

**AUTHORISATION: Signature****Date**

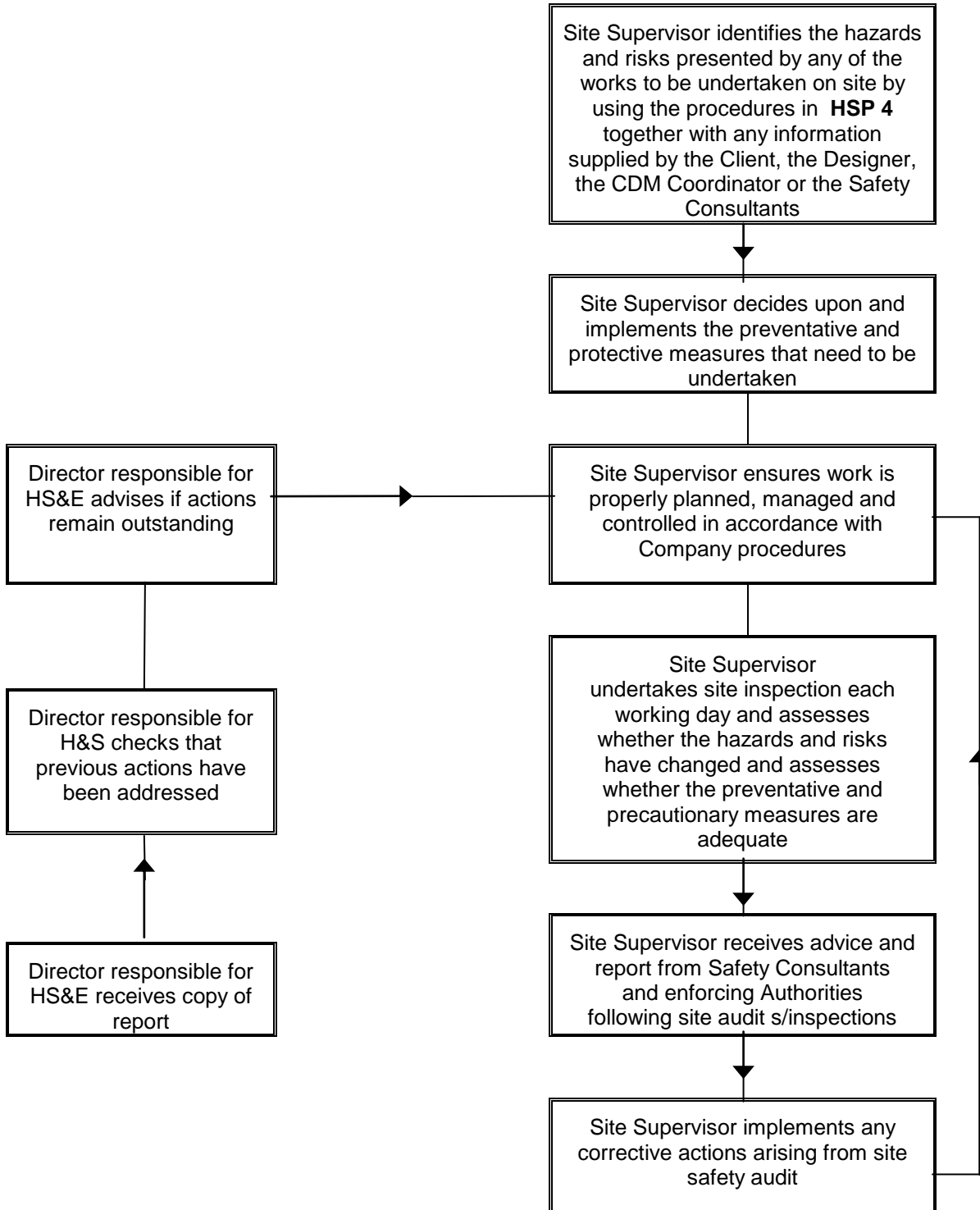
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<b>Purpose and Scope</b>	To ensure that all new places of work are set up and established in a way that does not prejudice the health and safety of any person and to ensure that health and safety issues continue to be managed and controlled to an acceptable standard throughout the life of that workplace.
<b>Responsibility</b>	<b>Whilst overall responsibilities for ensuring that H&amp;S issues continue to be monitored, managed and controlled to an acceptable standard throughout the life of a project or workplace lie with the Director responsible for H&amp;S, on-going responsibility for H&amp;S in relation to a particular project lies with the Contracts Manager and responsibility for day-to-day management of H&amp;S lies with the Site Supervisor</b>
<b>Site Start-up Procedure</b>	<p>Accordingly, prior to start-up of any project the Contracts Manager shall ensure that the Site Supervisor undertakes the following:</p> <ul style="list-style-type: none"><li>• Ensure that the CDM Coordinator has issued Form F10 to enforcing Authority, otherwise arrange for the Safety Consultants to issue F10 accordingly</li><li>• Ensure H&amp;S Consultants have been notified of site commencement</li><li>• Establish appropriate Welfare Facilities for the Workforce as per Schedule 2 of CDM 2007</li><li>• Post the F10 and other statutory notices in a prominent position, such that they can be seen by all employees on the site or workplace</li><li>• Contact local emergency services and advise of site location and commencement of operations</li><li>• Ensure requisite number of trained first-aid personnel and equipment on site</li><li>• Ensure that the appropriate persons have been appointed for the purposes of complying with LOLER</li><li>• Secure site and erect suitable signing, fencing and barriers to warn and protect the public, visitors, employees and others</li><li>• Site Supervisor to Identify and address hazards and risks as defined in <b>HSP 4</b></li><li>• Undertake project specific Risk Assessments including Fire, COSHH, Hand/Arm and whole body vibration, manual handling, lifting operations etc</li><li>• Develop the Site Health and Safety Plan which defines suitable and sufficient preventative and protective measures</li><li>• Implement site induction training for employees and sub-contractors, ensuring that all operatives are informed, instructed and trained in any identified hazards, site procedures, first aid etc.</li><li>• Ensure that all operatives are competent to carry out their tasks and arrange suitable training where this is appropriate</li><li>• Appoint a site operative as Health &amp; Safety Representative and set up regular meetings</li><li>• Appoint operatives for Hazard Spotting</li><li>• Prepare method statements in accordance with Company procedures</li><li>• Obtain method statements and risk assessments from sub-contractors prior to</li></ul>

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start of work

**Procedure for the on-going management of Health and Safety at Work**



**Site Health and Safety Monitoring Procedures and Frequencies**

**Employee** All employees have a basic legal responsibility to ensure their own safety and the safety of others. To this end all employees have a responsibility to bring to the notice of their supervisor or manager any circumstances or issues that present hazards to the health, safety or welfare of themselves or others. Employees are encouraged to undertake working well together, hazard spotting and hazard reduction activities on a daily basis.

**Safety Consultant Inspections** Safety Consultants are retained by the Company to visit and inspect sites at regular intervals and to record and report any hazards, defects or breaches of Regulations or Company Policy and Procedures.

Following a visit by the Safety Consultants a copy of their inspection audit report will be left on site and a copy forwarded to the Director responsible for Health and Safety. Inspection audit reports will be used to evaluate where management controls have not achieved the desired health and safety standards on site and to determine what changes and improvements may be made to the Company's systems of management and control regarding health and safety issues.

At four-monthly intervals a meeting is held between the Safety Consultants and the Director responsible for H&S to discuss accident statistics, the performance of the Company in accident prevention, meeting Policy standards and to determine where improvements can be made.