



## Health and Safety Policy Statement

It is the policy of Accelerated Drainage Services Ltd to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of all of its employees, trainees, contractors, residents, local community and other persons who may be affected by its operation, as outlined in The Health and Safety At Works Act 1974 and associated regulations derived from it. The policy will be applied equally and fairly and without exception.

The Company's policy aims to achieve this by providing and maintaining places of work and equipment which are safe, by the implementation and operation of systems of work which are safe and free from risks and also to provide suitable arrangements for the welfare of employees, sub-contractors, self-employed and trainees. All necessary information, instruction, training and supervision will be provided to ensure implementation of this policy. Management and employees are required to observe and comply with current health and safety legislation within the workplace and should do all that is reasonably practicable to avoid and /or reduce health and safety risks.

The policy will be reviewed annually and revised if necessary. An updated copy will then be displayed in the workplace and all employees made aware of it.

**Duties and Responsibilities: Managing Director - Martin Beattie**

It will be the responsibility of the Director to ensure that all of the requirements of the policy are implemented and maintained. It is the responsibility of the director (Martin Beattie) to ensure any causes of concern or failure to comply with the Policy requirements are communicated and amended as appropriate.

## HEALTH AND SAFETY POLICY



### ACCELERATED DRAINAGE SERVICES LTD HEALTH AND SAFETY STATEMENT

#### Statement

Under the Health and Safety at Works act 1974 and subsequent regulations Accelerated Drainage Services Ltd has legal duties to protect and ensure the health and safety of all its employees, trainees, contractors, residents, local community and other persons who may be affected by its operation. To do so the following applies:

#### **Employer Responsibilities:**

- Provide and maintain a safe and healthy work environment by safeguarding equipment, maintaining safe methods of work and good housekeeping.
- Arrangements to provide adequate information, instruction, training and supervision necessary to ensure the Health and Safety of all employees and trainees. Trainees will always be adequately supervised.
- Provide and ensure that all first aid facilities, fire precautions and emergency evacuation procedures are regularly examined and improved (if necessary).
- Ensure that the process of transporting, handling and storing materials is achieved without hazard.
- Ensure that the provision of material, equipment and clothing are not a risk to health.
- To systematically investigate all accidents and near misses with the view to preventing any recurrence, and report any such event to the Health and Safety Executive under the Reporting of Instances, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).
- Seek the active involvement of all staff, sub-contractors, self-employed and apprentices in an effort to promote health and safety at work. The company will actively promote a positive health and safety culture within the organisation to encourage and develop best practice in all aspects of work in relation to health and safety regulations.
- Regularly monitor and review statutory requirements, codes of conduct and company standards with regards to health, safety and welfare in the workplace, taking steps to eliminate potential and actual hazards

Signed:

A handwritten signature in black ink, appearing to read "Martin Beattie".

Date: 27<sup>th</sup> October 2021

**Martin Beattie**

**Position Director**

**Rev:01**



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### **Employee Responsibilities:**

It is the responsibility of every employee to have due regard to the Health and Safety of others who may be affected by any act or omission either inside or outside of the workplace (this duty imposed by the Health and Safety at Work etc. Act 1974 and subsequent regulations). Any breach of this duty may incur criminal penalties.

### **Employee responsibilities include the following:**

- To read and understand the Company's health and safety policy and to carry out their duties in accordance with its requirements
- To read and adhere to any Safe Systems of Work, Risk Assessments, Method Statements and Permits to Work.
- To know the local procedures in the event of fire or other emergency
- To know the location of first aid boxes and first aiders.
- To report any accident, however minor to the appropriate person and record it.
- To report any faults or defects in equipment
- Not to attempt to repair or maintain any equipment without full training and instruction
- To ensure that all fire escapes, emergency exits and doors are kept clear and free from obstruction at all times
- Not to attempt to move or lift any items or materials that, are too heavy and likely to cause injury.
- To use appropriate equipment when attempting to reach items at high level
- To report any hazards in the workplace.
- Comply with any other role within The Health and Safety at Work Act 1974.

### **General Arrangements:**

#### **Health and Safety Representatives**

The Director will have ultimate responsibility for all Health and Safety related issues within Accelerated Drainage Services Ltd . The appointed Health and Safety Representative M Duffy Services (contact details available on request) will be responsible for the general Health and safety related issues.

#### **First Aid**

First Aid equipment can be found in every vehicle, which is mandatory.

Under the Health and Safety (First Aid) Regulations 1981, Accelerated Drainage Services Ltd are required by law to provide a well-stocked first aid box and identify qualified members of staff to take charge of first aid.



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Your qualified First Aider is: **Martin Beattie**

Inside the box is a list of items which should be stocked, if you notice that some items are missing please inform Martin Beattie, who will reorder the stock via nominated supplier to Accelerated Drainage Services Ltd.

### Reporting of Incidents Diseases or Dangerous Occurrences Regulations 2013 (RIDDOR 2013)

Accelerated Drainage Services Ltd and employees are legally bound to comply with **RIDDOR 2013**. We will report any of the following injuries if they result from a work-related accident:

The death of any employee (**Regulation 6**), Specified Injuries to workers (**Regulation 4**), Injuries to workers which result in their incapacitation for more than 7 days (**Regulation 4**), Injuries to non-workers (**regulation 5**) which result in them being taken directly to hospital for treatment or a specified injury on hospital premises as detailed in **regulation 4**.

### Fire Precautions

All employees and visitors will be made familiar with all means of escape from temporary work sites. The locations of the Assembly Points will be communicated during any site inductions and for remote work locations the following has to be agreed:

Muster points at external of work locations these will be marked by a temporary assembly point information sign.

### **FIRE WARDEN FOR ACCELERATED DRAINAGE SERVICES LTD**

As our works are remote work sites, it is the duty of the site representative to inform all of Accelerated Drainage Services Ltd staff of the appointed fire warden and fire procedures of the site including but not limited to muster points, fire compartmentation zones (sites which fall under DSEAR regulations), fire marshals, fire points etc.

On private sites it is the responsibility of Accelerated Drainage Services Ltd to appoint a competent person (**training, knowledge and experience as reasonably practicable**) to appoint a fire marshal and communicate any local procedures.

### **STAFF TRAINING: BASIC JOB TRAINING**

Only employees trained to do so should use fire-fighting equipment.

Employees will be trained in the operation of equipment specific to their function, before using such equipment staff are to be informed of the hazards that are likely to occur in compliance with Provision and Use of Work Equipment Regulations 1998 (PUWER) **Regulation 9** and The management of Health and Safety at



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Work Regulations 1999 and amendment 2003, **Regulation 13**

### General Training

All employees will be briefed and receive training on the following:

- Significant results from risk assessments
- Safe Systems of Work (specific to job)
- Tool Box Talks.
- Accident prevention in the operation of equipment
- Accident prevention and health hazards in dealing with chemicals
- Accident reporting
- Fire and emergency procedures
- Good housekeeping

### Further Safety Training

Undertaken as and when appropriate.

### RISK ASSESSMENT AND IDENTIFICATION OF HAZARDS

Accelerated Drainage Services Ltd will make a suitable and sufficient assessment of the risks to Health and Safety to employees which they are exposed to whilst they are at work and also to the Health and Safety of persons not in their employment arising out of or in connection with the conduct of individuals or by the nature of the business.

The company will retain records of all Risk Assessments and Safe Systems Of Work and these will be reviewed and amended where necessary, In particular the assessments will be reviewed where there is a change to either the fabric or use of the premises or work equipment, and / or where there is a change in personnel, e.g. Vulnerable groups including Young Persons or New & Expectant Mothers.

The Company will take all reasonably practicable measures in line with the risk hierarchy:

- To eliminate any risk associated with the task
- To substitute processes or procedures for the task
- Use control measures known for the task
- Use any engineering controls available
- Provide PPE where there is no other defence.



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- All of these measure will be communicated by use of risk assessments to all employees, subcontractors, visitors or any other persons relating to the works task.

### Supervision of new staff

Accelerated Drainage Services Ltd will take particular care to see that new staff will be under the personal supervision of a skilled and competent person during their training/trial period. Minimum School Leaving Age (**MSLA**) or Expectant or nursing mothers will be excluded from tasks as listed in Management of Health and Safety at Work Regulations 1999 (**regulations 16, 18 and 19**), this is due to the risks posed on this group of persons.

### General Housekeeping

Accelerated Drainage Services Ltd appointed Health and Safety responsible person (Martin Beattie) will ensure that standards of cleanliness are maintained in all areas. All workplace areas are to be kept clear of waste materials. The Company will ensure that all waste stored on the work locations will be suitably protected so as not to pose a health and safety risk either to staff, public or the environment.

### Electrical Equipment

Only trained and qualified persons may be allowed to work with or near electrical equipment. All portable appliances will be tested in accordance with British Standards and also HSE Maintaining Portable Electric Equipment in Low Risk Environments INDG236(REV3) (PAT testing). A suitable register will be kept of tests and equipment. All maintenance and repair will only be undertaken by qualified persons.

### Manual Handling

All employees involved with manual handling operations will be given suitable and sufficient training. (6 steps to manual handling). Where practicable, handling operations will be mechanised or automated. Employees are instructed not to lift loads that are heavy, unwieldy, difficult to grasp, unstable, unpredictable or unsafe without training, assistance or supervision. The TILE protocol has to be used at all times Task, Individual, Load and Environment.

### Display Screen Equipment

A suitable and sufficient risk assessment of all work stations and environment shall be made for the purpose of assessing the health and safety risks. All employees defined as users of display screen equipment (DSE) shall receive adequate health and safety training in the use of the work station upon which they may be required to work on. All DSE shall be maintained in an efficient state, be in working order and in good repair.



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- Screen image is stable
- All controls easily adjustable
- The screen swivels / tilts easily.
- Regular breaks from screen work

### Procedures for Serious and Imminent Danger

It is the policy of Accelerated Drainage Services Ltd to ensure that procedures are in place, which MUST be followed in the event of any serious incidents occurring. Emergency drills will be carried out periodically. These will include:

- Fire
- Bomb
- Explosion
- Acts of terrorism

Upon receipt of the evacuation signal all employees, contractors, visitors and staff shall:

- Stop all work
- Shut off electrical equipment
- Walk to the nearest exit
- Exit quickly, do not stop for personal belongings
- Go to the designated assembly point
- Do not re-enter the building until advised it is safe to do so

### Machine Safety

In line with the Provision and Use of Work Equipment Regulations 1998 (**PUWER**) all Checks that the machines are required is completed, with all safeguards fitted, and free from defects. Users will receive information, instruction, training and supervision of any risks ('residual risks') that users need to be aware of and manage because they could not be designed out. Produce a safe system of work for using and maintaining the machine. Regular maintenance will be carried out to ensure that any potential deterioration is identified. Ensure that all machines are CE marked.

### Workplace Welfare

Accelerated Drainage Services Ltd have a general duty under section 2 of the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. Accelerated Drainage Services Ltd also have a duty (under section 4 of the Act) towards people who are not their employees but use their premises. Accelerated Drainage Services Ltd seek to protect the health and



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safety of everyone in the workplace and ensure that adequate welfare facilities are provided for people at work.

### **Staff Safety and Violence**

Employers have a legal duty under the Health and Safety at Work etc. Act 1974 (HASWA Act) to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees. Accelerated Drainage Services Ltd will look to mitigate the potential for violence.

### **COSHH**

Accelerated Drainage Services Ltd will look to control hazardous substances at work, so they do not cause ill health. This will include Assessing risk, implementing exposure control measures, checking and maintaining processes, providing information, instruction, training and supervision, monitor exposure and carry out health checks.

### **Noise**

Accelerated Drainage Services Ltd has a legal requirement to prevent or reduce risks to health and safety from exposure to noise at work. Assess the risks to our employees from noise at work, take action to reduce the noise exposure that produces those risks, provide our employees with hearing protection if we cannot reduce the noise exposure enough by using other methods, make sure the legal limits on noise exposure are not exceeded, provide our employees with information, instruction and training and carry out health surveillance where there is a risk to health.

### **Vehicles at Work.**

Accelerated Drainage Services Ltd have a legal duty to ensure that the health and safety of our employees, contractors and members of the public are not put at risk as a result of the work they do. To manage the risks from workplace transport effectively, Accelerated Drainage Services Ltd will assess three key areas: Safe site, Safe vehicles and Safe drivers.

### **Alcohol and Drugs**

Accelerated Drainage Services Ltd will look to comply with our duties under the Misuse of Drugs Act, the Road Traffic Act 1988 and the Transport and Works Act 1992.

### **Blood Borne Viruses. (BBV)**

Accelerated Drainage Services Ltd has a legal responsibility to ensure that the organisation has the necessary risk assessments and that these are communicated with staff to highlight any additional risks of BBV.





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### Environment

Accelerated Drainage Services Ltd will ensure compliance with the Environmental Protection Act 1990 and all subsequent acts and regulations which its work pertains to.

### New and Expectant Mothers

Regulation 3 of Management of Health and Safety at Work Regulations places a legal duty on Accelerated Drainage Services Ltd to assess the health and safety risks that any new and expectant mothers at work are exposed to whilst at work. Once the risks have been assessed, Accelerated Drainage Services Ltd will put in place the appropriate health and safety measures to control those identified risks.

### Work Related Stress

Accelerated Drainage Services Ltd will look to apply HSE Management Standards which will take into account our characteristics, culture, organisational operations identifying where the risks from work related stress are being effectively managed and controlled. The six key areas of work design that will include- Demands, Control, Support, Relationships, Role and Organisational Change

### Vulnerable Groups

Accelerated Drainage Services Ltd has a legal responsibility to ensure that the organisation has the necessary management framework to protect the health and safety of staff equally, irrespective of their race, migrant workers, disabled people, gender, older workers or younger workers (New to the job).

### Occupational Health

Accelerated Drainage Services Ltd has a duty to protect the health, safety and welfare of their employees and other people who might be affected by our business. Accelerated Drainage Services Ltd will do whatever is reasonably practicable to achieve this. This means making sure that worker's and others are protected from anything that may cause harm, effectively controlling any risks to injury or occupational health that could arise in the workplace.

### Lone Working

Accelerated Drainage Services Ltd will help ensure lone workers are not put at risk. This will include assessing areas of risk such as potential violence, manual handling, medical suitability of the individual to work alone and whether the workplace itself presents a risk to them. Requirements for training, levels of experience and how best to monitor and supervise them, including having systems in place to keep in touch with them.



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### **Slip, Trips and Falls.**

Accelerated Drainage Services Ltd will manage the health and safety risks, including slips, trips and falls within our workplace. This will include implementing suitable and sufficient risk assessments and safe systems of work.

### **Working at Height.**

Accelerated Drainage Services Ltd will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. Accelerated Drainage Services Ltd will use the right type of equipment for working at height, including taking a sensible approach when considering precautions.

### **Asbestos**

Accelerated Drainage Services Ltd has a duty to manage asbestos, as contained in regulation 4 of the Control of Asbestos Regulations 2012. Accelerated Drainage Services Ltd will take steps to protect employees and other people who might be affected by our business.

### **Contractors/Visitors**

Accelerated Drainage Services Ltd will comply with Section 3 of the Health and Safety at Work etc. Act 1974 which imposes general duties on every employer to conduct their business in such a way as to ensure that people not in their employment are not exposed to risks to their health and safety whilst on the employer's premises. This compliance will extend our general duty to Section 4 to Accelerated Drainage Services Ltd having control of premises to which certain visitors are admitted.

### **Disclosure**

Current and new employees who will undertake duties which involve contact with vulnerable groups, such as children, will be vetted in accordance with local regulations.

### **Key Performance Indicators (KPI's)**

Health and Safety performance will be analysed against the following criteria on an on-going basis:

- Every new recruit will be given suitable and sufficient Health and Safety training as part of their induction.
- Ensure there is at least 1 Qualified and trained First Aid Officer per 50 employees.
- Every employee will receive Elementary health and safety training by a suitably competent trainer.

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- Arrangements for the Management of Health and Safety will be reviewed regularly, at least annually
- Annual safety audits to be completed
- Safety Records will be held and updated for inspection.
- At least 20 sample Safety inspections will be carried out annually
- All accidents that result in time off work due to injury will be fully investigated and reported to the Health and Safety Executive where required.
- All electrical equipment will be inspected and PAT tested annually.
- Refresher safety training to be carried out when required.
- Tool box talks to be carried out as and when required.

