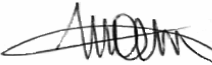

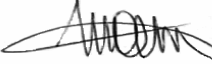
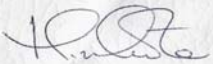
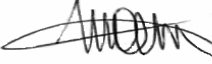

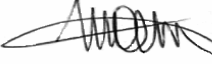

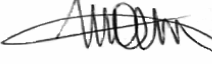

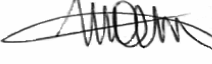





# Geoforte

## Ground Engineering Limited

### HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Review date	Reviewer & position	Signature
31 <sup>st</sup> August 2007	Alex Wren – Managing Director In conjunction with H&K Safety Services Ltd	 
17 <sup>th</sup> February 2008	Alex Wren – Managing Director In conjunction with H&K Safety Services	 
11 <sup>th</sup> September 2008	Alex Wren – Managing Director In conjunction with H&K Safety Services Ltd	 
3 <sup>rd</sup> November 2008	Alex Wren – Managing Director In conjunction with H&K Safety Services Ltd	 
9 <sup>th</sup> June 2009	Alex Wren – Managing Director In conjunction with H&K Safety Services Ltd	 
11 <sup>th</sup> Dec 2009	Alex Wren – Managing Director In conjunction with H&K Safety Services Ltd	 
14 <sup>th</sup> July 2010	Alex Wren – Managing Director In conjunction with H&K Safety Services Ltd	 

## **HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT**

Geoforte Ground Engineering Limited is legally and morally responsible for the Health and Safety of its employees and for the impact of work activities and business operations as it affects others, including the general public, and the environment. The Management are committed to continual improvement of health and safety performance.

The Management will:

- Prepare, communicate and regularly revise Health, Safety and Environmental Policy and Procedures for their business;
- Ensure that sufficient and suitable resources are allocated to enable the policies to be implemented;
- Ensure that employees receive training in order to competently carry out their duties as commensurate with their post;
- Ensure that management systems provide for effective monitoring and reporting of health, safety and environmental performance;
- Prepare and implement aims & objectives with measurable improvement targets;

The management recognises that such policy and measures are advantageous to employees and the company by minimising the likelihood of injury or ill health to people, controlling loss, damage, wastage, avoiding disruption of the production process and safeguarding the environment.

We recognise that our activities have the potential to create a detrimental effect on the environment. We are committed to minimizing our impact and ensuring environmental protection, encouraging recovery as far as is reasonably practicable.

It is therefore the policy of the Company to:-

- Use materials from sustainable or renewable sources wherever practicable and take care when ordering materials to prevent excessive surplus.
- Reduce pollution and promote fuel and energy saving methods throughout our activities, particularly when purchasing new, or hiring equipment.
- Recycle materials where practicably possible and ensure waste management plans are developed, enforced and monitored (in particular for projects in excess of £300,000).
- Encourage all employees to avoid and prevent environmental damage and likewise advise our clients accordingly.
- Comply with legal requirements.
- Monitor the effects and review this policy at 12 monthly intervals.

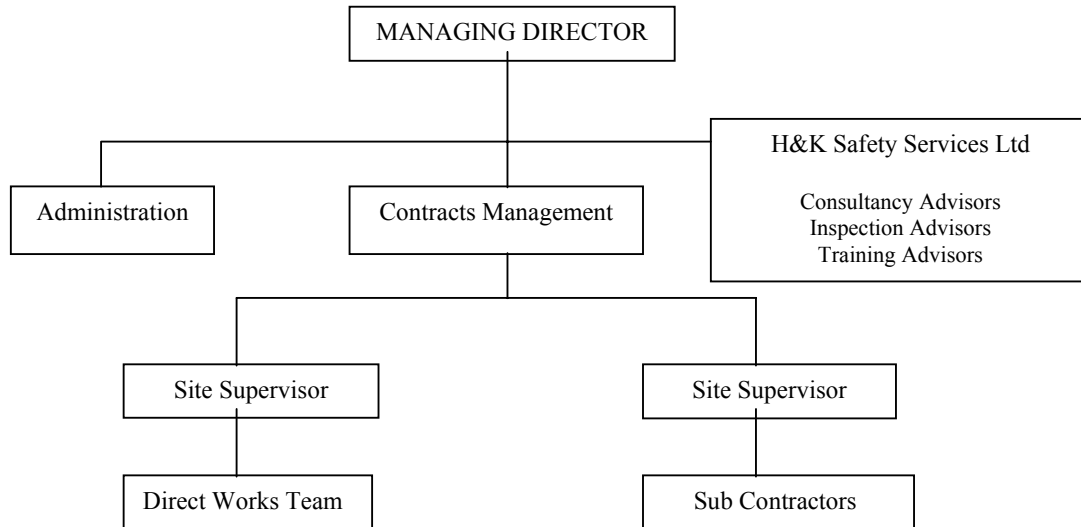
Within the organisation, arrangements will be made to submit environmental reports and discuss environmental matters at Management meetings. We shall set objectives annually to measure our performance.

To achieve these objectives, in compliance with legislation, Geoforte Ground Engineering Limited seek all personnel (directly and indirectly employed) to support these and co-operate fully in their implementation.

Managing Director

Dated: .....

**ORGANISATION CHART**



**ORGANISATION & RESPONSIBILITIES**

**The Managing Director (Director responsible for health and safety)**

1. Will be familiar with the broad requirements of health, safety and environmental legislation.
2. Have overall responsibility for the health, safety and environmental policy as it affects the company.
3. Will ensure the preparation, communication, implementation and monitoring of policies and procedures in compliance with company requirements and legal requirements and appropriate to the operational sphere.
4. Will allocate sufficient resources within the company to enable the policy to be operated effectively.
5. Will set Company aims & objectives in order to measure our performance against this policy.
6. Will ensure that maintenance and company vehicle records are collated and up to date.
7. Implement the DSE, Fire and Workplace Health, Safety & Welfare Regulations as applicable to our head office.
8. Arrange induction for all new office starters on the 1<sup>st</sup> day of working for the company.
9. Will identify training requirements for all employees on an annual basis or as applicable to the task being undertaken.
10. Investigate notifiable accidents or dangerous occurrences and will be responsible for taking necessary reporting action on injuries, diseases and dangerous occurrences in accordance with current RIDDOR regulations.
11. Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in every management meeting and every site visit.

**Managers including: Contracts Management and Site Supervision**

1. Understand the Company Health, Safety and Environmental Policy and ensure it is brought to the notice of all employees, particularly new starters. Carry out work in accordance with the policy and, bring to the notice of the Managing Director, any improvements they may feel necessary.
2. All Managers will, on site or at Head Office, be responsible for the implementation of the company's aims & objectives for environmental improvement. The Site Supervisor on site, or at place of work, is responsible for bringing to the notice of those responsible any deficiency observed and for providing guidance, information and training.
3. Ensure all operatives, are competent and are given induction training highlighting hazards, emergency procedures, safe methods of work (in particular the manual handling of items where mechanical aids cannot be provided) and any other relevant safety precautions. Ensure records of all induction training and copies of training certificates are retained.
4. Ensure provision of adequate first aid facilities and make operatives aware of the location and the procedures for receiving first aid treatment for injuries and the subsequent reporting of such injuries following the company accident reporting procedures.
5. Ensure risk assessments have been carried out on any substance (including hazardous substances), process of work activity hazardous to health and safety, and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
6. Negotiating with clients and principal contractors to agree any necessary health and safety arrangements, such as emergency procedures, protection of the public and the provision of welfare and first aid facilities.

**Contracts Management:**

7. Upon completion of the project the Contracts Management will collate information for the O&M manuals: for handover to the Client/Planning Supervisor where applicable.
8. Contracts Managers will vet the competency of Sub Contractors prior to commencement of work on site following the company procedures.
9. Consider fully all health and safety issues in every tender preparation and allow adequate provision to enable the works to be completed in accordance with health and safety regulations.
10. Arranging for materials to be delivered in reasonable sized units or arrange adequate mechanical handling to enable safe off loading and distribution. Advising when appropriate, any known alternative materials which could be used that are less hazardous in their usage.
11. Ensuring that fully detailed operating and erecting instructions are requested when items of plant and equipment are delivered to site.

**Site Supervisors;**

12. Will arrange materials to be delivered and stacked in order to avoid double handling and ensure that the off-loading of materials is carried out in a safe manner.
13. Plan and maintain a tidy work area/site and, check all plant, machinery, power and hand tools and equipment are maintained in good condition and records of inspections are available.
14. Ensure adequate supplies of protective clothing and equipment are maintained on site and that the protective equipment is suitable.
15. Will arrange portable appliance testing for site equipment.
16. Ensure work activities are carried out to the required company standards, with minimum risk to employees, other contractors, the public, equipment or materials.
17. Ensure all method statements and risk assessments are briefed to the workforce, and sub contractors, and that a record of the briefing is kept.
18. Ensure operatives under their control are aware of their responsibilities for safe working, understand the safe method of work and are fully aware they are not required or permitted to take unnecessary risks.
19. The Site Supervisor or his delegate shall wherever possible accompany Safety Advisors whilst they carry out site inspections.
20. Undertake periodic site inspections which will be documented.
21. Will report all accidents on site to the Managing Director and will advise subcontractors to report notifiable accidents where applicable.

**All Managers will:**

22. Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
23. Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.

**All other employees**

1. Know, understand and implement policy, standards and rules at all company work locations as applicable to personal work tasks.
2. Attend and participate in training and briefing sessions on health, safety and environmental issues in order to maintain an up-to-date awareness of appropriate legislation, codes and guidance notes.
3. Consult and co-operate with their line managers and visiting advisors on health, safety and environmental topics as appropriate.
4. Report any incidents, accidents or unsafe conditions to their supervisor.
5. Do not remove, tamper or interfere with, any items of safety equipment.
6. Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
7. Take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.

## **ARRANGEMENTS**

### **Information & Consultation**

Advisory literature on health and safety matters will be disseminated as appropriate through to Site Supervisors. Site Supervisors will undertake toolbox talks to inform operatives of new initiatives.

Our external safety advisors will update our Site Supervisors during regular site inspections including new Health & Safety Executive campaigns and initiatives.

It shall be our policy to consult with all employees when visiting site through informal discussions.

Project specific consultation arrangements will be determined on a project-by-project basis by the Managing Director.

### **Induction**

All new staff will attend an induction as appropriate to their work location on the 1<sup>st</sup> day of employment at which time employees will be issued with a copy of this policy.

Site Supervisors will undertake induction of all operatives on the 1<sup>st</sup> day of working on site whether our own direct labour, agency or subcontracted.

### **Training**

Training requirements will be identified and an annual training programme developed. The training programme will form part of our set aims for the year. As a minimum our employees will hold CSCS cards appropriate to their level of operations.

In house training will be undertaken via toolbox talks which will be documented.

### **Monitoring and review**

The external safety advisors will, through regular site visits, monitor performance on site. The Site Supervisor will also conduct periodic site inspections which will be documented.

As part of our project management processes we undertake subcontractors and supplier's performance reviews. Site Supervisors will monitor the performance of our Sub Contractors. Ongoing performance monitoring will be via subcontract/site meetings.

Meetings will be held at regular intervals to discuss all aspects of health and Safety and to monitor, review update policy and procedures as necessary.

Monitoring will also be undertaken through incident statistic evaluation and site reports. In light of any identified omissions within our policy which may be raised through our monitoring, such areas shall be reviewed to seek improved control and the policy adapted to suit, with all being made aware of the changes.

### **Drugs and alcohol**

The Company does not permit the consumption of alcohol during working hours and forbids the use of  
47a Court Street, Faversham, Kent, ME13 7AL

illegal drugs. Operatives are reminded that alcohol, on average takes one hour per unit to be processed and therefore care must be taken to ensure that you are not still under the influence of alcohol should you drink the previous evening. It will be the individual's responsibility to notify their line manager when taking prescriptive drugs that may affect their performance putting others and themselves at risk especially when operating plant & equipment.

### **Disputes**

In the event of any dispute regarding health and safety matters; these should be addressed to an immediate supervisor and if not successfully resolved directed to the Managing Director in writing.

### **Discipline**

Failure to comply with the Company Health and Safety Policy or contravention of statutory requirements, regulations, rules or procedures will be disciplined in accordance with company procedures.

### **Company vehicles/personal vehicles used for company business**

Vehicles must be properly driven with due care and attention at all times and properly loaded. Passengers are not allowed to travel in any moving vehicles except in the proper seats provided. Drivers of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner. Only persons with a current full driving licence may drive company vehicles. Driving licences must be submitted to the office upon commencement of the use of a vehicle and annually thereafter.

### **Use of mobile phones**

In line with legislation, the use of hand-held phones while driving on company business is prohibited. They can only be used when safely parked, with the engine switched off, before commencing communication, whether the medium is speech, text or any other form of data transfer.

Hands free mobile conversations should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated. It is preferable for calls to be taken by the answer phone function and replied to when the driver has reached their destination.

On site: use of mobile phones will be restricted to the welfare areas.

### **First aid**

The company shall ensure that adequate numbers of First Aid at Work trained persons and First Aid equipment is provided and maintained within the office at all times. A designated person shall be appointed and be responsible for the maintenance of the first aid equipment including all reserve stocks.

All projects will be assessed for required first aid training, equipment and facility levels and provision made and maintained accordingly. Project designated first aid personnel will be responsible for the maintenance of all first aid provision at site level. Contracts and Site Management will be responsible for ensuring this policy is maintained.

### **Fire**

The Contracts Management shall assess all remote sites on an individual basis. They shall ensure that a fire plan is provided for each project by the Principal Contractor. All operatives will be expected to maintain arrangements in place.

The Managing Director shall be responsible for fire arrangements at our head office. A fire risk assessment of the premises will be undertaken and regularly reviewed.

### **Smoking policy**

In compliance with current legislation smoking is strictly prohibited throughout our office premises and throughout all internal areas on all remote sites. We will determine the smoking policy for external areas on site or comply with those imposed by the Principal Contractor, all employees will be expected to adhere to these arrangements.

### **Welfare facilities**

The welfare facilities provided for all projects will comply with the requirements of the Construction Design and Management Regulations. We will monitor that the Principal Contractor supplies facilities in accordance with these regulations. Our head office premises will comply with the requirements of the Workplace Health, Safety and Welfare Regulations.

### **Housekeeping and waste control**

The company shall enforce a policy of high standards of housekeeping at our premises, within company vehicles and on all project sites. The office have a cleaning and waste control programme in place, to be maintained by the Director and all projects will be assessed by Contracts Managers with appropriate control measures identified to maintain company policy throughout. Site Supervisors shall enforce this policy at site level.

There shall be no burning of waste on sites no fly-tipping of waste materials. All waste shall be controlled in-line with our environmental and waste recycling policy. Site Supervisors shall enforce this policy at site level. All Employees responsible for waste disposal shall comply with this policy. In the interests of safety and to avoid unnecessary injury, materials and products should be sensibly off-loaded and stored.

### **Supervision**

All of our work activities shall be properly supervised though the extent of supervision shall be reliant on a number of factors including, experience of operatives, difficulties of task, risks involved, the work environment, client requirements, knowledge of contractors etc. As a minimum we will appoint a Site Supervisor for all remote site operations.

### **Contractor selection and control**

We shall select contractors from our current database of preferred contractors and consultants, of whose health and safety performance is already known to us and broadly compatible with our own standards.

New contractors will be subject to competency checks prior to appointment through a variety of methods including questionnaire response evaluation, document evaluation, references and interview. Line Management shall be responsible for ensuring this process is adhered to and for the selection of competence vetting method.

Secondary vetting shall be undertaken through evaluation of site-based documentation. Contracts Managers, and Site Supervisors shall be responsible for secondary vetting of projects.

Contractor worker performance shall be controlled through planned and agreed working methods and supervision.

Where contractors consistently fail to perform to standards expected of them, they will be removed and be subject to re-vetting of competency prior to any further appointment. Removal and re-engagement shall be the decision of the Director.

### **Health Surveillance**

Noise / HAV's / manual handling risks will periodically arise. However through planning, assessment and controls, our endeavours shall be to prevent harm from exposure in the first instance, or reduce exposure to the minimum level.

Monitoring in the first instance will be via the monitoring of staff absence reports and accident/incident reports. In order to determine a base line each **employee** will be required to undertake an initial medical questionnaire.

As part of our health surveillance strategy we encourage our employees to undertake eye sight tests annually.

### **Risk assessment, safe system of work and control hierarchy**

It shall be the company policy to assess all aspects of company undertakings to determine significant risks. All significant risks shall be recorded and communicated to those who may be exposed to that risk. Risk assessment shall be reviewed regularly to ensure that they remain suitable and sufficient with any changes being communicated to those affected.

Contractors employed shall be expected to provide assessments and a system of reviewing those risks of their activities. Contracts Manager and Site Supervisor shall evaluate these prior to allowing commencement on any given task, highlighting and taking action on any noted deficiencies.

Our risk control policy shall follow the principle of prevention of:

- Avoiding risks
- Combating risks at source
- Adapting the work to the individual
- Adapting to technical progress
- Substitution of the dangerous for the less dangerous
- Giving collective protective measures priority over individual protection measures
- Giving appropriate, instruction, information and training to employees.

In addition where a specific hierarchy has been determined by regulation, then these shall be followed.

We shall seek specific advice where special risks arise from circumstances of which we are unfamiliar or do not have relevant competencies to properly evaluate or control.

With particular reference to young persons and pregnant women, it is the company policy to take specific account of the vulnerability of these groups and to make assessment of the potential impact of company undertakings upon them to determine adequate controls.

All Management will be responsible for ensuring risk assessment is undertaken as applicable for matters under their direct control. They shall also be responsible for ensuring that safe systems of work are developed and all findings notified to those affected. Site Supervisors, shall be responsible for further site based evaluation to ensure the findings remain suitable or adjust as necessary to

ensure they remain task specific. They shall also be responsible for ensuring the safe systems of work are followed on site.

### **Asbestos**

We are not involved in refurbishment to buildings our only potential for exposure is in the ground. Prior to commencing work we request a copy of the geotechnical and environmental report from the Principal Contractor. Should any risk of exposure be identified we will assess the risk and ensure adequate control measures are in place.

When purchasing our head office premises a visual inspection to identify asbestos was undertaken with none identified. Should we undertake any refurbishments it is our policy to carry out a type 3 survey in that area prior to any work commencing.

### **R.I.D.D.O.R**

It shall be our policy to ensure our company follow the requirements of RIDDOR through:

Reporting to the relevant authority: by the quickest practicable means (by telephone) following awareness of all reportable injuries, dangerous occurrences and also in cases of such diseases as notified to us by a registered medical practitioner. This shall apply equally to employees, directly engaged self-employed persons and members of the public.

We shall record, collate, evaluate for trends all accidents and injuries. We shall investigate all reportable incidents.

We shall advise contractors of their reporting responsibilities in the event of an incident involving their employees.

The Managing Director shall be responsible for reporting to the HSE and notification to our external Safety Advisors. **HSE Incident Centre 0845 3009923**

### **Personal Protective Equipment Regulations**

Following the assessment of risk, the Company will:

- Ensure PPE is available and suitable.
- Ensure PPE is maintained, kept clean and replaced when defective.
- The PPE will be properly stored when not in use.
- Training and information will be given to ensure PPE is properly used.

The Company will not charge any employee for PPE identified to be used in the risk assessment.

### **Control of substances hazardous to health**

No substances that fall into this category shall be used unless an assessment has been made and control measures identified, taking into account the substance format, issues affecting the substance, the environment, purpose of use, routes of exposure, people involved, waste control, hazards arising and emergency actions. All aspects of handling, use, storage and transport shall be considered.

Information about all such substances shall be obtained from the manufacturer or supplier (hazard data sheets – not product information sheets) to enable assessment to be undertaken. **Those ordering materials** shall be responsible for obtaining the safety data sheet and for passing it to the relevant person(s) as appropriate.

The following hierarchy of controls will be followed:

- Avoid use of hazardous substances where practicably possible
- Substitute hazardous materials for non-hazardous materials

- Protection through design of work processes and engineering controls and use of work equipment.
- Control of exposure at source, including adequate ventilation systems.
- Use of PPE

### **The Noise at Work Regulations**

Noise hazards shall be reduced within the Company by following the procedures listed below:

- When noisy plant or equipment is either hired in or purchased, the suppliers will be asked for the noise information details which they are required to provide under these regulations.
- Where existing noisy plant or equipment is used, then measures will be taken to determine the typical noise levels which can be expected from that equipment under normal working conditions.
- Similarly, where it is not possible to establish typical working noise levels due to, say environmental influences, noise level readings will be taken and adequate control measures identified.
- Operatives will be given information and training on the risk of damage to hearing to which they may be exposed and the steps taken to minimise that risk.
- Site Managers will identify the requirements for noise assessments and contact the Company Safety consultant for measurement and advice as necessary.

### **The Manual Handling Operations Regulations**

Where it has been assessed that there is a risk of injury from manual handling, the first consideration will be whether the load needs to be handled, or whether handling can be minimised. Where there is no alternative, the use of mechanical handling aids will be considered in the first instance.

Manual handling assessments shall be undertaken by the management team at the planning stage where possible or by the Site Manager throughout the project.

Staff will receive instruction and training in manual handling.

### **The Electricity at Work Regulations**

The following policy will be adopted within the company:

- All fixed supplies will satisfy the relevant IEE Wiring Regulations and British Standards.
- Regular Maintenance and inspections will be carried out on all electrical appliances, tools, extension leads, transformers and generators etc. to ensure they remain in a safe working condition. The time period between such inspections will depend on the circumstances under which the appliance is to be used, with the minimum requirement being a visual inspection prior to commencement of work.
- All portable tools on site will be run on 110 volts.
- Portable appliance testing will be carried out on a 3 monthly basis on all power tools which are regularly used on site. Tools used infrequently will be subject to a 6 monthly PAT test. At our head office portable appliances will be tested on an annual basis.
- Head Office: Copies of the fixed installation test certificates will be obtained from the Landlord for the electrical and gas installations and the fire alarm system.

### **Working at Height Regulations**

We shall ensure that we carry out our responsibilities as stated in the guide to working at height published by the HSE namely to ensure:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions which could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is carried out is safe;
- Equipment for work at height is appropriately selected and inspected;
- The risks from falling objects are properly controlled.

We shall ensure that working at height is properly planned, appropriately supervised, and carried out as safely as is reasonably practicable.

### **The Workplace Health, Safety & Welfare Regulations**

The Workplace Health, Safety & Welfare Regulations are applicable to our offices and yard area.

- **Maintenance** – Workplaces, equipment, devices and systems will be maintained in an efficient state, working order and good repair. Where appropriate a suitable system of maintenance will be established.
- **Environmental Factors** – Enclosed workspaces will be properly ventilated and kept at a reasonable temperature, regularly cleaned, not overcrowded and with adequate lighting.
- **Rest and Welfare Facilities** – The Company will supply rest facilities as required within the Regulations

### **The Construction Design & Management Regulations**

When we are appointed as Contractor we will comply with the CDM & Construction Regulations. The Company will endeavour to manage all stages of the construction project by:

#### **Nominated Contractor**

- Request adequate planning and mobilisation time..
- Assess the hazards of our work and inform the Principal Contractor how the risks are to be controlled.
- Ensure that the CDM-C has been appointed.
- Ensure that inductions are undertaken and recorded.
- Provide the Principal Contractor with any relevant information as requested for the health and safety file in a timely manner.
- Co-operate with other contractors on health and safety matters.
- Comply with all site rules.
- Ensure adequate welfare facilities are provided.
- Production of information for O & M Manuals on completion of project.

### **Hand Arm Vibration and Whole Body Vibration Syndrome**

It shall be company policy to consider all activities that give rise to the threat of exposure to vibration presenting risk of conditions such as vibration white finger, carpal tunnel syndrome etc. It is recognised that our activities have the potential to present a risk to health in this regard and all operations shall be assessed on a task specific basis to determine the level of risk and identify control measures.

Where applicable; health surveillance will be monitored in line with company policy/procedures.

### **Lifting Operations and Lifting Equipment Regulations**

We shall ensure that we carry out our responsibilities as stated in the Lifting Operations and Lifting Equipment Regulations;

- Planning and supervising lifting operations, appointing competent people to carry out the operation in a safe manner.
- Selecting equipment which is suitable for the task being undertaken which is marked to indicate the safe working load.
- Lifting equipment and accessories will be subject to ongoing thorough examination, 7 day recorded inspections and a visual inspection daily prior to commencement of work. All defect equipment/accessories will be immediately removed from service.
- Operatives will be properly trained and fully conversant with all aspects of safe operation of lifting equipment.

### **Provision and Use of Work Equipment**

In compliance with the PUWER Regulations we shall ensure equipment is:

- Suitable for use, and for the purpose and conditions in which it is to be used.
- Maintained in a safe condition for use so that operatives health and safety are not at risk.
- Visually inspected prior to commencement of work and formally inspected by Site Management at regular intervals. Accompanied by relevant test certificates where applicable.
- Where applicable suitable guards and protection devices will be provided.
- Following of safe systems of work and providing adequate information, instruction and training.

### **Display Screen Equipment Regulations**

When selecting equipment the Company will take into account the working conditions and risks within the workplace.

The equipment will be suitable for the intended use and properly maintained.

Assessments will be undertaken for each workstation and adequate information, instruction and training will be given to all users.

The assessment control measures will include the need for regular breaks from work.

Users are determined and informed of the availability of free eyesight tests.