



# HEALTH & SAFETY POLICY



# HEALTH & SAFETY POLICY STATEMENT & ARRANGEMENTS



# HEALTH & SAFETY POLICY



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# HEALTH & SAFETY POLICY



## General Statement

It is the policy of the CCP Building Products Limited to provide and maintain for both its employees and visitors:

- Safe and healthy working conditions
- Safe systems of work
- Compliant equipment that is fit for purpose

To provide such information, training and supervision as is required for them to contribute to its wellbeing.

The top management of the CCP Building Products Limited have a “Zero mind set” with a belief that all recorded accidents or incidents are avoidable”.

It is their intension that the Company shall make available enough resources to enable this Health and Safety Policy to be implemented effectively.

The roles & responsibilities for matters concerning safety and its arrangements are laid out in the extended version of the CCP Building Products Limited Health & Safety Policy.

This CCP Building Products Limited Health and Safety Policy shall apply to all employees, self-employed persons and visitors working or attending any premises of the CCP Building Products Limited.

This policy will be maintained in accordance with the Health & Safety at Work Act 1974 Act and other legislative articles and be reviewed on a timely basis as is summarily or commercially required.

Signed:

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**Paul Blanchard**  
**Managing Director CCP Building Products Ltd**



# HEALTH & SAFETY POLICY



CCP Building Products

## HEALTH & SAFETY ARRANGEMENTS

### 1. Health & Safety Risks Arising from our Work Activities

The Company assesses the risk to the health and safety of anyone who might be affected by our activities. These assessments are carried out by competent personnel, with significant findings being documented separately from this policy; with actions to remove, reduce and control risks being approved, implemented and reviewed to an acceptable level.

Risk assessments will be reviewed and updated every 12 months or when the work activity changes, whichever is the soonest.

### 2 ops managers responsibilities

#### Detail the responsibilities of the Site Managers

### 2. Consultation with Employees

Employee consultation on health and safety matters will take place at our regular management/team meetings, or as the need arises.

Employees are expected to lead by personal example and foster a positive attitude towards health and safety in the workplace. Commitment is not only words, but through visible action.

### 3. Safe Plant & Equipment

CCP through the etc make this a general statement The Group SHEQ Manager and or the Site Operations Managers are responsible for ensuring that:

- All plant, machinery and equipment requiring maintenance is identified and effective maintenance procedures are drawn up
- All maintenance procedures are followed
- Any borrowed or hired equipment is accompanied by all appropriate maintenance and inspection records
- That second-hand plant and equipment meets health and safety standards before it is purchased or hired in.

Employees are responsible for ensuring that:

- All plant and equipment (including electrical equipment) is inspected visually prior to its use
- Any defects are reported immediately to their manager.
- All plant and equipment are NOT operated by individuals untrained to do so.



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## **4. Safe Handling & Use of Substances**

Risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) will be assessed. Action to remove, reduce or control identified risks will be taken.

Material Safety Data Sheets (MSDS) shall be obtained from the material suppliers, which will be used to complete the CCP Building Products Limited Register of Hazardous Substances. Products will be stored in accordance with the manufacturer's guidelines.

Flammable materials, paints, thinners and solvents in regular use should be stored in metal cabinets. Any person handling flammable materials should ensure that only the minimum quantity required is removed from its store. Once the task is completed such materials should be returned as soon as practical and NOT left on benches.

All employees shall be informed as to the availability of the COSHH Register. All relevant employees shall be made aware of the outcomes of any COSHH assessments and potential hazards of materials and or combinations of materials prior to first use.

COSHH assessments will be reviewed in a timely manner or when the work activity changes, whichever is soonest.

## **5. Information, Instruction & Supervision**

The Health & Safety Law 'What you need to know' poster shall be displayed at each of the CCP Building Products Limited facilities.

Additional advice can be obtained from the Health & Safety Executive Redgrave Court, Merton Road, Bootle, Merseyside. L20 7HS or via HSE Website: [www.hse.gov.uk](http://www.hse.gov.uk)

All young people and trainees (those under 18 years of age) will be appropriately supervised. A Risk Assessment for the work activities they are engaged to do will be carried out and explained to the young person, their parents or guardians and in the case of work experience, the school, the work experience organiser and local education authorities.

Site Operations Managers are responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

## **6. Competency for Tasks & Training**

The CCP Building Products Limited is committed to investing in people and recognises the importance of an informed, competent and motivated workforce. The skills, knowledge and professionalism of employees are highly valued.

Training needs are assessed using risk assessment and subsequent reviews for each type of work. These include basic skills training, specific on-the-job training and training in health and safety procedures.

## **6. Competency for Tasks & Training (cont.)**



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The Group SHEQ Manager or his representative will provide all new employees with health and safety training as part of their induction programme, including arrangements for first aid, fire evacuation and other role/task specific training requirements.

Original Records of all health and safety training undertaken will be kept at The CCP Building Products Head Office at Llay and will be monitored by the Group SHEQ Manager. A duplicate reference copy will be maintained at CCP Building Products Limited sites for employees working at them.

## **7. Accidents, First Aid & Work-Related Ill Health**

Employees are required to report all accidents, near misses and cases of work-related ill health immediately to their Site Operations Manager and complete the accident book which are kept at each CCP Building Products Limited site.

All accidents, diseases, and dangerous occurrences i.e. RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013) will be reported by the Group SHEQ Manager as appropriate to:

Website: [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

Telephone: 0845 300 9923

## **8. First Aid**

CCP Building Products Limited Appointed Emergency First Aiders are:

- Chris Pritchard (Llay – Green Team)
- Gary Ashbrooke (Llay – Blue Team)
- Tomas Gittins (Llay - Office)
- Stuart Wilson (Middlewich)
- Lee Speight (Bury)
- Jordon Crook (Bury)
- Philip Keidel (Aberdo)
- Vicky Harrison (Aberdo)
- Stuart Aitken (Aberdo)

First Aiders are responsible for:

- Administering first aid in the event of an accident and ensuring incidents are reported in accordance with the company accident reporting procedure
- Ensuring that the first aid boxes are maintained, and the contents replenished as necessary
- Holding a valid First Aid Certificate and undergoing external refresher training every three years.

## **9. Monitoring**

Appropriate planning, monitoring and review of the procedures and implementation of the health and safety policy shall be carried out to ensure that the working conditions and safe working practices of the CCP Building Products Limited are effective and being complied with. Monitoring and review of these practices shall be carried out by:



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- **Active Monitoring** – monitoring feedback from employees and visitors
- **Reactive Monitoring** – recording and investigating occupational ill health, injury, damage to property and equipment and near misses



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## 10. Emergency Procedure – Fire & Evacuation

The company takes all reasonable steps to prevent fire on its premises in accordance with The Regulatory Reform (Fire Safety) Order 2005.

Emergency procedures (including carrying out fire risk assessments, inspection and testing of fire extinguishers, fire alarms, checking the means of escape and emergency evacuation procedures) are laid out in the Fire Risk Assessment carried out by the Group SHEQ Manager.

The CCP Building Products Limited Fire Marshalls are:

- The Site Operations Managers
- Or their deputy

Fire Procedures – the procedure to be followed in the event of a fire is displayed on the Company Notice Boards at each CCP Building Products facility. Periodic fire drills will take place and all employees are expected to take part and the procedure to be taken seriously.

The fire bells are in the production area at the fire stations and in the main office. These will be tested periodically. Fire extinguishers of various types are provided. Please note their positions and intended use.

Employees are given adequate fire safety training; employees with no training are not expected to attempt to extinguish fires.

Under the new European Standard all fire extinguishers are painted red and now carry different coloured labels denoting their intended use. The labelling system is as denoted below with their recommended use shown in shaded blocks.

Type of Extinguisher	Colour Labelling	Freely Burning	Flammable Liquid	Flammable Gases	Electrical Hazards
Water	Red				
Foam	Cream				
CO2	Black				
Dry Powder	Blue				

## 10. Emergency Procedure – Fire & Evacuation (cont.)

Fire exits – fire exits are shown on the site maps displayed on Company notice boards. All fire exits must always be kept clear.

## 11. Safety Training

All necessary training will be provided to employees to ensure they are able to do their job safely. No employee will be allowed to use any equipment or materials which may be dangerous or hazardous unless they have been instructed in their use and dangers and the appropriate precautions taken.





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All employees are required to attend any health and safety training provided.

## 12. Personal Protective Equipment (PPE)

In some operations, Personal protective equipment (PPE) is required. PPE will be provided by the Company as is appropriate, i.e. overalls, gloves, safety goggles, safety boots etc.

Employees shall use PPE / RPE items designated by the task to be undertaken to ensure their safety and in any instance take particular care in respect of the following areas:

<b>Eyes:</b>	Hazard – Chemical and metal splash, projectiles. PPE / RPE: Eye Protection / Respiratory Protection (FFP3)
<b>Hands &amp; arms:</b>	Hazard – Abrasions, temperature extremes, skin infection PPE: Gloves, overalls
<b>Feet:</b>	Hazard – Crush, trap, impact etc. Tripping PPE: Safety boots, other measure – heels of no more than 75mm
<b>Body:</b>	Hazard – Temperature extremes, adverse weather, Dust Inhalation, Liquid / Chemical, Splash / Absorption, PPE: Overalls / Aprons etc.

## 13. Workshop

No machinery of any type should be used when working alone.

No machinery should be operated unless the operative has been trained to use it.

Whereas the company is responsible for the overall condition of all tools and equipment it can only do so with the co-operation of its employees. All equipment will be maintained at regular intervals and records of any deficiencies kept.

The employee is responsible for reporting any such deficiencies to their Site Operations Manager.

## 13. Workshop (cont.)

The Workshop area must always be kept tidy. All equipment must be used with due care and attention and in accordance with the manufacturer's instructions adopting the appropriate working practices with attention being paid to:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Operational | Not overloading the equipment                      |
| <input type="checkbox"/> Operational | Not over speeding the operation                    |
| <input type="checkbox"/> Apparel     | No loose clothing. Clothing to be always secured.  |
| <input type="checkbox"/> Personal    | Long hair will always require securely tying back. |
| <input type="checkbox"/> PPE         | To be always used as demanded by the task          |

## 14. Electrical Equipment

Where practicable low voltage equipment should always be used.

Only individuals qualified to maintain electrical equipment shall do so.



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If a qualified competent employee is working alone, mains powered equipment must not be used with the covers removed.

**Plugs and cables** – all power leads and multiple extensions are to be

- **Annually**
  - Formally inspected, tested and marked as safe once a year.
- **Prior to use**
  - Employees must ensure that the correct plug and the equipment is in safe condition and fit for use.
  - Frayed or damaged cables shall be completely replaced.
  - Report any damage to their line manager and remove the item for repair

**Portable equipment** – a list of portable electrical tools and equipment will be maintained. All items will be:

- **Annually**
  - Formally inspected, tested and marked as safe once a year.
- **Prior to use**
  - Employees must ensure that the equipment is in safe condition and fit for use.
  - Frayed or damaged cables shall be completely replaced.
  - Report any damage to their line manager and remove the item for repair

**Socket outlets** – Only qualified competent individuals undertaking maintenance procedures should operate a powered unit with its covers removed.

In such instances the unit must be suitably fused, for instance powered via a residual current circuit breaker, and made safe as is practical. Other individuals with no part to play in the maintenance procedure being carried out should be removed from the area.

Socket outlets have RCB protection provided at the fuse board these should be clearly labelled are clearly labelled.

Where RCB protection is not available at the fuse board the plug-in RCB's are provided for this purpose.

It is CCP policy, wherever possible to provide enough socket outlets for direct connection but we do recognise that is not always possible. Therefore, should a multi-way adaptor be required, a short extension lead with a multi-socket block must be used.

Employees must not take any risks at any time.

**Outdoor electrical equipment** – all electrical equipment used outdoors or in damp conditions must be protected by a residual current circuit breaker.

**Electric Shock** – Notices are displayed on what to do if someone gets an electric shock. All employees are required to read them.



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## 15. PC Workstations

To comply with the Health & Safety (Display Screen Equipment) Regulations 1993, all PC workstations will be checked on an annual basis (or sooner if changes are made) to assess the risks arising from their use and to reduce those risks to the lowest level practicable.

A register of all PC workstations will be maintained. Employees are required to turn off the monitor when not in use and ensure the screen is kept clean and their workstation is kept clean and tidy.

## 16. Housekeeping & Premises

**Access & Egress** – employees should assist in keeping all areas of the site and workplace in a safe and clean condition and ensure that there is always safe access and egress to all areas.

**Cleanliness** – the sites, offices and factory areas shall be kept cleaned on a regular basis.

**Waste disposal** – All or any waste must be dealt with in compliance with the CCP Building Products Limited established procedures ENV200 – Material recycling and Waste Management Procedure.

Designated receptacles are situated at CCP Building Products Limited sites for this purpose.

**Safe stacking of finished material** – Finished concrete product (Blocks, Bricks and Flagstones) must be stored on even, compacted ground to a maximum of five packs high where condition permit.

All finished concrete product is to be stacked in a uniform manner only authorised and trained personnel are allowed to stack such items in our storage areas.

**Gangways/exits** – all main gangways and Fire Exits are to be kept clear of obstructions which may cause a hazard or prevent safe access or egress. Precautions will however be taken when in areas not designated as gangways.

## 17. Manual Handling Operations

Employees are required to make full and proper use of any handling aids and PPE provided. Employees are always required to exercise care and diligence, giving consideration to others who may be affected by the manual handling activities.

Employees are required to advise their Site Operations Manager of any medical condition which might affect their ability to undertake manual handling operations.

## 18. Smoking

The Company prohibits smoking by all its employees, visitors and contractors on any part of its premises except within the designated areas provided.

- Employees disregarding this rule may be subject to disciplinary action.
- Contractors or Visitors disregarding the rule may be asked to leave the site.



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- Employees exercising their right to smoke in designated areas shall only do so during official break periods or whilst off duty.

The Company also prohibits smoking by its employees on any customer's premises, except with the permission of the customers and then only within the designated smoking areas provided (if available). Employees disregarding this rule may be subject to disciplinary action.

## **19. Mobile Phones**

Mobile phones must only be used in compliance with the Company Mobile Phone Policy. Any breach of Health and Safety regulations in connection with the Mobile Phone policy may result in disciplinary action being taken.

Hands free facilities are provided for company car users under no circumstance must hand held mobile phones be used unless the vehicle is stationary and safely parked to do so.

## **20. Visitors and Contractors**

All self-employed persons, visitors and contractors are required to abide by the Company safety procedures. Any employee receiving a visitor or contractor must ensure they are conversant with the company safety and emergency requirements. All visitors and contractors are required to sign in and out of the premises.

Contractors are required to discuss with the appropriate management the work to be carried out and if required provide an appropriate Method Statement so that an appropriate Risk Assessment can be carried out where necessary.

## **21. Working on Customers Premises**

All employees who work on a customer's site must be competent and able to work unsupervised and whereas they are to abide by their hosts health & safety protocols due diligence must also be given to CCP Building Products Limited health and safety protocols.

In addition to statutory responsibilities, employees must comply with site or office rules and any associated codes of practice relevant to the work being undertaken in respect of the contract. If in any doubt, employees should seek clarification from their supervisor or from CCP Building Products Limited's MRQEH.

Employees must ensure that all equipment taken on a customer's premises is fit for purpose, complies with the current statutory requirements and that they use it safely.

## **22. Sustainable Environment**



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The CCP Building Products Limited conducts its operation in a manner that reflects a commitment towards the protection of the environment and compliance with all applicable environmental laws and regulations.

Although the CCP Building Products Limited is not a business which creates severe pollution problems, it is committed to:

- Minimise our waste to landfill through a professional waste management partnership
- To better manage our water resource with a view to reduction wherever possible
- To improve power and fossil fuel usage

The CCP Building Products Limited will wherever possible endeavour to:

- Re-cycle packaging materials and other materials
- Limit use of toxic chemicals and encourage the use non-CFC products
- Ensure all Company vehicles run as efficiently as possible.
- Ensure our heating and air conditioning systems are regularly serviced
- Turn off electrical equipment when not in use

### 23. Adherence to Health and Safety Requirements

Employees are required to comply with the Company Health and Safety policy and procedures. Failure to comply may result in disciplinary action being taken in accordance with the Company Disciplinary Policy & Procedure.

Any serious breach of health and safety will be treated as Gross Misconduct and may result in the summary dismissal of an employee.

<b>Process Owner:</b>	Tony Hartley-Jones - SHEQ Manager
<b>Authority:</b>	Paul Blanchard– Managing Director
<b>Author:</b>	Tony Hartley-Jones - SHEQ Manager
<b>Reference:</b>	HSM2-1-A Health and Safety Manual
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