

1 Health and Safety Policy Statement and Organisational Roles and Responsibilities

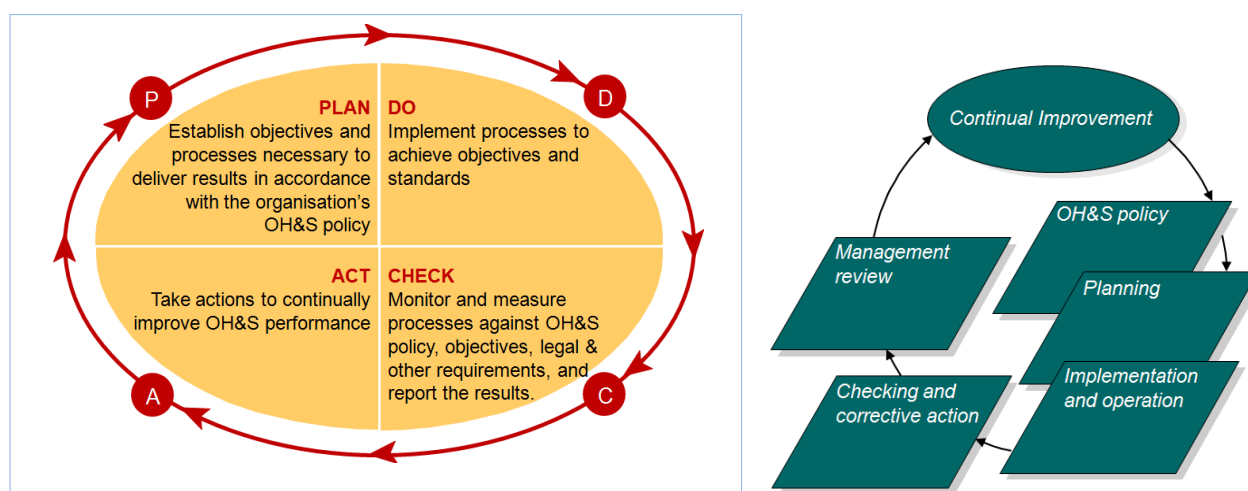
1.1 Document Control

Revision	Date	Changes	Initial
1.0	Mar 23	Annual Review	JC
1.1	Jan 24	Annual Review	JC

1.2 Introduction

This Health and Safety Policy and associated arrangements provides Bryen and Langley with a guide to our health and safety responsibilities and duties as identified under health and safety legislation.

This Policy gives us a framework to identify, control and reduce the risks associated with health and safety in the workplace, the main principles of which are outlined in the two charts below.



This document outlines the statement of intent and organisational responsibilities for Bryen and Langley and will cross reference a set of policy arrangements to enable the management of health and safety, which provides a guide to planning, measurement, auditing and review of health and safety across Bryen and Langley's business operations.

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1.3 Policy Statement of Intent

Bryen Langley recognise their duty to ensure, as far as is reasonably practicable, the health and safety of staff and others who may be affected by BL's activities.

Bryen Langley is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated legislation, both as an employer and as a company.

It has a stated intent of making health and safety an integral part of the working ethos of Bryen Langley, through identification of hazards, risk assessments, implementation of procedures, provision of adequate resources, monitoring and review together with appropriate education and training. Bryen Langley's ultimate objective is the continuous improvement of the health and safety performance, including the reduction of accidents and improvement of employee wellbeing. The health and safety management system also include driving for work activities.

Bryen Langley acknowledges people as our most important asset and will provide safe and healthy working conditions for our employees, both direct and self-employed, and will ensure that the conduct of our work does not endanger anyone including members of the public. Bryen Langley will co-operate and co-ordinate with other employers, with occupiers and the self-employed as necessary in pursuit of our policy.

Bryen Langley has arrangements for employer / employee consultation and accept the need to consult with employees before giving them health and safety responsibilities and acknowledge Bryen Langley's obligations in the provision of relevant health and safety information.

Bryen Langley will engage competent persons to discharge our legal duties and afford them the necessary resources to fulfil their responsibilities.

Bryen Langley's Health and Safety function will provide assistance in health and safety matters, and accredited external partners will be sought where necessary in order to provide advice on areas of significant risk and to recommend precautions and actions.

These objectives will be achieved through control systems, secured by co-operation, based on clear line of communication and will be implemented by competent individuals throughout Bryen Langley. This policy will be reviewed on an annual basis and revised as necessary.

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1.4 Organisation for Health and Safety

Section 2(3) of the Health and Safety at Work Act 1974 requires Bryen Langley to have organisational arrangements in place for health and safety. Additionally, Regulation 5 of the Management of Health and Safety at Work Regulations 1999 requires the management team to develop and implement these arrangements. The arrangements require the effective planning, organisation, control, monitoring and review of the measures put into place to control health and safety risks. The appointments and responsibilities for organising health and safety are detailed below:

1.5 Responsibilities

General responsibilities for health and safety are outlined below; more specific organisational responsibilities are outlined in the individual policy arrangements.

Interim arrangements may be in place at different times throughout the organisation, which may require an alteration in job titles. Essentially the person fulfilling the role will be deemed responsible.

Category of Person	General Responsibility
Everyone	Everyone has responsibility for their own health and safety and to ensure their actions do not affect others. Everyone should have regard to this Policy and the arrangements
Bryen Langley Directors	The Bryen Langley Directors understands that good health and safety standards are essential for Bryen Langley to thrive. The Bryen Langley Board has moral and legal responsibilities for health and safety and is committed to: ▪ Present a budget and allocate adequate resources to achieve the health and safety objectives. ▪ Receiving and discussing at a Directors meeting an annual report detailing the current health and safety status of Bryen Langley and the improvements that have been made during the previous year. ▪ Reviewing accidents, incidents and near misses.
Director (Name)	The Director has ultimate legal responsibility for all safety matters within their remit, they will: ▪ Ensure that the objectives of the health and safety policy are fully

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	understood by all Senior Leadership Team members. ▪ Ensure adequate resources are assigned (funds, materials, equipment, staff and time) as required to manage health and safety. ▪ Act as Responsible Person for fire. ▪ Act as the Statutory Duty Holder for Legionella. ▪ ensure BL meets all statutory health and safety requirements. ▪ Ensure the BL Health and Safety Policy is reviewed and updated as required. ▪ Ensure an annual safety statement of intent is prepared which is consistent with the organisation's objectives. ▪ Ensure a suitably qualified person is appointed as the competent person under the Management of Health and Safety at Work Regulations. ▪ Ensure collaboration and co-ordination between all other areas of Bryen Langley on safety issues. ▪ Ensure the Health and Safety Policy is communicated to all employees. ▪ Ensures the necessary authority is vested in the Health and Safety team and the Leadership team to stop any activity, process or the use of any equipment or working area that presents serious or imminent danger to any person.
Senior Leadership Team	The Senior Leadership Team provides the planning and policies that determine the actions of the organisation. As a result, they are considered the directing minds of the organisation and are required to take responsibility for their decisions in the way the organisation runs. The team will: ▪ Accept its collective responsibility for providing health and safety leadership for Bryen Langley ▪ Nominate a member of the Senior Leadership Team to champion health and safety issues. ▪ Ensure each leadership team member accepts individual responsibility and ensure their actions and decisions reinforce the messages of the team's commitment to health and safety, as stated in the health and safety policy. ▪ Demonstrate by personal example, high standards of health and safety practice.

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	▪ Ensure appropriate procedures are implemented to effectively co-ordinate health and safety. ▪ Exercise the authority to stop any activity, process or the use of any equipment or working area that presents serious or imminent danger to any person in the areas under their control. ▪ Ensure that accident incident/near miss/dangerous occurrences forms are completed and investigated.
Managers This includes any employee with managerial responsibilities, does not necessarily mean they have the word 'manager' in their job title	▪ Ensure each manager accepts individual responsibility and ensure their actions and decisions reinforce the messages of the team's commitment to health and safety, as stated in the health and safety policy. ▪ Encourage employees at all levels to become actively involved in health and safety. ▪ Keep up to date with relevant health and safety risk management issues. ▪ Annually review health and safety performance. ▪ Demonstrate by personal example, high standards of health and safety practice. ▪ Inform and manage contractors working under their control of the safety policies and procedures, enforce compliance and ensure that the contractors' policy has been followed and paperwork completed and received. ▪ Ensure that all risks are assessed, and necessary paperwork completed, and appropriate controls implemented. ▪ Ensure appropriate procedures are implemented to effectively co-ordinate health and safety. ▪ Ensure that advice is sought from the Health and Safety Advisor and relevant outside bodies on any matter with health and safety implications. ▪ Ensure that all equipment obtained, altered or produced by their departments meets current legislative and industry standards. ▪ Exercise the authority to stop any activity, process or the use of any equipment or working area that presents serious or imminent danger to any person in the areas under their control. ▪ Ensure that accident incident/near miss/dangerous occurrences forms are

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	completed and investigated.
Employees	Should: ▪ Comply with statutory requirements on health and safety. ▪ Comply with the Health and Safety Policy. ▪ Take reasonable care for their own health and safety. ▪ Consider the safety of other persons who may be affected by their acts or omissions. ▪ Observe relevant information given to them by their line manager on health and safety risks. ▪ Have the opportunity to contribute to the Health and Safety forum through safety representatives and attend meetings when requested. ▪ Work in accordance with information and training provided and inform the line manager of any concerns regarding personal abilities, fitness to complete the task, training or competence that affects health and safety. ▪ Not misuse or interfere with anything that has been provided for health and safety reasons. ▪ Report hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to their line manager immediately. ▪ Not undertake any task for which authorisation and/or training has not been given. ▪ Report all accidents and incidents in line with accident reporting procedure. ▪ Co-operate with managers and other employees to enable all statutory duties to be met. ▪ Inform their line manager of any health and safety matter with media implications. ▪ Report to their line manager any contractor working with them who is failing to follow safe working procedures. ▪ Ensure that all equipment obtained, altered, or made in-house meets current legislative and industry standards and report any deviation from agreed standards to their line manager. ▪ Co-operate with persons conducting audits and inspections. ▪ Attend all training provided by Bryen Langley, which is required to maintain

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	adequate levels of competence and to ensure statutory compliance. Wear and take care of any personal protective equipment provided by the company and report any defects/inadequacies.
Head of Safety Advisor	Without detracting from the primary responsibilities of the Senior Leadership Team for ensuring Health and Safety, the Health and Safety Advisor will liaise with the Director and Managers, to ensure compliance with the health and safety policy and will: - Demonstrate by personal example, high standards of health and safety practice. - Provide professional advice to all employees on matters relating to health and safety. - Exercise the authority to stop any activity, process or the use of any equipment or working area that presents serious or imminent danger to any person. - Keep the Director and the Managers informed on health and safety issues. - Consult and advise employees on policy, legislation, accidents and all other relevant health and safety issues. - Produce draft revisions of the Health and Safety Policy for annual review by the Director. - Act as the competent person, in relevant areas, as required under the Management of Health and Safety at Work Regulations. - Maintain central records of and investigate accidents, dangerous occurrences and ill health. - Arrange and attend Health and Safety Forum meetings at regular intervals and keep appropriate records. - Maintain suitable contacts with external health and safety professionals and advise on any current relevant issues and benchmark against other organisations. - Maintain a high standard of personal professional development and expertise. - Monitor the introduction of appropriate new legislation and advise the health and safety forum and relevant managers of the appropriate means of

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	compliance. - Advise on or appropriate safety competency training and arrange broad-based health and safety training for all employees. - Assess the provision of first aid treatment and facilities and implement changes. - Maintain information sources that are available to managers and employees on health and safety issues. - Inform managers of any breach of health and safety legislation, best practice, policy or guidance. - Provide information to the senior leadership team on the effectiveness of health and safety management by managers. - Inform the Director of any health and safety matter with media implications. - Ensure that the responsible persons inform contractors working within the organisation of the appropriate safety policies and procedures and ensure the Leadership team enforce compliance. - Carry out audits and inspections as required. - Ensure a review of fire safety management systems and processes including the cause and effects system. - Ensure all aspects of Fire Safety Management are monitored and maintained to enable an environment with no, or residual fire risks. - Where a residual risk remains that cannot be controlled through physical means, they will ensure this is managed through robust processes in consultation with other relevant stakeholders. - The fire risk assessments and policies are maintained, relevant and up to date. - Liaison with the insurers.
Health and Safety Forum	The Health and Safety Advisor, in consultation with the Director will prepare the agenda for each meeting. Any member may table agenda items. The members of the forum are: - Tony Meere - Amanda Garlick - Liam Mineham

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- Jim Terry
- A member of ICE Risk Management

Other members who may be invited or wish to attend the meeting from time to time are:

- Other Directors
- A Site Manger or Supervisor from a chosen project

Arrangement for the minutes will be taken by Health and Safety Advisor.

The Health and Safety Forum is a consultative group, which has no legal responsibilities or authority under the Health and Safety Policy. It does have powers as are detailed in this policy.

Individual members of the Forum will be authorised to carry out duties on its behalf following discussion at the Forum usually in line with their role within the organisation.

The Chair of the forum is the Director. If they are unavailable, it will be chaired by an Alternative or one of the members of the Senior Leadership Team.

The responsibilities of the Forum are:

- To actively promote and champion good health and safety in all Bryen Langley workplaces.
- To review working procedures and make recommendations for improvement.
- To allocate actions to the responsible persons to review accident, incident, near miss and hazard data and develop systems for improving performance.
- To review changes to legislation and interpret their relevance to Bryen Langley.
- To monitor the effectiveness of the Health and Safety Policy and recommend appropriate changes.
- To monitor the effectiveness of training in health and safety and recommend any changes.
- To assist with the review of the effectiveness of procedures/policies and support in their development.

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	▪ To investigate complaints/problems as reported to the group. As a H&S forum representative they agree to: ▪ Confirm if you will/will not be attending the meeting. ▪ Speak to/contact employees before the meeting for items to be brought to the meeting. ▪ Act with integrity regarding items that are confidential/sensitive. ▪ Keep their team up to date with issues/changes in policies or procedures that come out of the forum. Members of the Forum are required to represent the views/issues of their working areas but also to consider the wider implications to other areas within Bryen Langley.
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1.6 Arrangements for health and Safety

The safety policy arrangements attached to this main policy are outlined in the matrix below.

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HASP 00	Health and Safety Policy Statement	1.1
HASP 000	Health and Safety Policy Statement and Organisational Roles and Responsibilities	1.1
HASP 001	Accessibility Policy - Staff	1.1
HASP 002	Accidents, Incidents, Claims, Complaints Management	1.1
HASP 003	Asbestos	1.1
HASP 004	Cleaning and Housekeeping	1.1
HASP 005	Confined Space Working	1.1
HASP 006	Consultation and Communication	1.1
HASP 007	Construction	1.1
HASP 008	Contractor Management	1.1

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HASP 009	COSHH Management	1.1
HASP 010	Display Screen Equipment	1.1
HASP 011	Driving for Work	1.1
HASP 012	Drugs and Alcohol	1.1
HASP 013	Electrical Safety at Work	1.1
HASP 014	Fire Prevention and Control	1.1
HASP 015	First Aid and Medical Provision	1.1
HASP 016	Home Working	1.1
HASP 017	Lifting Operations and Lifting Equipment	1.1
HASP 018	Lone Working	1.1
HASP 019	Manual Handling	1.1
HASP 020	Noise at Work	1.1
HASP 021	Office Safety	1.1
HASP 022	Personnel Protective Equipment (PPE)	1.1
HASP 023	Pregnant Women and New Mothers	1.1
HASP 024	Risk Assessment	1.1
HASP 025	Stress, Bullying and Violence	1.1
HASP 026	Training, Information and Instruction	1.1
HASP 27	Visitors and Enforcing Authorities	1.1
HASP 028	Work at Height	1.1
HASP 029	Work Equipment, Plant and Machinery	1.1
HASP 030	Working Time	1.1
HASP 031	Work Experience and Young Persons	1.1

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1.7 Communication of the Safety Policy

The Health and Safety Policy will be provided to all new employees during their induction period.

Employees are consulted on the reviews of the Policy. The Policy is available to all at Bryen Langley at the head office or via email. When the Policy is updated, this is brought to the attention of each team by their manager(s) through team briefings.

Regular meetings held by Bryen Langley management shall include safety is on the agenda and discussed when relevant and decisions made on changes in policies and procedures.

A forum meeting is in place that is made up of representatives of each department, two weeks prior to the meeting all staff are asked if they have any items to be added to the agenda. Minutes of the meeting are made available to all staff. Any change in policies or procedures that cannot be agreed at the forum are taken to the management meeting for a decision and fed back to employees through the forum.

1.8 Review of Safety Policy

This document has been produced in accordance with the general requirements of section 2(3) of the Health and Safety at Work etc. Act 1974 and will be reviewed periodically or following any incident or issue that necessitates a policy change. Any revisions will be brought to the attention of all employees by the management.

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