

# health & safety policy



## GENERAL STATEMENT

The board of Rocket Masonry Limited regards health and safety at work as a matter of foremost importance. It ensures that all reasonably practicable steps are taken for the continuing health, safety and welfare of employees and other people who may be affected by Rocket Masonry's operations. The board allocates the resources necessary to ensure full implementation of this policy.

The policy is given effect by a management system which integrates occupational health and safety with quality and environment. Continuous improvement is sought by setting objectives and measuring performance.

By implementation of this policy Rocket Masonry seeks:

- To ensure compliance with relevant legislation.
- To apply risk assessment to all work activities in order to ensure control through safe systems of work.
- To consult with employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks and to give them adequate training.
- To prevent accidents and work-related ill health.
- To maintain safe and healthy working conditions.

Where appropriate, the operation of the Rocket Masonry management system accommodates client health and safety requirements.

The responsibility of management in implementing this policy is regarded by the board as fundamental to Rocket Masonry's main objectives of operating in an efficient and profitable manner. A director is appointed by the board as director responsible for health and safety to promote the policy and monitor the effectiveness of the system.

This statement of policy is for all Rocket Masonry operations. A copy is given to every employee on recruitment and is made available at every work location.

The policy is reviewed annually and is revised as often as may be appropriate.

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## ORGANISATION

This section of the policy describes the Rocket Masonry organisation to give management control over health and safety.

Ultimate responsibility for health and safety rests with the board of directors.

All Rocket Masonry employees have a significant contribution to make towards accident prevention and are assigned responsibilities as follows:

### MANAGING DIRECTOR

The managing director has overall responsibility for ensuring that the policy is comprehensive, effective and kept up to date.

In particular he will:

- Appoint a director to be responsible for health and safety.
- Ensure that adequate resources are made available to meet the requirements of the policy.
- Sign and date the general statement and see that the policy is reviewed annually.
- Review reports of the company safety officer at management meetings.
- Ensure the communication of company health and safety targets and performance throughout the company.
- Set a personal example of safe behaviour.

### DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY

The director responsible for health and safety promotes and champions the cause of health and safety.

In particular he will:

- Initiate the annual review of the policy.
- Monitor safety performance.
- Chair the annual health and safety management system review meetings.
- Set annual health and safety targets.
- Authorise safety department expenditure.
- Set a personal example of safe behaviour.

### OPERATIONS DIRECTORS

Operations directors are responsible to the managing director for ensuring the implementation of this policy within the business units under their control.

In particular they will:

- Ensure that adequate resources are made available for health and safety in their respective business units.
- Communicate directives to site managers and ensure compliance.
- Initiate disciplinary action, where appropriate, for breaches in health and safety.
- Set a personal example of safe behaviour.

### SITE MANAGERS

Site managers are accountable to their respective managers for ensuring that the works are planned and undertaken in such a way as to give foremost regard to health and safety.

In particular they will:

- Consider at the planning stage and subsequently as the works proceed any hazardous activities, and define by risk assessment appropriate safe systems of work.
- Confirm by regular monitoring that the policy and procedures are being implemented.
- Satisfy themselves that adequate resources have been provided to enable the work to be undertaken safely.
- See that all line managers, supervisors and appointees are trained, competent and aware of their responsibilities.
- Implement, monitor and report on the business unit health and safety targets
- Verify that procedures for the control of temporary works are implemented
- Appoint the following, where appropriate
  - first aiders
  - lifting operations co-ordinator
  - COSHH co-ordinator
- See that all statutory registers, reports, records, certificates, notices, placards, and posters are properly maintained and/or displayed.
- See that health and safety records are maintained.
- Confirm through regular meetings with the client, Rocket Masonry personnel, sub contractors and the visiting safety officer that satisfactory arrangements for health and safety are in place and their effectiveness is kept under review.
- Ensure that adequate arrangements are made for consultation with the workforce on health and safety issues.
- See that personal protective equipment needs are assessed and that an adequate supply is available, issued and properly used.
- Arrange for the provision of adequate welfare facilities and first aid.
- Investigate, record and report on all accidents and dangerous occurrences and ensure that remedial measures are taken to avoid recurrence.
- Set a personal example of safe behaviour.

## ALL EMPLOYEES

It is the statutory duty of all employees to comply with sections 7 and 8 of the Health and Safety at Work Act, i.e.:

- To take reasonable care for the safety of themselves and of any other person who may be affected by what they do or fail to do at work.
- To co-operate with their employers or any other persons in the performance of their statutory duties.
- Not to misuse or interfere with anything provided in the interests of health, safety or welfare.

All employees must also comply with the requirements of this policy and co-operate with Rocket Masonry in its efforts to prevent accidents and ill health.

In particular they will:

- Read and comply with the location rules.
- Behave in a responsible manner at all times.
- Develop and demonstrate a personal concern for the health and safety of themselves and others.
- Report damage to plant and equipment to their immediate supervisor.
- Use only that plant and equipment for which they have received training and authorisation
- Use and look after the protective equipment provided and report to their supervisor when it becomes worn or defective
- See that any personal injuries are recorded in the accident book.
- Propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace.

## ENSURING HEALTH AND SAFETY

### RISK ASSESSMENT

Hazards arise in the course of operations. The first step to controlling them is to prepare risk assessments. Later steps are to have in place plans and procedures for the management of risk, and to see that these are effective.

### METHOD STATEMENTS

Method statements define management, how tasks are done and verification requirements. They deal with quality, environmental and health and safety matters.

Within the health and safety system three categories of procedure are identified:

- Support procedures, describing the management of activities needed to support safe working. For example equipment control, accident reporting.
- Hazard related procedures describing how to proceed safely in the presence of certain hazards. For example working in confined spaces.
- Task related procedures describing the management of specific tasks so that they are carried out effectively and safely For example steam cleaning.

The means of communicating the contents of the method statement to the work force are defined within the statement itself.

### TRAINING

Rocket Masonry recognises the importance of providing all its employees with comprehensive health and safety training. The responsibility for providing this rests with site management. Each year all employees are appraised and on this basis an annual training plan is prepared and put into practice. Additionally, particular training needs for projects are identified and met. It is the responsibility of site managers to ensure that people are suitable trained for the work they are doing. Safety awareness is maintained by providing safety induction and method briefings for site workers.

The aims of health and safety training are to:

- Ensure familiarity with and commitment to this policy.
- Teach good working practice as set out in the health and safety system.
- Define roles and responsibilities including those arising in relation to preparing for and dealing with emergencies.
- Understand the significance of departing from health and safety practice.

These aims are defined in training material and courses.

## MANAGING FOR IMPROVEMENT

### ACCIDENT RECORDING, REPORTING AND INVESTIGATION

The responsibility for recording, reporting and investigating accidents rest with site manager or designated safety officer.

Rocket Masonry arrangements are designed to:

- Satisfy statutory reporting requirements.
- Provide measures of safety performance.
- Prevent recurrence and promote improvement.

## CONSULTATION

Rocket Masonry ensures that employees are able to discuss and offer advice on matters which affect their health and safety by:

- Requiring site managers to be willing and available for discussion.
- Discussion in the course of safety tours undertaken by managers.
- Making provision for joint consultation with appointed safety representatives where such appointments have been made in accordance with legislation.

## PARTICULAR ARRANGEMENTS

### FIRST AID

Rocket Masonry is committed to providing sufficient facilities, equipment and trained personnel to deal with accidents and injuries occurring at work. The location of first aid equipment and names of first aiders are prominently displayed so that assistance can be obtained in the shortest possible time.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is issued where risks exist which cannot be removed completely or reduced to an insignificant level.

Site managers ensure that protective clothing and equipment is assessed, issued and used in accordance with current legislation and standards.

In particular, anyone working on or visiting a site is required to wear a safety helmet, high visibility clothing and safety footwear.

### INCIDENTS AND EMERGENCIES

The aim is that any risks arising from work activities are either eliminated or reduced to a minimum. Nonetheless the possibility of a major incident must be considered. Health and safety plans define the arrangements and, where appropriate, client requirements.

Arrangements are usually communicated through written instructions made generally available on notice boards. In addition, employees are given training and practice in how to respond to emergencies.

### PROVISION AND USE OF WORK EQUIPMENT

Rocket Masonry recognises the importance of:

- Providing and maintaining plant and equipment that is safe and without risk to health.
- Having competent plant operators.
- Operating plant and equipment safely.

### HAZARDOUS SUBSTANCES

Rocket Masonry acknowledges that no substance can be considered completely safe.

All reasonable steps are taken to ensure that exposure of employees to hazardous substances is assessed or prevented or at least controlled to within statutory limits.

All employees are provided with information and instruction on the nature and likelihood of their exposure to hazardous substances.

### MANUAL HANDLING

Manual handling accounts for one third of all reportable accidents in the construction industry.

- Avoid manual handling - find alternative ways of doing the job so that risk of injury is reduced or eliminated.
- Assess the risk - take into account the nature of the task, the load, the work environment and individual capability.
- Train - train workers in manual handling at induction and method briefings. Communicate the findings of the risk assessments to those at risk.