



HEALTH AND SAFETY POLICY

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POLICY STATEMENT

It is the policy of South East Geomatics Ltd to recognize, accept and implement our management responsibilities as an employer to prevent injury and ensure a healthy, safe working environment for all our employees. The Company also accepts its statutory duties to conduct its undertaking in such a way so as to ensure those persons not in our employment and who may be effected by our work activities, are not exposed to undue risks to their health and safety.

We strive to provide the safest and healthiest working conditions possible. So far as is reasonably practical we will:

- a. provide and maintain equipment and systems of work which are safe and without undue risk to health;
- b. provide a safe place of work with safe access and egress;
- c. provide a safe working environment that is without undue risk to health;
- d. ensure safety, and absence or control of risks in use, handling, storage and transport of articles and substances;
- e. provide adequate welfare facilities and arrangements for welfare of work;
- f. provide adequate supervision as is necessary to ensure the health and safety of employees;
- g. provide adequate instruction and training as necessary to ensure the health and safety of employees;
- h. provide adequate information including information on legal requirements to ensure the health and safety of employees;
- i. ensure, so far as is reasonably practicable, that the conduct of the Company's activities do not endanger persons not in our employment but who may be affected by operations under our control e.g. sub-contractors, visitors and the public;
- j. ensure our employees are aware of their responsibilities:
 - i to exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work, and
 - ii to co-operate with the company, as far as may be necessary, to enable them to carry out their H & S obligations.

The Company expects employees to conform to this policy and to comply with the relevant legislation applicable to health, safety and welfare at work. They should exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.

The Company will give full backing to this policy and will support all those who endeavour to carry it out.

This policy is reviewed annually

Signed:

Managing Director

1. Introduction

- 2.1 South East Geomatics Ltd recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:
- 2.2 provide and maintain safe and healthy places of work wherever the site is located.
- 2.3 provide information, instruction, training and supervision to allow works to be carried out safely.
- 2.4 provide and maintain plant and equipment and safe systems of work.
- 2.5 ensure safe access to and from the places of work.
- 2.6 work to prevent accidents and work-related ill health.

2. General Health and Safety

- 2.1 The Management of the Company are committed to achieving the highest standards of health and safety through monitoring performance and continuous improvement of the health and safety culture throughout the Company.
- 2.2 The Director James Palmer is committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999, Construction (Design & Management) Regulations 2015 (CDM) and any other Regulations that apply to the Company's work activities – that of a setting out engineer .
- 2.3 Through our stated procedures we will seek to achieve the highest standards of health and safety in all our work activities.
- 2.4 The Management team will ensure that 'suitable and sufficient' risk assessments are carried out in order to identify the hazards inherent in the building industry and will put controls in place to prevent dangerous occurrences, or injury or damage to personnel or property occurring.
- 2.5 The Management are also committed to ensuring that the work done by the Company does not adversely affect the health or safety of members of the public.
- 2.6 The Directors will encourage all staff either direct or sub-contract to report any unsafe conditions.
- 2.7 The Company will, so far as reasonably practicable, ensure that it provides satisfactory financial resources and the support needed to meet these objectives and that systems are in place which ensure the effective planning, control, monitoring and review of the measures and arrangements.
- 2.8 Copies of this policy are to be available to all Company employees and other interested parties.

3. Directors' Duties:

- 3.1 The Director will have at least basic knowledge and understanding of the Health and Safety at Work Act 1974 and its associated Regulations and Approved Codes of Practice.
- 3.2 The Director takes ultimate responsibility for health, safety and welfare throughout the Company. The overall responsibility for health and safety lies with the Managing Director, James Palmer who is responsible for day to day control of health and safety issues.
- 3.3 It will be the responsibility of the Director to keep all employees advised as to their responsibilities in respect of health and safety matters.
- 3.4 To protect the safety and health of employees and contractors or members of the public affected by the Company's operations, the Directors will:
- 3.5 Take reasonable steps to familiarise themselves with the hazards and risks associated with working at the Company and with the precautions which need to be taken to eliminate or control those risks.
- 3.6 Establish procedures to deal with emergencies on site.
- 3.7 Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose.

- 3.8 Before entrusting work tasks to employees, take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
- 3.9 Ensure that all sub-contractors are assessed for their compliance in their management of health and safety.
- 3.10 Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees and where relevant, contractors working on behalf of the Company.
- 3.11 Ensure that all employees whether direct or subcontract carry out the health and safety responsibilities allocated to them.
- 3.12 Ensure the safety performance of the Company is monitored and take action to remedy any identified deficiencies.
- 3.13 Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
- 3.14 Ensure that all necessary PPE is provided to employees, and that instruction is given on its use.
- 3.15 To arrange appropriate training for all employees and where appropriate for sub-contractors.

4. Health and Safety Director's / Employee/ Responsible person's Duties:

- 4.1 To ensure that all the Company Directors, Supervisors and Staff and where relevant, sub-contractors are aware of their individual Health and Safety responsibilities.
- 4.2 To report to the Directors on all matters relating to safety, including new training requirements and updates in directives or legislation.
- 4.3 To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- 4.4 To inform James Palmer of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- 4.5 To arrange appropriate training for all employees and where appropriate for sub-contractors.
- 4.6 To carry out Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc). To ensure follow up action as needed.
- 4.7 To promote an interest and responsible attitude towards Health and Safety matters throughout the Company.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name: Mr James Palmer
Position: Director
Date: 20/01/2025
Signature: *J. Palmer*

5 The management of health and safety

5.1 Information

The Company is committed to active participation of all employees in promoting good health and safety practices. Use is made of all means of communication to empower the employees with the necessary information and instruction to work safely. Health and safety issues are brought to employees' attention through the use of:

- Verbal communication
- Safety updates emailed to operatives.
- Tool box talks held regularly on site

The Health and Safety Law posters are displayed principal contractors welfare. Health and Safety advice is available from the Company's Health and Safety adviser:

Ian Pickard
IDP Safety Services
322 Victoria Drive
Eastbourne
East Sussex BN20 8XS
Tel: 01323 439000
Mobile: 07793 431665

5.2 Risk assessments

The Management of Health and Safety at Work Regulations 1999 place a duty on the Company to carry out risk assessments on, tasks and hazardous substances. Risk assessments will be reviewed every 6 months or when the work activity changes.

All operatives, sub-contractors and any other persons working on site will sign a Safety Training & Task Briefing Record sheet confirming they have read and fully understand the Risk Assessments carried out by sub-contractors will be checked and approved by either the company director or company secretary prior to the operation commencing on site.

COSHH assessments are completed prior to work commencing and the information is passed directly to employees. The Company currently uses its own COSHH forms.

5.3 Method Statements

All work undertaken will have 'method statements' which are issued to all relevant site managers for use.

All operatives, sub-contractors and any other persons working on site will sign a Safety Training & Task Briefing Record sheet confirming they have read and fully understand the Method Statement.

5.4 Site Inductions

Where applicable all operatives shall complete a main contractors site induction prior to commencing work.

5.5 Covid-19 or similar

When working in any virus/health pandemic all operatives are to observe government and specific site guidance and adhere to this guidance. This can enforce social distancing and extra PPE requirements that shall be complied with.

5.6 Consultation

The Company will actively involve its employees in all issues relating to health and safety in the workplace. The Company will consult on decisions affecting or involving:

- any change which may substantially affect the health and safety at work of staff, for example in procedures, equipment or working methods;
- the Company's arrangements for getting competent persons to help satisfy health and safety laws;
- information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger;
- the planning of health and safety training; and
- the health and safety consequences of introducing new technology.

All employees are encouraged to submit suggestions for better health, safety and welfare to their immediate supervisor or direct to their line management. Site Managers will discuss direct with employees any health and safety concerns or problems. Employees should raise any specific issues at any time, for example, welfare provisions, problems with other contractors or with plant or working practices etc.

Prior to any work commencing all subcontractors will be inducted into relevant company procedures. Regular meetings will be held with the client, designers and sub-contractors to ensure that health and safety risks are brought to their attention.

5.7 Formal lines of communication

Any health and safety situations that arise should be reported to James Palmer (director) and any relevant site manager/ contracts management involved in the project concerned.

5.8 The reporting and recording of accidents

Any accidents/injuries, near misses or dangerous occurrences must be reported as soon as possible after the incident To South East Geomatics office staff, a RIDDOR accident investigation report (see page 9) should be completed and the accident will be entered in the South East Geomatics accident book. Any such incident occurring on others property/ sites relevant accident books must also be filled in where required.

The Director will ensure accidents are recorded and investigated in order to identify the cause and to plan and implement measures to prevent a recurrence. All accident records are retained for a minimum period of ten years. Where appropriate, he/she shall report any injuries in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to:

Incident Control Centre
Caerphilly Business Park
Caerphilly
CF83 38G
Tel: 0845 300 9923
Fax: 0845 300 9924
Website: <http://www.riddor.gov.uk>

6 Fire and emergency procedures

In the event of a fire, alarms must be raised immediately, and evacuation procedures followed.

All staff must raise the alarm immediately:

- fire is discovered;
- flammable/toxic gas build up is suspected or
- a major accident/incident occurs.

Upon hearing the alarm, all persons are to evacuate the building/site immediately and congregate at nominated fire point or points. The Fire Warden will contact the emergency services and retrieve the site records indicating who is on site. The Fire Warden will take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the site allowed until the fire brigade has given the all clear.

All subcontractors/visitors/operatives must report to the site office upon arrival and sign in the visitors' book. Conversely, they must sign out upon departure so that the nominated fire warden knows exactly who is on site in case of an emergency. There are no exceptions to this rule.

Our operatives are not expected to attempt to fight any fires.

7 Manual Handling

The Company, whenever practicable, avoids the need to carry out manual handling which creates risk of injury. This includes the manual handling of heavy loads i.e. loads above 20 kg.

When manual handling is necessary, the Company prevents injury by:

- identifying before work begins, operations which involve either lifting heavy or awkward loads or repetitive lifting operations. The Company will, where reasonably practicable, find ways for either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling;
- all employees receive training in safe lifting techniques and sensible handling of loads; and
- ensuring routes are clear of obstructions and trip hazards.

Where avoidance is not reasonably practicable, the Company assesses the lifting operation to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads. This assessment is formally recorded.

8 Working at Height

The HSE have a hierarchy of measures to reduce the risk when working at height, the company follows these measures so to reduce the risk of falls in the workplace.

- Stop anyone working at any height where possible by changing the process so it can be completed at floor height.
- If someone needs to work at height, they must always be safe while working.
- Where possible safeguards must be in place to stop persons falling.
- Where this is not practicable or safe to do so then a soft-landing system must be used.
- Where possible scaffolding guardrails or other materials can be used to stop persons falling from exposed edges, down holes, from platforms etc. Using M.E.W.P's, Alu Towers, Scaffolding, etc.
- Where this is not possible then nets, bean bags, air bags or crash desks will be deployed to minimise the injuries if a fall occurs.
- The last resort would be harnesses and if that is the only or final option then a rescue plan must be formulated to rescue someone if they fall. If harnesses are to be used only the operatives trained in their use can perform this task.
- Steps and ladders can be used only if the risk assessment highlights that this is the only safe way to perform the task, always as a last resort and only if the operatives are trained and for no longer than 30 mins in a working day.

Prevent falls by following these simple rules:

- Before you start work, select suitable access equipment, check that it is in good condition and those who are to assemble it are trained.
- Check that there is enough clearance from overhead lines.
- Ensure platforms are fitted with guardrails and toe boards.
- Ensure that those erecting the equipment are supervised.
- Only use ladder as workplaces for short periods, and then only when it is safe to do so.
- All main contractor site rules to be understood and followed without deviation.

9 Welfare facilities

Any welfare provided by clients or main contractors is to be used in a respectful manner.

Any facility unfit for purpose should be reported to South East Geomatics office team and relevant site management.

10 Personal protective clothing and equipment

The Company is obliged by law to provide, without charge, personal protective equipment to their employees where they are exposed to a risk to the health and safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand it, not to cause it damage or treat it with neglect.

The operative is responsible for carrying out assessments to identify the necessary PPE required. Further guidance on Company policy on the protection of various parts of the body is provided within this section.

10.1 Safety Helmets

The head is particularly vulnerable to injury, and accidents to the head are often fatal or involve very serious injuries. The Construction (Head Protection) Regulations 1989 requires the Company to provide employees with suitable head protection, and employees to wear the head protection.

10.2 Footwear

When working on construction sites there is a risk of injury from:

material being dropped on workers feet; or nails or other sharp objects penetrating the sole.

Therefore, it is this Company's policy that boots with toe caps and soleplates are always worn by employees, visitors, etc. on the Company's construction sites. Where it is likely that employees will be working in water or wet concrete, wellington boots shall be provided.

10.3 Eye Protection

Goggles are to be provided to protect against flying objects, for example, when using a nail gun, cutting, grinding, dismantling etc. To provide adequate protection goggles should be shatterproof to protect against sparks, for example, when disc cutting and chemical splashes. A Risk Assessment will be carried out and will determine the correct eye protection required.

10.4 Outdoor clothing

Where employees working outdoors are exposed to severe weather and they cannot be sheltered, clothing which is wind and waterproof will be provided. On such occasions the Company will ensure that facilities are provided for storing clothing not worn on site and protective clothing as well as for drying wet clothing.

10.5 High visibility clothing

It is the Company's policy that High visibility clothing will always be worn

10.6 Gloves

Suitable gloves will be provided to protect against dusts (such as cement), wet concrete and solvents which can cause dermatitis, and cuts and splinters when handling bricks, steel and wood. A Risk Assessment will be carried out and will determine the correct hand protection required.



RIDDOR Accident Investigation Report

Accident Report Number:	
Date and time of incident:	
Job Site name and address:	
Client/ Company Name:	
Clients Site manager name(s):	
Clients manager notified:	
Affected employee name:	
Type of Incident: (Check all that apply): ☐ Near Miss ☐ Injury ☐ Property damage ☐ Other (Give details):	
Highest Level of Initial Treatment received (Check one): ☐ No Treatment ☐ First Aid ☐ Sent to _____ Hospital (Please insert hospital name)	
Description of the Injury including how the damage was sustained:	