

CWSEC Ltd t/a Beautiful Basements

Health & Safety Policy

Revision 3
October 2019
Adopted January 2020



Basement Build
Conversion
Retro-fit
Waterproofing

Principal H&S statement

'Through the acts and omissions of all employees and stakeholders of CWSEC Ltd t/a Beautiful Basements, as well as a commitment from the managing staff, ALL personnel working for, with and around the company will remain protected from injury and ill health.'

Executive Summary

This document outlines the processes which Beautiful Basements will undertake to ensure the principal H&S statement is met on a daily basis, demonstrating the company is working towards an environment and mentality of 'best practice'.

We will ensure the Health and safety at work of all our workforce, in both the office and onsite. In doing so, we will in turn, protect any other persons who may be affected by our working activities. As a company we will strive to comply with the requirements set out in the Health and Safety at work act 1974.

1. Awareness:

Beautiful Basements workforce and its stakeholders have all been made aware and have an understanding of the general health and safety hazards and the associated risks that affect our business and its operations.

1.1 Health and safety policy statement

The necessary resources are made readily available through our online portal in which all of our workforce and stakeholders may gain access. All of our workforce and stakeholders are aware of this policy and are committed to the effective implementation of it.

1.2 Communication and Consultation

Our aims for effective Health and Safety implementation are communicated to our workforce and stakeholders via verbal discussions and through the online portal. All changes will be consulted upon during a period determined prior to implementation. Relevant sections of policy and procedures will be made available to sub contractors as and when necessary.

1.3 Roles and Responsibilities

Individual roles and responsibilities for health and safety will be defined, as necessary and within job descriptions. (We are aware that individuals roles may change depending on their working location, as our larger sites will have definitive lines of accountability, whereas smaller jobs may only require 1-2 persons to carry out).

Company Management will ensure that:

- Adequate resources are readily available for the effective implementation of its policy and procedures.
- Health and safety is adequately assessed, controlled and monitored by means of effective risk assessment prior to works being carried out. On occasion Site manager may have to dynamically assess a hazard if something unforeseen should arise.
- Our workforce and stakeholders are actively involved in matters that affect the health and safety performance of the company.

1.4 Hazard identification

We will as a company endeavour to identify the hazards that may become apparent during our operations on site, in the office and general movements of company personnel during the working day. We will liaise our findings to all personnel involved or

associated with our company. Safe systems of work (SSOW) will be drawn up to include Risk assessments and Method Statements as a minimum.

We will require ALL Sub contractors to supply us with the same details outlining specific hazards associated with their working activities.

2. Competence:

The workforce and stakeholders at Beautiful Basements have the level of competences to carry out their work on behalf of the company to minimize the risks to their own or anyone else's health and safety whilst in the work place.

2.1 Training

The workforce will be adequately trained in health safety. Regular instruction through means of toolbox talks, briefings and meetings will explain any newly identified hazards and the associated issues surrounding them. Levels of understanding will be determined by senior members of staff (MD, Operations Manager, Site Managers).

We will carry out due diligence on newly appointed contractors, ensuring to obtain relevant and necessary paperwork outlining their competencies (training records, references etc).

Beautiful Basements supports the Construction Skills Certification Scheme (CSCS). All site workers employed by Beautiful Basements will be required to obtain the necessary CSCS card relevant to their experience and qualifications.

2.2 Behaviour and Culture

Health and Safety is to be led by example by Beautiful Basements Management. The management along with site managers will undertake site visits and checks to ensure that safety issues are identified, assessed and correctly managed. A reporting system will be implemented to ensure that anyone can raise legitimate health and safety concerns of which management will act upon.

2.3 Risk assessment and management

Workplace hazards will be risk assessed at the beginning of the task and at determined periods thereafter. Unforeseen hazards may at times be dynamically assessed by senior staff should the need arise. All projects will have a health and safety folder made available throughout the course of the project in which all personnel and visitors may have site of at any time. We will take necessary action to prevent, reduce or control risks to a level acceptable to the working environment, thus reducing the potential for incidents and accidents.

Sub contractors and Stakeholders will be required to identify any further health and safety risks that may affect the working activities taking place on the construction sites overseen by Beautiful Basements.

3. Compliance:

All of our work activities are carried out in such a way that compliance with legislation is achieved. Our company and its employees are empowered to take the necessary actions to reduce and minimize health and safety risks in our workplace.

3.1 Incident investigation

All accidents, incidents and near misses are reported in the books located in each of the company vans, and at each site. Moving forward we will review the incident books at the end of each project, any lessons learned from reported incidents will be used during the next project briefing to ensure the workforce and management are onboard with the changes needed to reduce the likelihood of a repeated incident.

3.2 Measuring Performance

Beautiful Basements will actively and openly review the performance of health and safety within the company and report on its findings to the workforce and stakeholders. Improvement plans may be drawn up should the management deem it necessary at the time of review.

3.3 Health and Safety Management system.

Beautiful Basements will implement a management system in order to ensure that we comply with legislation outlined in HASAWA 1974. The implemented system will be based around the guidance set out in HSG65 (updated as and when new legislation and guidelines are issued).

4. Delivering Our Policy

Our policy will be delivered through the following processes;

- Generating a workplace culture that allows health and safety to take precedence, in turn allowing work productivity to heighten through less work hours being lost.
- Involving all personnel in the process of designing and implementing our management systems.

Working Groups have been implemented to ensure that the workforce and stakeholders are involved in the decisions made surrounding their own health and safety in the workplace.

The table below shows the two groups that currently meet;

Meeting title	Attendees	Chair	Frequency	Location	Minutes to	Discussion points
Beautiful Basements Health, Safety and Environment Review Group	Directors Construction Director Admin Director	CD	6 monthly	Office Away day	Attendees	Policy review Strategy review
Annual Employees Meeting – AWAY DAY	Directors – Construction and Admin Site managers All Employees	CD	Annually	To be determined annually	All employees (made available to subcontractors upon request)	By agenda

Date: October 2019
Review date: October 2020

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