

Health and Safety Policy Statement

Part 1 – General Statement and Policy Objectives

Celtic Contractors Ltd accepts its legal responsibilities under the Health and Safety at Work Act 1974 and associated legislation and Codes of Practice, and gives its full commitment to doing everything reasonably practicable to protect the safety, health and welfare of all its employees and any other persons whose health and safety may be affected by the company's undertaking. The promotion of health and safety measures is a mutual objective for the company and for its employees at all levels.

It is the intention that all the company's affairs and business will be conducted and carried out in a manner which will not cause risk to the health and safety of its employees or members of the public, or other persons.

Health and Safety should never be compromised for other objectives.

The company recognises that people are a vital resource, and priority will be given to the effective prevention of risks and to contingency arrangements. In doing so, the support of all employees is needed in avoiding accidents and ill health, and associated cost and disruption.

All employees are reminded of their personal legal responsibilities and are required to do everything to prevent injury to themselves and to others.

Adequate financial, human, and other resources will be made available to ensure the effective implementation of this policy and proper management procedures will be established to monitor health and safety performance.

It is the policy of Celtic Contractors Ltd as far as reasonably practicable:

- To provide and maintain machinery, equipment and systems of work that are safe and without risks to health,
- To ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances,
- To provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees,
- To maintain all places of work under the company's control, including means of access and egress, in a condition that is safe and without risk to health,
- To provide and maintain a working environment that is safe and without risk to health, and to provide appropriate facilities for welfare,
- Progressively to identify and assess all risks, and suitable methods of control,
- To establish, maintain and develop arrangements for effective consultation with staff on health and safety,
- To comply with the statutory requirements as a minimum standard for health, safety and welfare of employees at work, and all other towards whom the company has statutory obligations,
- To ensure that effective arrangements exist to deal with any large-scale emergency,
- To ensure that the responsibilities of employees are clearly assigned at all levels and that their roles are defined,
- To recognise the link between efficiency and safety and health, and to minimise the costs, losses and disruption which arise from accidents, ill health and dangerous occurrences,
- To ensure that all employed in connection with the company's business are competent with respect to all necessary health and safety requirements,

- To ensure that employees are aware that they are required to work safely and to co-operate with the company in all matters which affect their health and safety at work.

In order to achieve the above, a systematic health and safety management plan will be implemented by:

PLANNING: Elimination of risks in the workplace by the careful selection and design of facilities, equipment and processes in conjunction with effective control measures.

ORGANISATION: A review of the company organisation, including organisational changes to ensure that responsibilities to health and safety are clearly defined at all times to employees.

CONTROL: Ensuring that safety requirements are being implemented throughout the company by all employees.

MONITORING AND REVIEW: Safety inspections and audits will be regularly conducted to monitor risk assessments and methods of work, in order to achieve the highest possible standards for health and safety.

This Policy Statement will be revised at least annually and as required taking into consideration the company's reorganisation, new work methods, identification of new risk and hazards and changes in legislation.

The Policy Statement will be brought to the attention of all employees.



Jon Whyte

Date: 01.09.2021

Managing Director
Celtic Contractors Ltd

Part 2 – Health and Safety Responsibilities

This part of the policy statement establishes organisational responsibility.

1.0 Managing Director – Mr Jon Whyte

The overall responsibility for the management and implementation of health, safety and welfare is with Mr J. Whyte. In addition to overall responsibility specific responsibilities are:-

- 1.1 The preparation and revision of an effective health and safety policy statement including the organisation and responsibility for implementation of the policy, including periodic review.
- 1.2 To ensure that adequate financial resources are provided to meet statutory obligations relating to health, safety and welfare.
- 1.3 That this health and safety policy and arrangements will be communicated to employees and a copy displayed at all company premises.
- 1.4 To keep under review the implications of new health and safety legislation, liaising with the company's health and safety advisors as appropriate.
- 1.5 To ensure that all risks arising from work activities are identified and eliminated or adequately controlled by means of risk assessments and safe systems of work.
- 1.6 To ensure that all work equipment is adequately assessed for safety requirements and maintained to required standards.
- 1.7 To ensure that all employees have adequate access to welfare facilities.
- 1.8 To ensure that all employees have adequate information, instruction and training, and skills training on work equipment.
- 1.9 To ensure that all employees understand the requirements for reporting all near miss incidents and accidents.
- 1.10 To ensure that all accidents, major or seven days plus, and dangerous occurrences are reported in accordance with the requirements of RIDDOR, and adequately investigated to prevent reoccurrence.
- 1.11 To ensure that arrangements are in place for monitoring health and safety in conjunction with other Directors.

2.0 Other Directors – Mr John Brennan, Mr Martin Stripe and Mr Mark Avis.

Mr Jon Whyte is the assigned Director responsible for Celtic Contractors Ltd's health and safety; however, all directors share responsibilities with regards to health and safety. The responsibilities are as follows:

- 2.1 Ensuring that risk assessments and safe systems of work are carried out, documented, and revised as appropriate.
- 2.2 Identification of health and safety training and ensuring the documentation of such.
- 2.3 Accident reporting and ensuring accident investigation is undertaken where appropriate.
- 2.4 Monitoring of the Accident Book.
- 2.5 Arranging and monitoring of statutory inspections through appointed competent persons where required.
- 2.6 Arranging for the preparation and implementation of COSHH Assessments.
- 2.7 Ensuring that suitable arrangements are in place for first aid in the workplace.
- 2.8 Ensuring that arrangements are made for the procurement of suitable personal protective equipment.
- 2.9 Ensuring that maintenance of work equipment is carried out and records kept.
- 2.10 Distribution of relevant safety documentation for all employees.
- 2.11 Ensuring arrangements are in place for workplace electrical safety.
- 2.12 Responsibility for site security and safety of third parties on site.

- 2.13 Ensuring that Toolbox Talks are given to employees and subjects covered reflect the identified risks and control measures through the risk assessment process.
- 2.14 Responsibility for ensuring that any workplace Plant and Equipment is maintained in accordance with manufacturers recommendations.
- 2.15 Responsibility for security and the safety of visitors.

3.0 Managers and Supervisors

All managers and supervisors are reportable to the director responsible for safety, as above, and are responsible for:

- 3.1 Ensuring that all personnel under his/her control understand and comply with Celtic's Policy and procedures on Health, Safety and Welfare.
- 3.2 Setting a good example to all personnel under his/her control and fostering a positive culture within the company towards Health and Safety.
- 3.3 Communicating with the Directors for safety and all personnel under his/her control to ensure the full dissemination of information related to Health and Safety matters.
- 3.4 Ensuring that all personnel under his/her control fully understand the correct procedures for the use and maintenance of all Safety/ Personal Protective Equipment, First-Aid and Welfare facilities provided by the company.
- 3.5 Ensuring that all personnel under his/her control are given full and adequate instruction, information, training, and supervision in order that they understand and meet their responsibilities for Health and Safety and are able to effectively implement safe systems of work.
- 3.6 Carrying out initial surveys and regular inspections of all sites, facilities, plant, and equipment under his control to ensure identification of hazards and maintenance of safety standards.
- 3.7 Reporting to the Directors, all reportable injuries, diseases and dangerous occurrences. Also, all other incidents and hazards under his/her control which have the potential to cause injury, ill-health, or loss.

4.0 Site Operatives

Site operatives have the following responsibilities:

- 4.1 Ensure that they comply with all instructions and site safety requirements, and specific requirements communicated by Directors, Managers and Supervisors.
- 4.2 Ensure that they take reasonable care of themselves and others, and not put themselves or others at risk.
- 4.3 Ensure that they wear the correct personal protective equipment for all tasks, when required to do so.
- 4.4 Report any defect in plant or work equipment to their supervisor or manager, as appropriate.
- 4.5 Immediately notify their supervisor, manager or director of any near miss or accident.
- 4.6 Co-operate with their employer in any accident investigation.
- 4.7 Refrain from horseplay.
- 4.8 Co-operate with their employer in the provision of information, instruction and training.
- 4.9 Do not operate plant and equipment which they are not authorised or trained to use.

5.0 Health and Safety Management

Celtic Contractors Ltd have appointed Jon Whyte as H&S Director, with Ali Gray and Florin Constantin Cristat appointed as health and safety advisors to assist Jon with site inspections and General Health and Safety procedures.

Part 3- Arrangements for Implementing Health, Safety and Welfare

1.0 Introduction

This section of the policy details the requirements for procedures and safe working practices in connection with the work activities of Celtic Contractors Ltd.

- 1.1 The safe working practices and procedures, i.e. risk assessments, safe system of work and supporting documentation is contained with Parts 4 and 5 of this Policy.
- 1.2 Celtic Contractors Ltd will communicate on all matters of health, safety and welfare directly with employees in accordance with the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. Day to day safety instruction will be through Toolbox Talks.

2.0 Health and Safety Legislation

- 2.1 The main health and safety legislation applicable to the work activities of Celtic Contractors Ltd is:

- *The Health and Safety at Work Act 1974,*
- *The Management of Health and Safety at Work Regulations 1999,*
- *Workplace (Health, Safety and Welfare) Regulations 1992*
- *The Control of Noise at Work Regulations 2005,*
- *Control of Vibration at Work Reg's 2005*
- *The Electricity at Work Regulations 1989,*
- *The Provision and Use of Work Equipment Regulations 1998 (PUWER),*
- *The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER),*
- *The Control of Substances Hazardous to Health Regulations 2002 (COSHH),*
- *The personal protective equipment regulations 2002 and The Personal Protective Equipment (Enforcement) Regulations 2018*
- *Manual Handling Operations Regulations 1992*
- *Health and Safety (First Aid) Regulations 1981 and Health & Safety (First Aid) (Amendment) Regulation 2013*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*
- *The Construction (Design and Management) Regulations 2015*
- *Working at Height Regulations 2005*
- *The control of Asbestos Regulations 2012*
- *Coronavirus Act 2020*

2.2 Environmental Protection Act 1990

The work activities of Celtic Contractors Ltd will take into account the Environmental Protection Act 1990 and amendments, particularly with respect to Waste Management, A Duty of Care (Code of Practice).

2.3 Compliance with Statutory Requirements

Celtic Contractors Ltd will as a minimum comply with the relevant health, safety and environmental legislation during its work activities through planning, organisation, control and monitoring.

2.4 Construction (Design and Management) Regulations 2015 (CDM 2015)

Celtic Contractors Ltd undertakes to pro-actively apply any necessary arrangements to comply with the CDM 2015 requirements.

Under CDM 2015 Regulations sub-contractors are required to comply fully with the site rules of the principal contractor/client and the principal designer. Operating as a sub-contractor, Celtic Contractors will normally expect to complete and submit its own health and safety plan to comply with the Principal contractors required „Construction Phase Health and Safety Plan“ and, dependant on the contract, Celtics own policy and rules may apply additionally if approved.

Celtic Contractors Ltd on all projects will:

- make sure the client is aware of the client duties under CDM 2015 before any work starts.
- plan, manage and monitor all work carried out by Celtic operatives, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them.
- check that all workers have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them.
- make sure that all Celtic workers have a suitable, site-specific induction, unless this has already been provided by the principal contractor.
- provide appropriate supervision, information and instructions to all Celtic workers.
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access.
- ensure suitable welfare facilities are provided from the start for Celtic workers and maintain them throughout the work.

In addition to the above responsibilities, on projects involving more than one contractor, Celtic Contractors Ltd will:

- coordinate their work with the work of others in the project team.
- comply with directions given by the principal designer or principal contractor.
- comply with parts of the construction phase plan (PDF) relevant to their work.

3.0 Assessment of Risk, Hazard and Control

3.1 Prior to any work being undertaken a formal risk assessment will be undertaken to:

- Identify hazards,
- Identify level of risk associated with hazards,
- Elimination of hazards and risks,
- Suitable and sufficient controls for residual hazards and risks.

3.2 In order to ensure that all residual hazards and risks are adequately controlled specific safe systems of work will be prepared and communicated to employees by Celtic Contractors Ltd. Such systems of work may be required to be re-assessed during work operations in the light of newly identified hazards and risks.

4.0 Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Any hazardous substances that are required to be used will be subject to a risk assessment prior to the substances being used.

Hazardous substances that are used on a regular basis will have generic assessments carried out, and require controls communicated to employees through Toolbox Talks.

5.0 Noise

Due to the type of work carried out high levels of noise may be generated on site. The requirements of the Control of Noise at Work Regulations 2005 will apply and specific noise assessments will be carried out to identify noise levels and appropriate controls required.

6.0 Fire Safety

6.1 The premises of Celtic Contractors Ltd are subject to a fire risk assessment under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

6.2 Employees are instructed in the action to be taken in the event of a fire.

6.3 Celtic Contractors Ltd will appoint employees to receive training in the use of fire fighting equipment.

7.0 Flammable Materials and Flammable Containers

Where flammable substances and materials are required to be kept on site, they will be kept in a secured ventilated area.

8.0 Electrical Safety

The means to ensure that the premise and employees are not exposed to electrical hazards is by:

- Premise to be inspected by a competent electrical engineer in accordance with the BSEN for Electrical Premise Installation,
- Portable electrical equipment to be maintained and inspected periodically,
- Only competent persons to inspect, maintain and repair electrical equipment,
- Employees are required to report any electrical hazard or fault to their supervisor, manager or Health & Safety Manager.

9.0 Statutory Inspections

Any lifting equipment will be subject to a written scheme of examination and inspected by a competent person.

10.0 Welfare Arrangements

Welfare facilities, e.g. washing/toilet facilities and an eating area will be in accordance with the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015).

11.0 First Aid

First Aid facilities and persons trained to administer first aid will be provided on site by Celtic Contractors Ltd.

12.0 Manual Handling

Whenever practical, manual handling work will be carried out by using mechanical plant and equipment. In cases where this cannot be instigated a risk assessment and safe system of work will be used. Employees who are at risk from manual handling injuries will receive appropriate information, instruction and training.

13.0 Plant and Equipment

All plant and equipment that is used on site will be kept in a good state of repair and maintained in accordance with manufacturer's instructions. All work equipment will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

All employees required to use plant and equipment will be required to:-

- Undertake information, instruction and training appropriate to the equipment being used, and on specific equipment complete an approved course (CITB or similar),
- Be able to recognise when any piece of equipment becomes unsafe and immediately report this to their supervisor, manager or Health & Safety Manager.

14.0 Personal Protection Equipment

All employees will be issued with appropriate personal protective equipment in accordance with the requirements of the Personal Protective Equipment Regulations 2002. All employees are reminded that it is their duty to look after all PPE supplied and report any loss or defects to their supervisor, manager or Health & Safety Manager.

15.0 Occupational Health

The main risks to employees are:

- Noise induced hearing loss,
- Dermatitis,
- Respiratory disorders,
- Stress.

Celtic Contractors Ltd will periodically review the risks of occupational health problems to employees and where appropriate make arrangements for health surveillance.

16.0 Accident Reporting and Investigation

16.1 All employees are required to report all accidents and ensure that the accident is recorded on Celtic's Accident Report Sheets.

16.2 Accidents attracting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 will be reported to the Health & Safety Executive.

16.3 All accidents will be investigated by Celtic Contractors Ltd in order to:

- Establish root cause,
- Ensure that action is taken to prevent to re-occurrence,
- Review risk assessment, safe systems of work and training.

In the case of serious accidents, a formal investigation will be carried out in consultation with the Company Health and Safety Director.

17.0 Health and Safety Training

17.1 Celtic Contractors Ltd will ensure that all employees have appropriate health and safety training to secure competence in the type of work undertaken.

17.2 Employees are not authorised to operate any hazardous plant and equipment unless they have received appropriate training to operate such plant and equipment safely.

17.3 In addition to formal health and safety training, Toolbox Talks will be undertaken on site to refresh and specifically inform employees of safe working practices required.

17.4 Celtic Contractors Ltd will maintain health and safety training records for all employees and carried out refresher training when required.

18.0 Monitoring and Review

18.1 Celtic Contractors Ltd will ensure that high standards of health and safety are implemented and monitored during the course of all works, and will periodically monitor such through site safety inspections.

18.2 This part of the policy, arrangements, will be reviewed on at least an annual basis to ensure that working practices are robust and to take into account any new statutory requirements that may affect the business.