

Health & Safety Policy Statement 2020 – 2021

Irvine Civil Engineering Limited



ICE, hereafter known as the company is fully committed to meeting its responsibilities both as an employer and as a company under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, Construction (Design and Management) Regulations 2015. The Workplace (Health Safety and Welfare) Regulations and other associated legislation. This policy has been produced in compliance with Section 2 (3) of the Health and Safety At Work Act 1974

This Health and Safety Policy defines the Company's general objectives, organisation and arrangements as required by Section 2 (3) of the Health and Safety at Work etc.

The company agrees to:



1. Provide and develop an organisation that clearly defined responsibilities, which actively supports risk management and promotes the involvement of all members of the organisation, including Sub-contractors, towards continuous Health and Safety improvements, and requires from all members of the organisation support towards achieving these ends.

2. Safeguard the health, safety and welfare of all its employees whilst at work. Consult with employees on H&S matters and to provide them, so far as is reasonably practicable, with working environments which are safe and without risks to health.

3. Ensure that contractors undertaking work for the Company are competent and informed of the relevant standards of safe working.

4. Conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that people not in its employment but who may be affected by its activities or visit its premises or work sites are not exposed to unreasonable risks to their Health and Safety.



Further:

1. The Company will produce and implement a Health and Safety training programme that promotes the development of personnel as a key resource within the Company and to ensure that they are competent to carry out their duties.

2. Carry out operations under the control of preventative and protective measures, which have been specified because of hazard identification and risk assessment.

3. Bring the contents of the Health and Safety Policy to the

attention of all employees and those directly instructed and controlled by line management.



4. Ensure that when new substances, plant, machinery and equipment are introduced into the Company, that adequate 'Risk Assessments' are carried out. To determine the level of guidance, instruction, training and supervision that will be required in order to enable them to be used safely.

5. To monitor activities to ensure that the Company Policy for Health, Safety and Welfare is being met.

6. Individual employees will be consulted on matters connected with proposed, new and existing aspects of health and Safety connected to their duties.

7. The Companies business success is not only dependent upon internal safe working arrangements but is also upon compliance with the Road Traffic Act. To that end the company has arrangements to manage driving at work.

8. Employees must also co-operate, when the Company is carrying out its duties. Failure to comply or co-operate may lead to dismissal or other disciplinary action being taken.

In Conclusion

Health and safety is the responsibility of each and every individual associated with the Company. Each employee must take reasonable care of their own and other people's welfare including reporting any situation which may pose a threat to their own or anyone else's wellbeing. This responsibility also includes drivers when they are in control of company vehicles and they are travelling to and from work and work sites.

And finally:

The company will review the Health and Safety Policy at regular intervals of no more than 12 months in order to reflect the requirements of new legislation and business developments.

Signature: *Kevin Irvine*

Name: Kevin Irvine

Designation: Director Responsible for the Health and Safety Systems within the Business of **Irvine Civil Engineering Limited**

Dated: 04.01.2020

Health & Safety Policy 2020/2021

Section 3 of 3 - Arrangements

Introduction

The Health and Safety Policy outlines our principles for effective general health and safety management, based upon the Health and Safety Management document, 'Successful Health and Safety Management' and more specifically in relation to our construction industry background and the requirements of the Construction Design and management Regulations 2007. The following outlines our basic principles for the Management of the Organisation, for Planning and Implementation, for Measuring Performance and for reviewing our Performance of,

Construction Activities.
Driving at Work
Employees
Contractors
and Suppliers

The specific details regarding the effective management of these items are detailed within our Health and Safety Management Procedures and the **ICE** Health and Safety Manual.

In order to comply with the requirements of the Management of Health and Safety at Work Regulations 1999, CDM 2007 and the Workplace Regulations 1999 the Company employs a Health and Safety Manager [and a HSEQ Administrator](#) to provide competent advice and assistance in relation to our undertakings.

The Health and Safety Manager is based at our Head Office in Unit 22 198 Swanston Street Glasgow, G40 4HW. He visits the areas of our operations on a regular basis.

Employees and Contractors requiring guidance or assistance in relation to Health and Safety issues can contact him as follows:

Kevin Irvine
Health and Safety Manager
ICE
Mobile: 07738486278

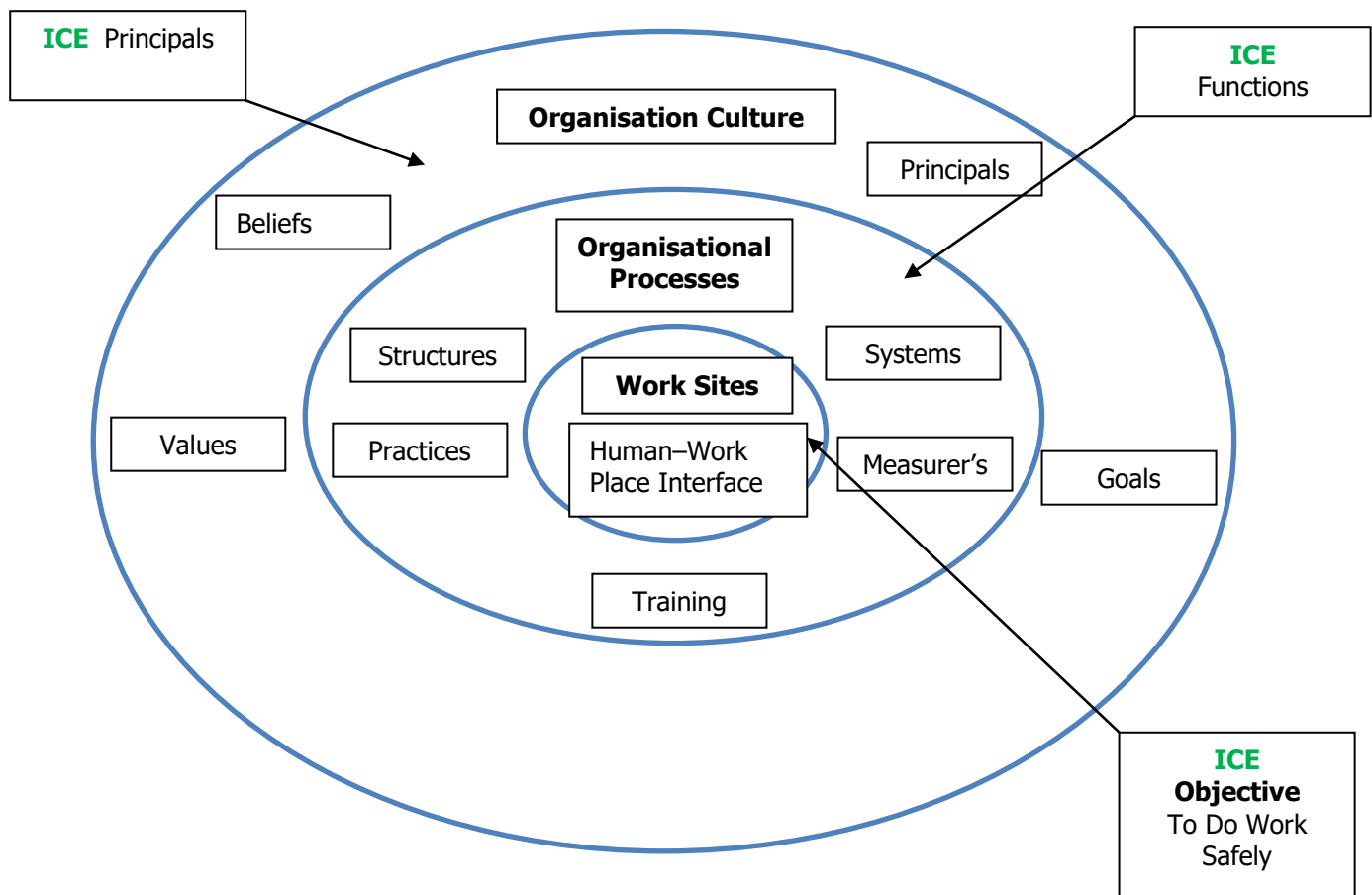
The figure below depicts various levels within our organizational culture. The outer level represents the environment within which the work must take place. The outer level is most influenced by **ICE** Principles (and the supplemental safety culture elements).

The next level is the process level, where management systems are defined to direct behaviours. This level is most influenced by the **ICE** Culture.

The inner-most level is the activity-level work itself, where significant risk operational work is performed. This work is the direct interaction between people and work place, and is mostly performed by **ICE** Employees. This is the level at which we can measure ultimate performance results and determine whether our HSEQ objectives have been realized.

Performance measures at other levels can show how effectively the process and culture support the desired safety objectives. Showing work at the inner-most level does not mean that work is not required at the other levels; indeed, work activities are required at the other levels to develop work processes and highly reliable, error intolerant work environments.

Organisations are systems and it is important that the organisation be measured at all three levels, with their alignment assessed. Understanding the performance and perceptions at each level is essential to the development of the our OHSMS (Occupational H&S Management System)



In outline our H&S Management Systems will include

- Policy – (Reviewed Annually and signed by the [Operations Director](#))

- Organization - (Directors and Employees have H&S System responsibilities and linked performance standards which are included within their job descriptions)
- Planning and Implementation - (The responsibilities (tasks) carried out by the individuals to fulfill their contractual obligations)
- Measuring the H&S system and individual performance. – (inputs from employees and suppliers both positive and negative which provide data on the outputs the system is generating)
- Reviewing the data generated during Measuring – (Turning the data into information for management review).
- Review Actions – (taken by management to stimulate the system components).
- Auditing by the HSEQ Manager and 3rd Parties (of inputs process and outputs against best practice to improve the System)

In more detail our system will ensure:

Control

Control will be secured by the provision of procedures that define:

- A clear allocation of responsibilities for policy formulation and development, for planning, measuring, and reviewing Health and Safety organisational and individual performances; for the implementation of plans; and for reporting on performance.
- The allocation of Health and Safety responsibilities to line managers with specialists, acting as advisers.
- The allocation of Health and Safety responsibilities to individuals with the necessary competence, authority, and resources to carry out their duties effectively.
- The commitment of managers who will lead by example.
- The provision of adequate training, supervision, instruction, and guidance.

Co-operation

Making arrangements which will ensure the involvement of employees and sub-contractors to determine areas in which our safety management procedures can be improved at operational level in order to improve our overall Health and Safety performance.

Providing feedback to employees and sub-contractors in relation to how their suggestions / ideas have been adopted and how improvements have been gained, thus encouraging continued further co-operation.

Communication

Effective communication will be established by the provision of procedures, which ensure the dissemination of Health and Safety information into, within and out of the organisation. In general, consultation and communication with employees on health and safety matters will be by individual direct communication, electronic mail, HSEQ Gang Manuals and Management Contract Files or the use of notice boards or circulars. Where applicable, meetings will be held to discuss the **ICE** approach to new legislation.

All employees will be empowered to talk effectively on matters of HS&E due to their knowledge of company procedures pertaining to their position.

Competence

Competence will be achieved through procedures on recruitment, selection, placement, training, refresher training and from the input of competent specialist advisers. Our construction procedures will be based on the ACOP of [CDM 2015](#). Our driving procedures will be based upon VOSA requirements and the High Way Code to ensure legislative compliance.

We will ensure:

Planning and Implementation

An integral part of the Company's Health and Safety strategy is that of developing, maintaining and updating an Occupational Health and Safety Management System (OHSMS) that is aimed at gaining continual improvements. The OHSMS identifies how the Company will:

Establish objectives and targets for achievement within a specific period.

Establish operational controls for management action designed to initiate, develop, maintain and improve our Health and Safety culture in the four key areas – control, competence, communications and co-operation.

And Measure Performance

Success in Health and Safety will be determined by measuring performance against predetermined plans and standards, which will be used as a basis for taking appropriate remedial action. We will therefore establish, operate, and maintain systems, which monitor our systems objectively. These systems shall include:

Active Monitoring Systems which:

- Measure the achievement of objectives and specified standards.
- Reflect risk control priorities by concentrating on high risk activities, which are Monitored in more depth.

Collect and analyse information, suggesting failures in Health and Safety performance. These include systems for reporting:

- Injuries and cases of ill health.
- Other events e.g. damaged plant etc.
- Incidents with risk potential.
- Hazards
- Weaknesses or omission in performance standards.

The HSEQ Manager with the approval of the Operations [Director](#) will determine monitoring requirements needed to support the policy and satisfy customer needs. Operational managers and supervisors at all levels will all be required to participate in data supply to the HSEQ manager. Data will be analysed, and information supplied as feedback to suppliers and to senior management at Management Review.

Our Investigation Systems will:

- Ensure that investigation of reports arising from active monitoring, with priority being given to those circumstances which present the greatest risk.
- Ensure the identification of both the immediate and underlying causes of events.
- Ensure the referral of information to the relevant level of management with authority to initiate the necessary remedial action, including organisational and policy changes.
- Ensure the adequate analysis of all collected data to identify common features or trends and to initiate improvements.

And Reviewing Performance.

Performance will be evaluated in order to maximise learning and to ensure that appropriate action is taken to improve the control of specific risks, to improve overall health and safety performance. This will lead to the establishment, operation and maintenance of audit and review procedures which ensure that we:

- Obtain information by the use of in-house inspections; in order to establish the reliability of the safety management system.
- Ensure that remedial action is taken to deal with the specific issues that arise from the measurement activities, and that.

The overall effectiveness of the policy implementation is assessed with reference to the following key areas:

- Assessment of the degree of compliance with Health and Safety performance standards.
- Identification of areas where standards are absent or inadequate.
- Accident, ill health, and incident data together with analysis of immediate and underlying causes trends and common features.

Approved by Kevin Irvine – Sign - *Kevin Irvine*

Date -

04.01.2020