

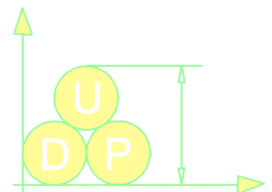
# UTILITIES DESIGN & PLANNING LTD

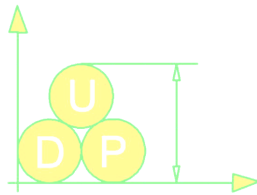
## HEALTH AND SAFETY POLICY

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NEBOSH Gen Cert





**Utilities Design & Planning Ltd**

## **HEALTH & SAFETY POLICY STATEMENT OF INTENT**

It is the policy of Utilities Design & Planning Ltd (UDP) to ensure so far as is reasonably possible, the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all personnel and to provide such resources, information, training and supervision as is needed for these purposes. UDP also accepts its responsibility for the health and safety of other people who may be affected by its activities.

To this UDP will comply with the requirements of the Health & Safety at Work Act 1974 and all other relevant statutory provisions and recognised codes of practice. UDP expects all employees and contractors working on behalf of UDP to co-operate fully in the achievement of this policy. The allocation of responsibilities for health & safety matters and the particular arrangements made to implement the policy are set out in the following pages of this policy document.

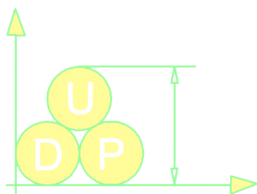
This policy statement was adopted by UDP on 26<sup>th</sup> November 2001

Signed by:

*David J Hilton*

*03/01/2012*

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D J Hilton BSc(Hons) C.Eng M.I.G.E.  
Safety Manager



## **ORGANISATION AND ARRANGEMENTS FOR HEALTH & SAFETY**

UDP will be responsible for the implementation of its health and safety policy and the development and maintenance of the health and safety within the organisation, which identifies an unbroken and logical delegation of duties through line management and supervisors. UDP will identify the resource implications of health and safety matters and where these cannot be contained within existing budgetary provision, an increase in spending will be allowed to cover these areas.

### **DIRECTORS DUTIES**

The managing director will ensure that the effectiveness of the health and safety policy is monitored and reviewed and that any deficiencies are reported to designated line managers. The MD will undertake accident investigations and carry out risk assessments and produce method statements where required.

### **MANAGERS DUTIES**

Line managers / supervisors will ensure that site safety is achieved by regular visits and formal inspections and will have the authority to instigate immediate corrective actions where required. The line managers will report any accidents or incidents to the head office for further action.

### **EMPLOYEES DUTIES**

Employees will ensure the safety of the general public, third parties and themselves at all times, they will organise the day to day site safety requirements, order safety items via the line manager and report any accidents or incidents immediately to their line manager or to head office.

## **HEALTH AND SAFETY ASSISTANCE**

Without detracting from the primary responsibilities of managers and supervisors for ensuring safe and healthy conditions of work, UDP will seek to provide or secure competent technical advice on health and safety matters where it is necessary to assist line management in its task.

All departments will have a designated health & safety co-ordinator (this may be the line manager). UDP's health & safety advisor or safety director will be responsible for the dissemination of information and advice through departmental co-ordinators. The health and safety advisor and co-ordinators will also be responsible for securing such specialist advice and guidance on any health, safety or welfare matters as may from time to time be required.

## **CONSULTATION**

A health and safety policy is likely to be unsuccessful unless it effectively involves employees themselves. Therefore UDP will co-operate fully in the appointment by recognised trade unions of safety representatives and will, where necessary, provide such representatives with reasonable facilities to carry out their duties. Provision will be made for consultation between the organisation and such groups on safety, health and welfare matters through the machinery of existing joint consultative bodies as far as is possible or appropriate. This will be supplemented where necessary by the establishment of separate joint committees for other employees not covered by existing consultative machinery.

## **HEALTH & SAFETY APPRAISAL**

UDP will be responsible for the development and maintenance of a health and safety plan that will be incorporated into the departmental business or service plans.

## **HEALTH & SAFETY TRAINING**

UDP will ensure that employees within their departments are trained to a level commensurate with the preventative and protective measures identified in risk assessments. New employees will receive basic induction training on health & safety from their line manager or one of the safety advisors. The training is to include arrangements for first-aid, fire and evacuation and any specific training identified in

the process of risk assessment. The need for future training will be considered when employees transfer to new work, take on new responsibilities, or where there is a change in the work equipment or systems of work.

The health & safety advisor will ensure that arrangements are made for the development of a training framework for managers on health and safety awareness. Departments will designate an individual or individuals to identify and develop health and safety training specific to their needs.

## **ACCIDENT REPORTING, INVESTIGATION AND ANALYSIS**

UDP will arrange for the reporting, investigation and analysis of accidents that arise. Overall analysis of UDP's accident record will be undertaken by the health and safety advisor. The advisor should be informed without delay of any 'major accident' or 'dangerous occurrence' to report under RIDDOR regulations.

## **FIRST-AID**

UDP will ensure that all employees undertake Emergency First-Aid at Work training using a 3<sup>rd</sup> party trainer. The responsibility for arranging this will be with the Health & Safety Manager.

## **MANUAL HANDLING**

UDP will attempt to eliminate manual handling of plant, equipment and materials wherever practicable. By the use of HIAB'S, Tail-lifts, kerb lifters significant risks can be removed. Where this is not practicable all employees will be trained in correct manual handling techniques, to this end a separate Manual Handling Policy will be prepared and updated annually.

## **CONTRACTORS**

In order to ensure that work undertaken on behalf of UDP is carried out without risk to UDP's employees and members of the public who may be affected by those operations, the competence and safety arrangements of contractors must be established prior to work commencing. The knowledge and experience of the contractors specifically to the work will judge competence in question. Where appropriate the client, or client's agent will ensure that a safety case is established and/or safe systems of work are produced.

## **EMERGENCIES OR IMMINENT DANGER**

UDP will establish procedure to be followed by employees in case of situations presenting serious or imminent danger. Guidance will be included on when to stop work, evacuation, controlling the emergency, roles and responsibilities of individuals. All incidents must be immediately reported to head office. All teams will have a means of communication for this reason.

## **MONITORING AND REVIEW**

UDP will arrange for the systematic monitoring of health and safety performance against the health and safety policy. UDP will ensure that review procedures are established which take account of the monitoring process.

## **HEALTH & SAFETY RISK ASSESSMENT AND CONTROL**

If elimination of the hazard is impracticable, the risk should be reduced to the lowest reasonably practicable level. Residual risks will be addressed through safe systems of work and information, instruction and training and the use of suitable personal protective equipment.

## **USE OF NEW ARTICLES AND SUBSTANCES**

UDP will ensure that information on the health & safety of articles, products and substances is sought out and considered prior to purchase or before they are put into use for the first time.

## **HEALTH & SAFETY INFORMATION AND INSTRUCTIONS**

UDP will, where appropriate, issue specific instructions for using machinery, plant or equipment, for maintaining safety systems and for control of health hazards. UDP will be responsible for the formation of written safe systems of work for all levels of management and the workforce, this will take the form of specific risk assessments and method statements.

## **HAZARD REPORTING AND INVESTIGATION**

UDP will ensure that arrangements are in place to enable any unsafe or unhealthy situation to be recognised, reported and so far as is reasonably practicable, rectified. Employees should be actively encouraged to report hazards and near misses to their line managers.

Signed on behalf of Utilities Design & Planning Ltd

*D J Hilton*

Position

DIRECTOR OF SAFETY

Date

3<sup>rd</sup> January 2012