

PART 1 – Health and Safety Policy - Statement of intent

1. The Directors of Marbank are committed to:

- Maintaining high standards of Health & Safety throughout the company;
- Fostering a positive health and safety culture, and;
- Monitoring and reviewing policies, procedures and results.

2. Marbank will:

- Provide adequate control of the health and safety risks arising from our work activities by means of suitable and sufficient Risk Assessments.
- Maintain safe and healthy working conditions, and adequate welfare facilities.
- Ensure that plant and equipment used on site is maintained in a safe condition, and that relevant safety checks are carried out.
- Ensure safe handling and use of substances that may be harmful.
- Ensure employees and subcontractors are competent to do their tasks, adequately trained, and receive appropriate induction information, instruction and supervision.
- Work to prevent accidents and cases of work related ill health.
- Consult with our employees on matters affecting their health and safety.
- Review and revise this policy annually.
- Our key aims and objectives for 2018 are:
 - To work with our subcontractors to increase the effectiveness of our joint efforts to improve site health and safety.
 - To ensure controlled copies of all relevant company health and safety documentation available online for access by Site Managers, subcontractors, Clients and other relevant parties.
 - To improve data collection and analysis following audits of site health and safety and other quality aspects of our business so that lessons are learned and applied rapidly across all company sites.

3. Implementation, maintenance and review:

- Director Wayne Harris has overall responsibility for the Health and Safety policy and its implementation.
- Compliance Manager Robert Constable manages the development, implementation and operation of effective health and safety policies and arrangements.
- Health & Safety is the responsibility of every employee, subcontractor and visitor and to this end must support and comply with this statement and all other Marbank Policies, Procedures and Safe Systems of Work.

Signed by:	Wayne Harris Construction Director	Date:	15-02-2018
Signature:		Next review:	February 2019

PART 2 – Organisation and Responsibilities

2.1 Overall responsibility

Overall responsibility for health and safety in Marbank rests with our Construction Director Wayne Harris

The Compliance Manager manages health and safety within the company, its aims being: to ensure the development and monitoring of effective Health and Safety systems; to review health and safety legislation, and to implement any new requirements relevant to the company's operations. The Directors will lead and support the company Compliance Manager who has specific construction SHEQ (Safety, Health, Environmental & Quality) training, experience and competence, and will:

- Co-opt suitably qualified personnel and advisers as necessary
- Report to and inform the Directors
- Implement policies, procedures and systems to manage specific safety issues on site
- Ensure work is planned to take into account health & safety issues
- Ensure that suitable financial provision is made for health & safety obligations
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Place controlled copies of health & safety documentation on the company's website to ensure that policies, information and documentation are easily accessible by employees and subcontractors
- All management will promote the company's commitment to effective health and safety management, and set a personal example when visiting site by wearing appropriate protective equipment.

2.2 Site Health and Safety Responsibility

The Site Manager is responsible for health and safety on construction sites operated by the company, and will report to the Construction Director or working group as necessary. The working group and Construction Director will give the Site Managers all necessary support and assistance.

The Site Manager will undertake and be responsible for:

- Managing the implementation of the health and safety policy on their site, reviewing its appropriateness by carrying out regular safety audits / inspections.
- Ensuring that subcontractors submit RAMS documentation in a timely manner prior to commencement on site, reviewing the RAMS documentation and issuing and managing Permits as appropriate prior to work being carried out.
- Investigating accidents and implementing corrective action
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Reporting all incidents and accidents for review by the Compliance Manager.

2.3 Responsibilities of Employees

Section 7 of the Health and Safety at Work Act 1974 states that it shall be the duty of every employee while at work -

(A) 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; and

(B) as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Manager
- Reporting to the Site Manager any incidents, which have led or might lead to injury or damage
- Reporting to the Site Manager any accidents or near misses however minor.
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

2.4 Responsibilities of subcontractors

In order for site operations to be carried out safely the following must be complied with:

Prior to starting operations on any Marbank site, subcontractors are required to:

- read and understand Marbank's health & safety policy
- prepare and submit RAMS (Risk Assessments and Method Statements) to Marbank for acceptance. These must cover all subcontracted work, plant etc. including:
 - Safe working practice on site
 - Safe use of hazardous materials to ensure compliance with COSHH regulations

During site operations subcontractors and their supervisors / operatives are required to undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carrying out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with the health and safety policy and task RAMS
- Reporting any defects to work equipment immediately to their supervisor
- Reporting to the Site Manager any accidents, incidents or near misses, however minor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions including weekly recorded inspections (PUWER, LOLER, WAH, Excavations etc.)
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents

Permit System

Permits are required prior to commencement of the following operations:

- Working at height
- Application of Heat ("Hot Works")
- Lifting operations
- Excavations ("Permit To Dig")
- Work in confined spaces (including relevant excavations)
- Use of Tower / Podium

- Use of Step Ladder (use of step ladders will be allowed only if it is safe AND there is no safer practicable alternative)
- Taking sole possession of an area of the site

Permits are issued by the Site Manager

Conditions, instructions and safety checks stated in the permit must be followed

PART 3 – Arrangements – Construction Operations

We understand our duties under The Health and Safety at Work Act (1974), and recognise that construction activities can create a high risk of accident or injury to those working on site. For this reason, we have drawn up clear policies / procedures for the main areas in which risk is present, and these are detailed below.

Each policy / procedure will carry the date on which it was last reviewed, and this should never be for a period longer than 12 months. Policies may need to be altered and amended to reflect current working practices and changes in legislation.

Separate policies / procedures are available on the Marbank Intranet to cover the following aspects of the company's activities:

3.1 Site Management of SHEQ

- Accident Reporting
- Alcohol and Drugs
- Appointment and Monitoring of Subcontractors
- Asbestos
- CDM2015
- Communications and Consultation
- Controlling Access to Site
- COSHH
- Disciplinary Procedures
- Display Screen Equipment (DSE)
- Environmental ISO14001
- Fire Safety
- First Aid
- Housekeeping
- Induction
- Manual Handling
- Noise and Vibration
- Permit To Work
- PPE
- RAMS
- RIDDOR
- Site Rules
- Smoking
- Training
- Welfare
- Work Equipment (PUWER)
- Working At Height (WAH)
- Young Persons

These documents are available separately on Marbank's Health and Safety Intranet site, which is the only source of controlled documents.

<http://www.marbank.co.uk/Health--Safety-c-56.asp>

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