

Health and Safety Policy Statement

1.1. The Objectives and Principals

The objective of this health and safety policy is to prevent, insofar as is reasonably practicable to do so, during the course of work or duties being undertaken, any accidental occurrence resulting in:

- Injury to any person.
- Damage to, or loss of any plant, equipment, property, materials or products.
- Delays in any processes or operation.
- Events that may otherwise be detrimental to efficiency and/or prestige.
- Adverse impact upon the environment.

The Policy is applicable to all employees. This includes the employees of Sub-Contractors, Self Employed Persons, Consulting Practices and the Client.

The application and promotion of the Policy is the responsibility of Senior Management of this Company. Whilst duties and tasks may be delegated, the overall responsibility remains that of Senior Management to ensure that the Company complies with all relevant statutory health and safety legislation, common law and Approved Codes of Practice.

All Company employees, regardless of their status, are expected to abide by the principles of this Policy as and where applicable. We also expect the co-operation of all those mentioned within the Scope section of this Policy to work in such a way that accidents to themselves and others will be prevented.

Individuals can make important contributions to the development and implementation of policies and arrangements. The company will give all opportunities for participation in this process and actively encourages involvement of employees either directly or through their representatives.

To ensure that this Policy can be successfully implemented, the Company and its Directors will provide such reasonable funds as is necessary.

1.2. Precautions and Planning

Suitable and adequate measures shall be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tasks or operations being undertaken. We will take into account at tendering stage, those factors which assist in eliminating injury, damage and waste.



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All activities shall be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to the practicable minimum. It is recognised that accident prevention is a joint responsibility of all employees including managers and supervisors and that to understand their joint responsibilities, good communication and consultation will be necessary.

1.3.Information, Training and Instruction

Information from risk assessments, performance monitoring activities, employee feedback and advice from our designated Health and Safety Consultants, will be used to identify the health and safety training needs of employees. An effective system for the communication of health, safety and welfare information will be maintained so that employees are made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them.

Where necessary employees will also be suitably trained or instructed to enable them to carry out their tasks in a healthy, safe and efficient manner. Training will be conducted internally or externally by qualified competent tutors/instructors.

Employees will be trained in the safe use of plant/equipment which they will be using for their work by the appropriate Plant Operators course where required. Where certification is not required, employees will be instructed on how to use plant/equipment safely, directly by the a suitably qualified internal trainer or manufacturer/supplier/hirer.

To ensure all the Company's employees are kept up-to-date with safety matters the Company has access to a library of safety information, Codes of Practices and Health and Safety Legislation etc. This library will be maintained with up-to-date information and changes in Law etc. The requirements of any Statutory Legislation or Code of Practice applicable to the processes or operations being undertaken and/or the premises that they are undertaken shall be observed.

Effective communication with our employees

We are committed to involving our employees and others in the continual cycle of improvement for our health and safety management. Good communication is essential to achieving our high standards of quality and health and safety compliance with the added values of employee inclusion and better morale throughout the workforce.

We promote an 'open door' policy for our employees, by which, they are encouraged though their inductions, to arrange face to face contact with line management and senior management to discuss health, safety and wellbeing. During any such sessions, managers will at all times, listen and engage with the employee, ensuring their point of view is considered and taken seriously. Managers will be expected to respond to any such meeting within a reasonable timeframe ensuring the points raised are adequately dealt with.

We recognise that effective health and safety communication is a two way tool. By involving our employees in the development of systems, the selection of work equipment, personal protective equipment, and or in the fact finding process of activity/process evaluation, we can be more efficient in the delivery of successful results.

We will ensure employees receive appropriate information, and continue to receive updates as they occur on the following:

At induction

- Company values and commitments
- Company Structure
- Policies and Procedures
- Significant Alerts, Risks or Changes

We will maintain and monitor formalised methods of communication such as:

- Staff/team meetings (Company or Site)
- Employee Inductions & Site Inductions
- Regular training/refresher training
- One to One appraisals and meetings
- Company Newsletters
- Site Inspections and feedback opportunities
- Posters
- Toolbox talks
- Accident/incident investigation findings and actions
- Evaluation and feedback forms

1.4. Health, Safety and Welfare

Adequate provision shall be made for the Welfare needs of employees whilst carrying out their tasks and duties and any hazard to health associated with the work shall be the subject of strict precautionary measures.

1.5. Measuring, Monitoring, Reviewing and Auditing

All activities and the use of related plant, equipment and materials etc., which affect the safety of that place of work, shall be inspected in accordance with legal requirements; Reports will be made and distributed to those concerned as necessary. Safety Inspections and other activities to measure, monitor and review health and safety performance, and conduct audit the effectiveness of the health and safety management system; will be carried out by competent personnel.

To support the company's current proactive monitoring and inspection program the company will:

- **Senior Management site inspections.** Will conduct periodic unannounced health and safety visits on the company works. This will be conducted as a minimum quarterly.
- **Contracts Manager.** Upon appointment the contracts manager will conduct regular health and safety inspections across the full range of activities undertaken by the company. These inspections shall record the site address and the supervisor responsible.
- **Health and Safety Advisor.** Under instruction from the company our health and safety advisors will complete site safety inspections as required.

Signed:



Charlie Brown
Managing Director

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