

G. & B. FINCH LTD

Batemans Farm, Great Leighs,
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Health and Safety Policy

1. General Statement

- 1.1. It is the policy of G. & B. Finch Ltd. to safeguard, so as is reasonably practical the health, safety and welfare of Employees whilst at work.
- 1.2. To ensure, as so far as is reasonably practical, that the conduct of their operation does not expose to risks to their health and safety, persons who are not employed by them.
- 1.3. Recognise the legal requirements relevant to health and safety which apply to their activities.
- 1.4. Ensure compliance with this policy.

2. Operation of Policy

- 2.1. In order to ensure that the policy is carried out the managerial responsibility for health, safety and welfare of employees and for health and safety of those affected by their operations will be specified in writing.
- 2.2. Discussions of health and safety matters by all levels of the Company and consultation with employees will be used to develop an awareness of the need to prevent accidents and risks to health.
- 2.3. Training and instruction will be given, including where appropriate training in legal requirements, organisation and systems of work, operations of machinery and accident prevention.
- 2.4. Work will be planned and organised in a manner which will help to eliminate risk of injury, disease and loss.
- 2.5. Safety activities will be coordinated with clients, main contractors and individual contractors working on the same site.
- 2.6. Company procedures for investigating and reporting personal injury, dangerous occurrences, damage and loss will be used and action taken to void foreseeable reoccurrences.
- 2.7. The health, safety and welfare performance of the Company will be monitored.

3. Organisation

- 3.1. The responsibility for all health and safety matters is with **L. S. Finch**.
- 3.2. Other Directors are responsible to the Managing Director for all health and safety matters relating to activities under their control.

4. Arrangements

The Managing Director will liaise with managerial, contract and supervisory staff to identify activities which affect the health and safety of persons to whom there is a duty, and advise on systems of work and procedures with a view to eliminating the hazards. The Manager and Director will ensure that experienced personnel, and where necessary suitably trained personnel, are employed.

5. All employees will be regularly informed of their duties, not only themselves, but also to other people and the general public.
6. The Company will produce and circulate procedure notes giving advice on responsibilities and practical aspects of particular activities as appropriate.

7. Individual Responsibilities

All Employees have a legal responsibility under the Health and Safety at Work Act 1974 to cooperate with the Directors and the Company in implementing the Company's policy for health and safety. It is the responsibility of employees to:

- a) Develop a personal concern for the safety of themselves and others, particularly newcomers and young persons.
- b) Work safely as instructed by the Manager or Director, bearing in mind their responsibility to themselves, other people and the general public.
- c) Warn new Employees about known hazards.
- d) Use proper means of access at or about the work place.
- e) Avoid improvising which entails unnecessary risks.
- f) Use protective equipment where it is statutory i.e. goggles, ear defenders, etc.
- g) Use protective clothing including helmets, industrial gloves and suitable footwear.
- h) Use and keep tools in good condition; report to the Manager or a Director defects in plant, equipment and tools.
- i) Keep the work place tidy.
- j) Refrain from horseplay and abuse of welfare equipment.
- k) Abide by Company policy.

8. Personal Protection

Protection of equipment is provided for your safety and comfort. Such equipment as is necessary will be issued by the Manager or a Director. Look after it carefully and use it properly.

9. Protection of the Head

The wearing of safety helmets where prescribed by Management shall be a condition of employment. It is the policy of this Company to require the wearing of safety helmets at all times when in the vicinity of construction operations or where risk of head injury exists.

10. Protection of the Eye

Goggles should be worn when necessary and when prescribed by the Company.

11. Protection of Ears

Ear defenders must be worn in noisy conditions such as piling or concrete breaking, or when operating noisy plant.

12. Protection of the Lungs and Throat

Suitable masks must be worn in conditions giving rise to harmful dust or fumes.

13. Protection of the Hands

To protect your hands from the effects of chemicals, oil, cement etc. or from injury when handling other materials such as rough timber, suitable gloves should be used.

14. Protection of the Feet


You should wear safety footwear, and details of how the Company can help you purchase this footwear are available from the Manager.

15. Plant and Transport

- a) Licensed mechanical vehicles under 3 tons in unladen weight may be driven only by drivers who are in possession of a current UK driving licence (this excludes drivers holding a provisional licence), and who are over 18 years of age. Drivers of licensed vehicles over 3 tons in unladen weight must be 21 years of age or over and in possession of a current heavy goods licence. Only those employees who have been authorised by the Manager or a Director are permitted to drive Company vehicles.
- b) Riding on dumpers, trailers or any other place not adapted for conveying passengers and on goods hoist platforms, cranes and attachments is absolutely forbidden.
- c) Keep clear of all moving / working plant and machinery. If it does become necessary to approach it, make sure that you are within view of the driver or operator and that he is aware of your presence.
- d) If for any reason work has to be done under the raised skip of a concrete mixer, then a safety hook must be fixed to prevent the accidental fall of the skip. If the hook is missing or defective, this must be reported immediately to the Manager or a Director, and in the meantime an effective strut used.
- e) If you drive a Company or hired vehicle, machine or other plant, make sure that you know the rules and instructions applying to that vehicle, machine or item of plant. If in doubt, ask the Manager.

16. General

These rules and any others which may be specific to the site that you are working on are there for your protection and safety and must be obeyed. However, rules cannot cover every contingency; if you are ever in doubt, ask the Manager, Site Supervisor or a Director of the Company.
REMEMBER, AN ACCIDENT IS NOT ALWAYS SOMETHING THAT HAPPENS TO SOMEONE ELSE – IT CAN HAPPEN TO YOU. KEEP YOUR EYES AND EARS OPEN AND YOUR WITS ABOUT YOU, AND THINK BEFORE YOU ACT.

Signature: 

Date: Jan 2024

Directors: S. R. FINCH, B. J. FINCH, L. S. FINCH. Registered Office: Batemans Farm, Great Leighs, Chelmsford, Essex CM3 1PU. Registered No. 1110698. England

HAULAGE AND RECYCLING WITH A QUALITY SERVICE TO THE CUSTOMER