

## Lewis Civil Engineering Ltd

### Health and Safety at Work

#### Policy Statement

##### **1. Introduction**

- 1.1 This Statement sets out the policy of Lewis Civil Engineering Ltd (The Company) in respect of any employee, self-employed person, contractor, customer, members of the public and all those who come into contact with the company whose health and safety may be affected by our work activities. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.
- 1.2 In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that all Clients and other persons who may come into contact with this Company or its premises or its activities (whether or not work-related) are not adversely affected with regard to their health and safety.
- 1.3 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy, they will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to health and safety at work.
- 1.4 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work or at head office. Personal copies of the Policy may be obtained on request from Head Office.

##### **2. Definitions**

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.).
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.

##### **3. Policy**

- 3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible consequences in the event of any breach of this Policy.
- 3.2 The Company recognises its obligations under Section 2(1) of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy
- 3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.

- 3.4 The Company will undertake, so far as is reasonably practicable, the following:-
- a). The provision and maintenance of plant and systems of work that are safe and without risks to health.
  - b). Arrangements for ensuring safety and absence of risks to health in connection with the supply, use, handling, storage and transporting of articles and substances.
  - c). The maintenance of premises and places of work which are safe and without risks to health, and safe access to and egress from such places.
  - d). The provision and maintenance of a working environment for employees without risks to health and adequate as regards facilities and arrangements for their welfare at work.
  - e). The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
  - f). Adequate arrangements to ensure that employees or their representatives are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.
  - g). Systems and procedures which will ensure that all operations and activities are executed at all times in such a manner that persons not in our employment who may be affected by such operations are not exposed to risks to their health and safety.

## **4. Supporting Documentation**

4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-

- a). **Documents Directly Associated With This Policy**  
These comprise the allocation of health and safety responsibilities within the Company and the general arrangements for implementing the policy.
- b). **Safe Systems of Work**  
These comprise the rules and conditions for carrying out specified activities.
- c). **Health and Safety Information**  
Information about matters such as noise at work, manual handling techniques, risk assessment, first aid procedures etc.
- d). **Other Policies**  
In addition to this general policy on health and safety, the Company has prepared the following policies relating to specific health and safety related topics:
  - i). Violence at Work
  - ii). Equal Opportunities
  - iii). Alcohol & Drugs
  - iv). Environmental Management

- e) Forms and Miscellaneous Items.  
Standard forms are used for various aspects of health and safety management. These include such items as risk assessments (both generic and specific), display screen equipment checklists, safety audit checklists, employee handbooks etc.

## **5. Policy Review**

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company, in the light of additional knowledge or information becoming available, and in any event annually.
- 5.2 When, due to the conditions described in 5.1 above, any part of the company policy and procedures manual requires alteration or modification, it shall be deemed to be sufficient and in compliance with this policy if such alterations or modifications are made to the master printed copy held at head office, and those changes are notified by a convenient and effective method, to all employees in possession of printed or electronic copies of the manual.

## **6. Responsibility for Policy Implementation**

- 6.1 The overall responsibility for the implementation of this policy is vested in the Directors of Lewis Civil Engineering Ltd They will be assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters. According to the contractual arrangements in place between this organisation and the consultancy.
- 6.2 Responsibilities for different management grades and individuals are detailed in accompanying documentation.

## **7. Communication of the Policy**

- 7.1 This policy has been communicated to all employees and those working on behalf of the business so that they are aware of their individual responsibilities. Appropriate training is provided by the Company. Arrangements are also made for employees and management to consult on health & safety issues.

Signed.....

Date.....17/6/2011.....

On behalf of Lewis Civil Engineering Ltd

Name.....DAVID BODEN.....

**Please note:**

The original of this document, signed, dated and subject to regular review is held at our main office. This is an electronic copy (or printed electronic copy) and as such does not require to be signed and dated

## Lewis Civil Engineering Ltd

### Control of Violence at Work Policy Statement

#### **1. Introduction**

- 1.1 This Statement sets out the policy of Lewis Civil Engineering Ltd (The Company) in respect of any employee, self-employed person and contractors under our control whose health and safety may be affected by violence in the workplace. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy and its supporting documentation, they will normally be able to work safely and without undue risk to their health and safety. They will also be considered to have demonstrated compliance with their conditions of employment or contract (written or implied) insofar as they refer to violence at work.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and its supporting documentation and must become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work. Personal copies of the Policy may be obtained on request from Section Managers.

#### **2. Definitions**

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.). Travel from home to work and from work to home is not included in this definition.
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.
- 2.3 The HSE leaflet 'Violence to Staff' defines violence at work as 'any incident in which an employee is abused, threatened or assaulted in circumstances arising out of the course of his or her employment'.
- 2.4 Violence need not be only of the physical kind. Our definition of violence includes serious or persistent threats and verbal abuse. Injuries received as a result of suffering violence at work may also be more than physical; it may lead to emotional shock, stress, depression and other psychological difficulties.

#### **3. Policy**

- 3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and their continued employment by the Company in the event of any breach of this Policy.
- 3.2 The Company recognises its obligations under all relevant sections of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy.

- 3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.
- 3.4 Should any employee believe that, in pursuance of their normal duties whilst at work, they have suffered or have reason to believe that they may suffer, violence at work, they may approach their Employer, who will at all times confidentially treat any information provided and take such measures and instigate such procedures as are deemed necessary to ensure that the matter is resolved with the minimum of distress to the person concerned and any others who may be affected.
- 3.5 It is the policy of the Company that all incidents of violence at work will be investigated and the results of those investigations recorded. The purpose of the investigation will be to determine the circumstances which lead to the incidence of violence and what measures may be taken to prevent a recurrence of the incident.

## **4. Supporting Documentation**

- 4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-
- a). **Documents Directly Associated With This Policy**  
This document should be read in conjunction with the general policy statement for health and safety.
- b). **Health and Safety Information**  
Information about violence at work and guidance on how to avoid or minimise risks to individuals from violence.
- c). **Forms and Miscellaneous Items**  
Standard forms are used for various aspects of health and safety management, including the management of violence at work. These include such items as risk assessments (both generic and specific) and report forms.

## **5. Policy Review**

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company and in the light of additional knowledge or information becoming available.

## **6. Responsibility for Policy Implementation**

- 6.1 The overall responsibility for the implementation of this policy is vested in the Directors of Lewis Civil Engineering Ltd They will be assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters. According to the contractual arrangements in place between this organisation and the consultancy.
- 6.2 Responsibilities for different management grades are detailed in accompanying documentation.

## **Lewis Civil Engineering Ltd**

### **Equal Opportunities Policy**

#### **1. Introduction**

- 1.1 This Statement sets out the policy of Lewis Civil Engineering Ltd (The Company) in respect of any employee, self-employed person and contractor under our control, as it relates to equal opportunities.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to equal opportunities.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down therein.
- 1.4 A copy of this policy statement will be held in the reception area of our offices and be made freely available for inspection by any person having reason to examine it.

#### **2. Policy**

- 2.1 The Company wholeheartedly supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, being married or disability.
- 2.2 We believe that it is in the Company's best interests, and those of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. To this end, and within the framework of the law, we are committed wherever practicable to achieving and maintaining a workforce which broadly reflects the local community in which we operate.
- 2.3 Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.
- 2.4 In addition to our responsibilities as employers, the Company policy stated herein will also apply to all other aspects of our operations, particularly with regard to our treatment of, and level of services offered to, clients and customers, whether they be individuals, groups or corporate bodies. Anyone having dealings with Lewis Civil Engineering Ltd will thus be able to rely on consistent and equal treatment.

#### **3. Statutory Provisions**

- 3.1 In implementing this policy the company will consider the requirements of the current edition of the following legislation :-
  - \* The Race Relations Act 1976
  - \* The Race Relations Amendment Act 2000
  - \* Sexual Discrimination Act 1975
  - \* Equal Pay Act 1970
  - \* The Disability Discrimination Act 1995

- \* The Disability Discrimination Act 2005
- \* Gender Recognition Act 2004
- \* Employment Equality (Sexual Orientation) Regulations 2003
- \* Employment Equality (Sexual Orientation)(Religion or Belief )(Amendment) Regulations 2007
- \* Employment Equality (Age) Regulations 2006
- \* Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- \* Fixed-Term Workers (Prevention of Less Favourable Treatment) Regulations 2002
- \* Work and Families Act 2006
- \* Employment Act 2002
- \* Equality Act 2006
- \* Employment Relations Act 2006
- \* Human Rights Act 1998
- \* Civil Partnership Act 2004

#### **4. Implementing the Policy**

In order to put this policy of equal opportunities into practice in the day-to-day operation of the Company, we will as appropriate:-

- 4.1 Set explicit, measurable and achievable objectives and targets.
- 4.2 Provide training and guidance for key decision makers such as managers and supervisory staff and those involved in personnel and management practises.
- 4.3 Monitor the existing workforce in respect of the application and effects of the policy.
- 4.4 Examine and review existing procedures for recruitment, selection, promotion and training.
- 4.5 Develop mechanisms for resolving grievances about unfair discrimination and harassment.
- 4.6 Identify any scope for using lawful positive action training and encouragement and then put the necessary arrangements in hand.
- 4.7 Review this policy on a regular basis.
- 4.8 Should any employee suffer any problems or difficulties in respect of equal opportunities in their employment, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach the signatory of our Health & Safety Policy, who will at all times treat any information provided in complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

The Directors will be responsible for the implementation of our Equal Opportunities Policy.



## LEWIS CIVIL ENGINEERING LTD

### Substance Misuse Policy Statement

Lewis Civil Engineering acknowledges the problem of substance misuse/abuse in our society and is committed to providing a safe and healthy working environment, as well as complying with its legal obligations. Substance misuse (which includes alcohol, drugs and other substances) is potentially a serious threat to the individual involved, his/her colleagues, visitors to Lewis Civil Engineering premises and the general public.

This policy explains how the company will endeavour to create a safe workplace and lays down minimum standards for doing so. The aim is to balance respect for the individual's privacy, with the need to maintain a safe, secure and productive work environment free of any substance misuse.

#### The objectives of this policy are:

- To encourage a safer and healthier working environment for our employees, contractors and agency workers
- To ensure everyone is aware of the acceptable standards
- To ensure that anyone suspected of being impaired due to the use of substances is treated in a fair and consistent manner
- To ensure that anyone who advises their line manager that they have a substance related problem is given the necessary support to help them resolve their problems
- To support the specific requirements of our clients and the market sector in which we work

#### To implement the policy we shall:

- Enforce the arrangements published within the Company Management System
- Carry out screening and testing when contractually required and when such screening and testing is warranted by virtue of time or circumstance
- Recognise that substance dependency can be regarded as a medical condition and that relapse may occur even during rehabilitation
- Require employees to adopt a positive self-help approach to substance related problems
- Provide support and encouragement to those employees who voluntarily seek help to overcome a substance related problem
- Maintain strict confidentiality, within the constraints of the law, on the substance problems of individual employees
- Prohibit possession of alcohol or possession or dealing in illegal substances in the work environment
- Enforce appropriate action in accordance with the relevant disciplinary procedure where warranted by circumstances
- Ensure that our sub-contractors are required to have an adequate Substance Misuse Policy and if not then they adopt ours
- Ensure that our clients' requirements take precedence over those of Lewis Civil Engineering if the client dictates

#### Testing regime

To check compliance with this policy we will implement the following testing

##### Intervention and post accident / incident testing

- Where it is suspected that a worker is impaired due to the use of alcohol or substances or where an accident or incident has occurred.

##### Random Testing

- Lewis Civil Engineering retains the right to randomly select and test workers at each of the Company's premises throughout the course of the year. This process is regardless of the worker's status or job function

##### New Starters

- All new employees will be required to undergo a drug test which must be recorded as a negative test before starting work.

Name : David Brown  
Sign :

Position : General Manager

Date : 3/10/2011



# SMOKING POLICY

Effective from: 2<sup>ND</sup> of APRIL 2007

## INTRODUCTION

Second hand smoke is a known health hazard. In 2004, the Government's Scientific Committee on Tobacco and Health reported that the increased risk to non-smokers of lung cancer from exposure to second hand smoke was 24% and the increased risk of heart disease 25%.

In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places will be legally required to be smoke free.

The following policy has been adopted by LEWIS CIVIL ENGINEERING Ltd to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

## 1. THE POLICY

1.1 From 2<sup>nd</sup> of APRIL 2007 smoking is prohibited in all LEWIS CIVIL ENGINEERING Ltd premises (both permanent and temporary). Smoking is also prohibited in any company vehicle.

This applies to employees whether employed directly, through an agency, by a sub contractor or any other organisation, and any visitors.

1.2 Employees who wish to smoke may do so as long as they leave the premises and stand away from any door or window where there is a risk of smoke being drawn back into the building. It has been suggested that a NO SMOKE ZONE be set up within 6m of the premises.

## 3. IMPLEMENTATION AND ENFORCEMENT OF THE POLICY

3.1 Managers will be responsible for the promotion and maintenance of the Smoking Policy by their staff. Managers will receive guidance regarding their responsibilities in relation to the policy and the enforcement of it.

3.2 Employees should inform the appropriate manager of anyone who fails to comply with the policy.

**3.3 Employees not complying with the policy will be referred to Occupational Health Manager for support subject to the company's disciplinary procedure.**

**3.4 Visitors not adhering to the policy will be asked to fully comply or risk employment being terminated through gross negligence.**

**3.5 All job applicants will be made aware of the policy via application forms, where a requirement to abide by it will be part of the person specification. Applicants will be reminded of the policy at interview stage.**

**3.6 A copy of the policy will form part of new employees' induction packs. Training and guidance on enforcing the policy will form part of new managers' induction process.**

## **4. SUPPORT FOR THOSE WHO SMOKE**

**4.1 LEWIS CIVIL ENGINEERING Ltd recognises that smoking is an addiction and that the smoking policy will impact on smokers' working lives. We will support employees who want to stop smoking and help individuals adjust to this change. We will give each employee who smokes, and wishes to stop, four hours paid time off to seek professional help from the local NHS Stop Smoking Service, their GP or other recognised method of smoking cessation.**

**4.2 Our Occupational Health department will provide smoking cessation support/information on free local NHS stop smoking services.**

## **5. REVIEW OF THE POLICY**

**The policy will be reviewed six months after the date of implementation and then 12 months from the date of implementation and every 12 months thereafter.**

**Signed :** 

**Position :** GENERAL MANAGER.

**Date :** Reviewed April 2010