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1. Policy Statement

The McGrath Group acknowledges the importance of ensuring the health, safety and welfare of all its employees, so far as is reasonably practicable. We also accept our responsibility for other persons who may be or can be affected by our activities.

All staff, supply chain partners and subcontractors are required to work actively to create and maintain a positive Health & Safety culture.

Our organisation is committed to going beyond our statutory duties and legislative compliance in effectively minimising and managing any risks associated with the nature of our business.

Health and Safety should never be compromised for other objectives. Employees will be consulted on day-to-day health and safety conditions.

Clear instructions/information and adequate training will be provided to ensure employees are competent to do their work.

Safe and healthy working conditions will be provided and plant, equipment and machinery will be maintained. The storage/use of substances will be carried out safely.

To this end, the McGrath Group operates an occupational health and safety management system which is audited and certificated against International Standard OHSAS 18001. The system provides a structured, systematic framework for managing all of our business activities in a safe manner.

Competent people will be appointed to assist us in maintaining this approach including, where appropriate, specialists from outside the organisation. Financial provisions are in place to ensure the implementation of the Policy.

2. Responsibilities

The Board of Directors is ultimately responsible for ensuring this policy is fully implemented and providing the resources to ensure our commitments to Health & Safety are fully met. Our Health & Safety Management team and Committee are responsible for maintaining and implementing the management systems and all measures and procedures contained in it.

Every employee is responsible for taking reasonable care when carrying out their duties and ensuring they uphold and discharge the commitments contained in this Policy. Each individual has a legal obligation for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions.

All employees have a legal duty to act upon any hazards they are or become aware of during the employment within the company.

As required by the Health and Safety (Consultation with Employees) Regulations 1996 all employees will be consulted on all matters that affect their Health & Safety whilst at Work.

Adequate facilities and arrangements will be maintained to enable all employees and their representatives to raise issues of health and safety.

3. In practice

Our aim shall be zero accidents and to create a healthy and safe work environment.

We will always implement the following measures to ensure we fulfil our commitments to health and safety:

- Effective Health & Safety Management systems appropriate for the nature of our business activities. All risks are mitigated by using the appropriate risk management strategies.
- It is the duty of Managers and Supervisors to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.
- All staff will be given such information, instruction and training as is necessary to enable the safe performance of work activities.
- We provide a safe working environment at all times for employees and subcontractors and to ensure that others around them work safely.
- Documented site inspections of health and safety will be carried out by our Health & Safety team which assess a number of factors including: staff behaviour, PPE, equipment/plant, safety signage, materials handling etc.
- Where the use or operation of a machine, method of working or other influencing factors that constitute a danger to staff or another person exists the employee or subcontractor is instructed to refuse to operate the machine. The employee or subcontractor may also refuse to carry out a method of working when it puts the life, health & safety of himself/herself or another person in danger
- Employees and subcontractors refusing to work on Health & Safety grounds will be supported and no disciplinary action, financial or other penalty will be taken. Escalation for resolving a refusal to work is through the senior person on site in the first instance and any reports of unsafe working will be investigated and appropriate remedial action will be taken. The employee raising the worksafe issue will be informed of decisions throughout the process
- Health & Safety issues are discussed and evaluated at Quarterly Review meetings attended by Senior Management.

3.1 Risk Assessments

For each task that we carry out, a risk assessment will be conducted in which all hazards are identified, evaluated and documented. Risk assessments form the basis of our documented safe systems of work that are circulated to all staff involved.

Upon the establishment of a risk, preventative measures are identified which are then introduced, maintained and periodically revised within our safe systems of work. It is the duty of the Board of Directors supported by the Health and Safety Management Team to ensure risk assessments are carried out and reviewed periodically.

The Board of Directors assisted by the Health and Safety Advisors will ensure all risk assessments are conducted following the HSE guidance “5 steps to Risk Assessment.” This process includes the development of existing standard templates for Method Statements and Risk Assessments by the Health and Safety Management Team to ensure that the hazards and those people affected can be identified. The existing controls are evaluated for suitability and further additional control measures will be introduced where required. The findings are then recorded and reviewed as appropriate.

All McGrath Group staff who conduct risk assessments will have undergone suitable training to ensure their competence when carrying out risk assessments. This will enable staff to develop the current risk assessment process to ensure the assessments are suitable and sufficient and compliant with Regulation 3 of Management of Health and Safety at Work Regulations 1999.

3.2 COSHH

COSHH assessments will be carried out for all materials that members of our staff are likely to encounter and arrangements will be made to control any risks they pose.

As dictated by the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Board of Directors with assistance from the Health and Safety Management Team will identify any substances that are used in the day-to-day activities and ensure suitable risk assessments are carried out with the appropriate control measures introduced, e.g. Personal Protective Equipment being provided and the relevant information communicated to the all users.

New substances will be assessed for their suitability by the Board of Directors before they are introduced and reviewed periodically by the Health and Safety Management Team.

The McGrath Group will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
 1. *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
 2. *Take into account all relevant routes of exposure – inhalation, skin absorption, and ingestion – when developing control measures.*
 3. *Control exposure by measures that are proportionate to the health risk.*
 4. *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
 5. *Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.*
 6. *Check and review regularly all elements of control measures for their continuing effectiveness.*

7. *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.*
8. *Ensure that the introduction of control measures does not increase the overall risk to health and safety.*

- Ensuring that the Workplace Exposure Limit is not exceeded.
- Ensuring that exposure to substances that can cause occupational asthma, cancer or damage to genes that can be passed from one generation to another is reduced as low as is reasonably practicable.

At the McGrath Group the substances which personnel use are limited to paints and thinners, although the sites and locations where they work may expose them to other substances; these will be highlighted by the respective site management representatives to ensure adequate control measures are in place to minimise the risk to McGrath Group personnel.

As part of an ongoing process, when new substances are identified these will be assessed and suitable control measures introduced to control the risk to all personnel.

3.3 P.P.E.

During the initial Health and Safety induction process new personnel are issued with all PPE including hard hat, gloves, goggles, hi-vis clothing, safety footwear, dust mask, and ear defenders. The company will continually check to ensure that there is a free supply of PPE available on site at all times. All employees are suitably trained in the safe storage and use of PPE. All PPE issued will be stored as per the manufacturer's specification.

All management, staff, subcontractors and visitors will be expected to wear appropriate PPE on site, i.e. safety helmets, high visibility jacket, goggles, safety footwear and any other PPE as directed.

It is the company policy that anyone not wearing complete PPE will be refused access to our sites.

3.4 Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at the McGrath Group. The Board of Directors recognise that competent employees are valuable and that providing health and safety information and training helps them to:

- Ensure all employees are not injured or made ill by the work they do.
- Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how health and safety could be managed better.
- Meet legislative requirements.

The Board of Directors will ensure that health and safety issues form an integral part of induction training. All new staff have an extensive induction training session within the first week of employment outlining the company health and safety procedures, e.g. working at height regulations, risk assessments and method statements and safe working practices. Further training forms part of ongoing staff development.

The Health and Safety law poster is situated in all main areas and is brought to the attention of all personnel during their Health and Safety induction training; because of the various sites worked on personnel will undergo site specific induction training provided by the Principal or Main contractor for the project.

The Directors are aware that effective training will contribute towards making our employees competent in health and safety and help the business avoid the distress that accidents and ill health cause.

All McGrath Group Management will have attended a health and safety awareness course and respective courses relevant to their individual activities.

The Directors assisted by the Health and Safety Advisors will review personnel training identifying specific requirements on a continual process, with an annual review of the competency training matrix to identify any future training requirements. Records of all training will be kept on the staff personnel files and held at head office.

3.5 Accident Procedure

We operate a documented accident and incident reporting procedure in which staff are responsible for reporting incidents which are investigated by our Health & Safety team and data generated to measure health and safety performance

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the company premises.

If an accident, incident, or near miss has occurred in a work situation then a member of the Management Team will review the events to establish the actual or underlying cause. This process should enable the Company to establish which existing processes require amending and/or identify additional control measures that will be required to prevent a re-occurrence. The fact that there is an accident at work does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out
- any machinery, plant, substances or equipment used for the work or
- the condition of the site or premises where the accident happened

The Company recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents.

3.6 Emergency Procedure

Should a fire occur on the premises, evacuation procedures are detailed in the company handbook and displayed on the walls throughout our offices and across the site.

Drills are carried out on a regular basis and in the case of all emergencies including floods, major mechanical failures etc. our tried and tested business development plan will come into play.

All fire prevention equipment is serviced and tested at regular intervals.

3.7 Site Audits

All Site Managers and Supervisors are responsible for continuously monitoring the health and safety aspects of the workers in their charge. The H&S Manager also carries out random inspections of McGrath sites with each site being audited at least once every two weeks.

Each inspection is documented and will cover:

- Observation of operatives' behaviour
- Checking that operatives are wearing correct PPE
- Inspection of any equipment, signage, safety features
- Site tidiness, materials storage
- Obstructions, slip/trip hazards
- Security measures
- Correct use of plant/machinery

Monthly audits of the system are carried out by the Health & Safety team to assess its effectiveness by undertaking site inspections and evaluating data from accident/incident reports etc.

Documentation from internal and external audits together with any accident/incident data will be evaluated by the H&S team and discussed during health and safety management meetings which are held on a monthly basis and attended by Departmental Managers. Any corrective actions such as additional training, toolbox talks or changes to risk assessments/method statements will be fed back into the H&S Management System in-keeping with the ethos of 'continuous improvement'.

Daily site reports are carried out at both MRFs and inspected by the Environment Agency on a regular basis.

3.8 First Aid

Site first aid facilities are provided in accordance with the Health and Safety (First Aid) Regulations 1981 and can be found in various locations in the office and on site along with a first aid kit, accident book and a list of current first aiders.

3.9 Equipment/Plant

It is a McGrath Group management responsibility to ensure suitable equipment is provided and an assessment of risk is carried out. This will be completed by a Director assisted by the Health and Safety Advisor. The assessment will consider the current provision of protection and preventative measures.

The Site Supervisor will ensure the equipment and tools are regularly maintained in good working order with suitable records. All users will be suitably trained and made aware to check the equipment and tools prior to use and report any defects to the Plant Manager

On occasions the McGrath Group may need to hire equipment due to specialised work or quantity of work. The Site Manager will identify suitable equipment and tools which will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

The Site Manager with assistance from the Health and Safety Advisor will ensure any new plant and equipment has been identified as being suitable for the operations and meets current health and safety standards before being purchased.

3.10 Control of Workers Time

We are committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

3.11 Display Screen Equipment

The installation and use of display screen equipment is carried out in line with the The Health and Safety (Display Screen Equipment) Regulations 1992

The Directors with support from the Health and Safety Advisor is responsible for ensuring risk assessments are carried out for persons using display screen equipment.

During the assessment process it will identify what requirements are necessary and will take into account the amount of time a person uses a display screen and associated workstation. During the risk assessments consideration will be made to factors such as the working environment. Free eyesight testing and correction will be available.

3.12 Manual Handling

The Board of Directors are aware of the requirements outlined in The Manual Handling Operations Regulations 1992

The Directors assisted by the Health and Safety Advisors will assess manual handling within the workplace and take an ergonomic approach to its activities and, where possible, change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads.

The Health and Safety Advisor will ensure that adequate risk assessments are carried out to identify hazards associated with manual handling and that suitable training and supervision is given. It is management's responsibility to ensure that the requirements outlined in the regulations are satisfactorily met.

3.13 Subcontractors

The Directors assisted by the Health and Safety Advisor will review the contractor's competence by the use of a contractor questionnaire with supporting documentation. A further audit/inspection of their activities will be carried out by the Managers and/or the Health and Safety Advisor to ensure site work is in line with supplied information.

3.14 Young Persons

The McGrath Group will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured; therefore a specific risk assessment will be undertaken before work commences as part of the induction process for young persons.

3.15 Lone working

There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity.

In certain cases, lone working is not permissible and the worker will be physically supervised, i.e., young person, person undergoing training.

Lone workers should not be exposed to more risks than a group of employees working together

3.16 Visitors and Members of the Public

Every effort is made to ensure that members of the public receive the highest levels of health, safety and welfare when attending our offices/sites .

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Departmental Manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary.

3.17 Alcohol and Drug Abuse

Alcohol or drug abuse by employees and contractors can adversely affect the health and safety of themselves or others in the workplace.

The McGrath Group will not tolerate alcohol or drugs on the premises and any persons known to be, or strongly suspected of being affected by alcohol will be removed from the workplace.

Please see separate document entitled “Drugs and Alcohol Policy”.

3.18 Smoking

In line with current legislation and in the interests of Health & Safety we operate a no smoking policy throughout our premises.

The McGrath Group operates an occupational health and safety management system which is audited and certificated against International Standard OHSAS 18001. The system provides a structured, systematic framework for managing all of our business activities in a safe manner.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes, the object being to continuously improve.

We will communicate the policy to all employees and it will be available to all customers, supply chain partners etc.

All employees are required to read this policy and sign to confirm that they have read and understood and will comply with the policy.

This Policy will be kept under regular review.

Signed:



David McGrath, Managing Director