Consultants fulfil and comply with their legal requirements under *Section 7 and 8 of the Health & Safety at Work Act 1974*. e.g. take reasonable care for their own health and safety and that of others that may affected by their acts and omissions, to co-operate with management on matters of health and safety and do not interfere with or misuse anything provided in the interests of health and safety.

Signed On Behalf of Suffolk Build Direct.

David Rouse

Mr. David Rouse
Responsible for Health and Safety. Date: May 2012

Health & Safety
Suffolk Build Direct

Health and Safety Responsibilities & Duties

Director Responsible for Health and Safety

The Suffolk Build Direct. Director in charge of Health and Safety, Mr. David Rouse, has overall responsibility for the effectiveness and implementation of the Company's Health & Safety Policy. The Director supports the Company Policy and will ensure adequate resources including finances are made available for any and all reasonable Health and Safety measures.

Directors & Managers

Suffolk Build Direct. Directors and managers are responsible for ensuring that the Companies Health and Safety Policy and associated Procedures are observed throughout the Company's operations.

Managers are to co-operate with any appointed safety advisors / consultants, CDM Coordinators and relevant statutory agencies concerning any safety measures required. They must attend regular safety meetings with employees and report to the Director in charge of health and safety the Company's Health and Safety Performance.

Additionally they are to:

1. Report to their line Manager or Director anything they believe is an unsafe issues or practice.
1. Report to their line Manager or Director if they believe that they or any of their staff are not competent or require additional training.
2. Plan for or allow staff time to attend required training to increase competency and health & safety awareness.
3. Establish and maintain standards for health, safety, fire and environment within their areas of responsibility.
4. Establish local / area housekeeping standards.
5. Establish machine-guarding standards (if applicable).
6. Establish Inspection and Audit frequencies to be undertaken by Supervision.
7. Audit their areas of responsibility regularly against established standards.
8. Take necessary action to correct unsafe practices and eliminate potential hazards.
9. Review actions taken against employees for misconduct, carelessness and deliberate unsafe practices.
10. Review prepared reports on incidents, accidents, dangerous occurrences and near misses to determine and implement corrective actions required. Forwarding Accident
11. Reports to Head Office for review.
12. Develop and review proactive health, safety, fire and environmental programmes to eliminate or reduce unsafe acts and conditions.

Supervisors

Suffolk Build Direct. Supervisors are the primary resource in implementing and controlling the health and safety policies and procedures. Reporting to their line manager, they are to organise those employees who work under their control so that it is undertaken to the required standard with hazards identified, risks controlled and their people knowledgeable with the relevant safety method statements, risk and CoSHH assessments. Additionally they:

1. Administer and support the Company health, safety, fire and environment rules, standards and procedures.
2. Provide new and transferred employees with appropriate training, information and instruction for whom they are responsible.

3. Inform all employees of local safety rules and regulations.
4. Enforce established local housekeeping standards.
5. Maintain established machinery and equipment guarding standards.
6. Inspect and audit their areas of responsibility against a set frequency and takes action necessary to correct unsafe practices and eliminate potential hazards.
7. Warn and reprimand employees for misconduct and careless and deliberate unsafe practices.
8. Investigate and prepare reports on incidents, accidents, dangerous occurrences and near misses as laid down in Company procedures.
9. Participate in Departmental induction of new employees.
10. Commend personnel who, by their action or initiative, eliminate hazards.
11. Ensure that welfare facilities are satisfactory and adequately maintained, and undertake regular toolbox talks and refresher training as work proceeds.
12. Ensure that equipment under their control is regularly checked for defects with repairs dealt with promptly and ensure that thorough examinations are up to date and / or undertaken in a timely manner.
13. Ensure that people under their control are equipped with and wear appropriate personal protective equipment and safety clothing where required.
14. Ensure that where PPE is provided that the person receiving the PPE is trained to use, store and inspect it.

Employees / Contractors / Sub Contractors

Health and safety is not exclusively the responsibility of management alone. Every employee, contractor and sub contractor is responsible for observing the Company's health & safety policy and all associated and related office / work procedures.

Employees and contractors are hereby reminded of their obligations under the Health and Safety at Work etc. Act 1974:

"It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. With regard to any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, they are to co-operate so far as it is necessary to enable that duty or requirement is performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare."

Employee's must:

1. Observe the Company's and Statutory health and safety rules and regulations at all times.
2. Fulfil their legal duty to take reasonable care for the health and safety of themselves and their fellow workers.
3. Report to their supervisor, potential hazards, unsafe conditions, practices, accidents and near misses.
4. Co-operate and consult with the Company Management in efforts to improve health, safety, fire and environmental standards.
5. Properly use protective equipment and clothing provided in compliance with Company Policy and Statutory requirements.
6. Practice and apply established good housekeeping standards in all areas.
7. Report to their immediate supervisor all incidents / accidents, potential hazards, defects and unsafe conditions as soon as is reasonably practicable.
8. Read and understand the safe system of work, risk assessment and CoSHH assessments written and that are applicable to the tasks they are undertaking. They

are to undertake their work in the given designated area. If there is any doubt as to what is required they are expected to ask their Supervisor for explanation.

9. Only operate Plant / Equipment for which they have been thoroughly trained on and authorised to do so. Defects in plant/equipment and tools should be reported immediately to their Supervisor. They are not to use unsafe defective plant/equipment until it has been put back in good safe condition. They are not attempt to repair or maintain plant and equipment unless they have been properly trained and authorised to do so.
10. Wear all appropriate safety clothing / equipment as and when required by the safe system of work.

Safety Officer / Consultant

Where a Safety Officer / Consultancy have been appointed they are, when requested, to assist and advise Suffolk Build Direct. management on the preparation and review of the Company's Health and Safety Policy and associated procedural documentation, as well as on relevant legislation, Codes of Practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

They will undertake inspections, audits and safety reviews of the workplace and its operations, workshops and accommodation, the safety and health performance of employees and provide regular feedback on such inspections and other monitoring activities to the Senior Management.

They will prepare statistical analysis of incidents / accidents and identify their causation classification, and provide recommendations on preventative measures.

They will assist Managers in accident investigations and reports on major injuries, notifiable dangerous occurrences, serious occupational ill-health, other accidents and incidents. They will attend and report on legal proceedings in which Suffolk Build Direct. and / or others may be involved.

Safety Officer / Consultancies will promote good working relations with the Health and Safety Executive and other enforcing Authorities and endeavour, with the co-operation of Management, compliance with current Legislation.

Visitors and others who attend Suffolk Build Direct. works / premises.

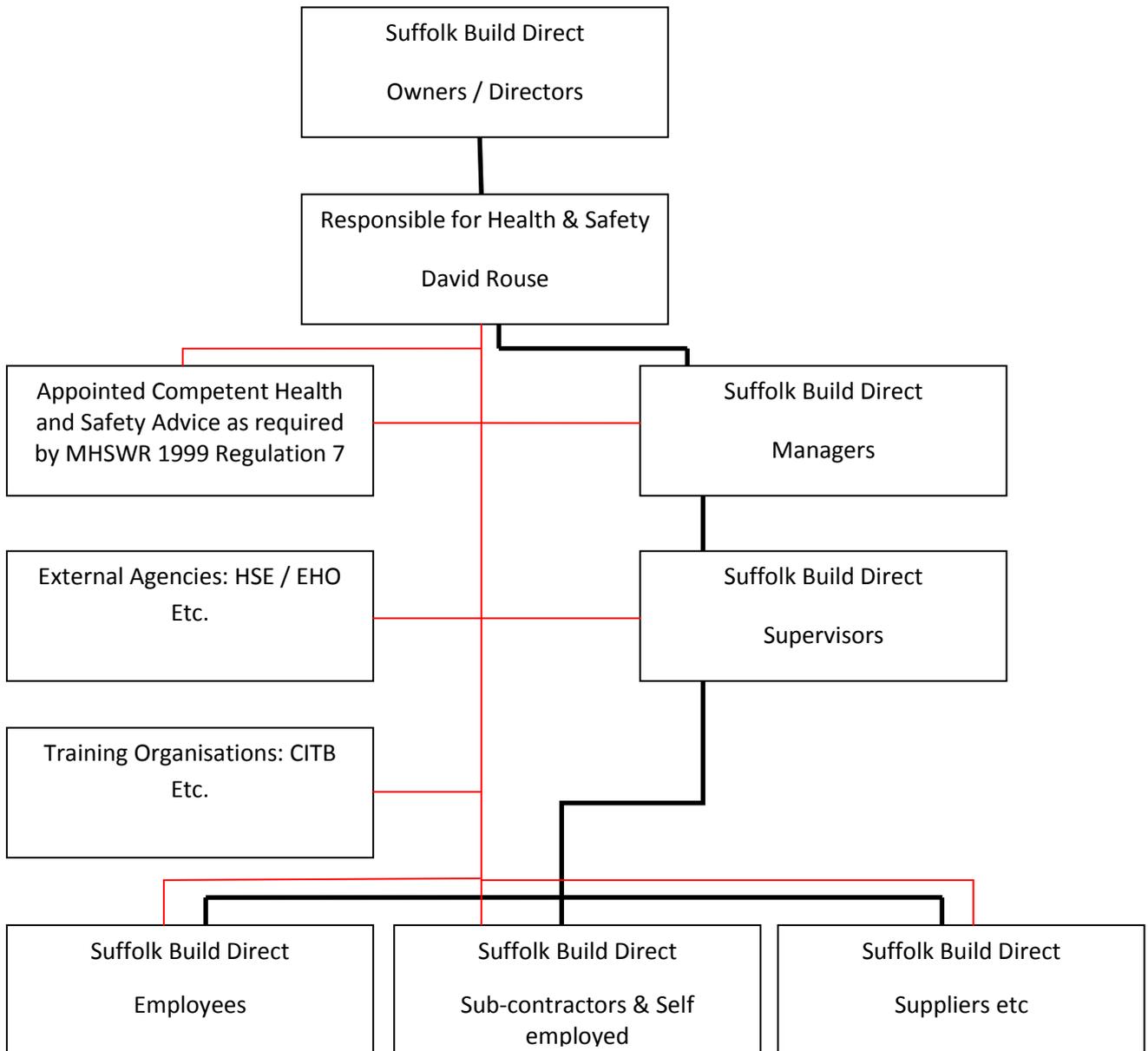
All visitors etc. must observe the Company's health and safety rules and the instructions given by persons enforcing the Company's Health and Safety Policy.

Visitors etc. must liaise with the Company representative inviting them on site before starting work on any of the Company's premises.

Visitors etc. must not interfere with or misuse anything provided in the interest of health, safety and welfare.

Organisation Chart

Detailed below are the various parties involved in the management of safety at Suffolk Build Direct.



————— Indicates Management Responsibilities

————— Indicates a route for advice, inspection, consultation and communication