



**CANNONCOMM.LTD** 

# **Policies & Procedures**

## **Health & Safety Policy Statement**

# Health & Safety Policy Statement

## Part 1: Statement of intent

This is the health and safety policy statement of: Cannoncomm Ltd

This Health and Safety Policy outlines our commitment to ensuring a safe and healthy working environment for all employees, contractors, visitors, and anyone affected by our operations. Our primary objectives are to prevent accidents and work-related ill health and to adequately control health and safety risks arising from our work activities. To achieve these objectives, we are committed to the following actions:

### 1. Preventing Accidents and Work-Related Ill Health

**Risk Assessment and Control:** We will conduct regular risk assessments to identify potential hazards in the workplace and implement effective control measures to minimize the risks. This includes both physical and mental health risks associated with work activities.

**Continuous Monitoring and Improvement:** We will continuously monitor our health and safety performance and strive for continuous improvement by reviewing and updating our procedures considering latest information, incidents, or changes in operations.

### 2. Providing Adequate Training

**Comprehensive Training Programs:** We will provide comprehensive health and safety training programs to ensure all employees are competent to perform their duties safely. This includes induction training for new employees and ongoing training sessions to address specific health and safety topics relevant to their roles.

**Specialized Training for High-Risk Activities:** Employees involved in high-risk activities will receive specialized training to manage specific hazards effectively. This includes training on the proper use of personal protective equipment (PPE), machinery operation, and emergency response procedures.

### 3. Engagement and Consultation with Employees

**Open Communication Channels:** We will engage and consult with employees regularly regarding health and safety matters. This will be achieved through safety meetings, surveys, and suggestion boxes to encourage open communication and feedback.

**Health and Safety Representatives:** Designated health and safety representatives will be available to discuss concerns and suggestions with employees. They will also play a key role in promoting safety awareness and reporting issues promptly.

**Advisory and Supervisory Support:** We will provide advice and supervision to ensure employees understand and comply with safety protocols. Supervisors and managers will receive additional training to effectively oversee safety practices within their teams.

# Health & Safety Policy Statement

## 4. Implementing Emergency Procedures and Fire Risk Management

**Emergency Response Plans:** We will develop and implement robust emergency response plans to handle various scenarios, including fires, chemical spills, and medical emergencies. These plans will be clearly communicated to all employees and practiced through regular drills.

**Fire Safety Measures:** We will conduct thorough fire risk assessments and implement appropriate measures to mitigate fire hazards. This includes installing and maintaining fire detection and suppression systems and ensuring clear emergency exits.

**Site-Specific Emergency Procedures:** When working on-site, we will tailor emergency procedures to address specific risks associated with each location. Site managers will ensure that all personnel are aware of site-specific risks and emergency protocols.

## 5. Maintaining Safe and Healthy Working Conditions

**Safe Work Environment:** We are committed to maintaining safe and healthy working conditions by ensuring all workspaces are clean, well-lit, and ergonomically designed. Regular inspections will be conducted to identify and rectify hazards promptly.

**Plant, Equipment, and Machinery Maintenance:** We will provide and maintain all plant equipment and machinery to ensure they are safe and in good working order. Regular maintenance schedules will be established, and equipment will be inspected before use.

**Safe Storage and Use of Substances:** We will ensure the safe storage, handling, and use of hazardous substances by implementing strict controls, including proper labeling, secure storage facilities, and employee training on handling procedures.

## 6. First Aid and Accident Reporting

**First Aid Facilities:** We will provide first aid boxes in all company vans, located under the front passenger seat, and in strategic locations throughout the workplace. These will be regularly checked and restocked as necessary.

**Accident Book and Reporting:** An accident book will be maintained at the company office to record all accidents and incidents. Employees are encouraged to report all incidents, no matter how minor, to help us identify trends and prevent future occurrences.

**RIDDOR Reporting:** We will report accidents and ill health at work as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Ryan Gillett and Sharon Kingham will be responsible for ensuring compliance with RIDDOR requirements.

## 7. Providing Personal Protective Equipment (PPE)

**PPE Availability:** We will provide all necessary PPE to employees at no cost, including helmets, gloves, masks, eye protection, and hearing protection, depending on the nature of the work.

**PPE Training and Compliance:** Employees and Subcontractors will receive training on the correct use and maintenance of PPE. Compliance with PPE usage will be monitored, and disciplinary actions will be taken for non-compliance.

# Health & Safety Policy Statement

## 8. Review and Revision of Policy

**Regular Policy Review:** This health and safety policy will be reviewed and revised regularly to ensure its effectiveness and alignment with current legislation and industry best practices. Reviews will occur annually or whenever significant changes in operations or regulations occur.

**Feedback and Continuous Improvement:** Feedback from employees, audits, and incident investigations will be used to inform policy updates and ensure continuous improvement in our health and safety management system.

## Part 2: Responsibilities for health and safety

### 1. Overall and final responsibility for health and safety:

**Ryan Gillett Managing Director**

### 2. Day-to-day responsibility for ensuring this policy is put into practice:

**Sharon Kingham Compliance Officer**

### 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

**Ryan Gillett:** Safety, risk assessments, consulting employees, accidents, first aid and work-related ill health, fire, and evacuation, maintaining equipment, instruction, and supervision.

**Sharon Kingham:** Monitoring, accident and ill health investigation, emergency procedures, training

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# Health & Safety Policy Statement

## Contact Information for Health and Safety Matters

By adhering to this policy, we aim to create a workplace environment where health and safety are prioritized, risks are managed effectively, and employees can perform their duties confidently and safely.

### Contact

**Ryan Gillett:**

Email: [ryan@cannoncomm.co.uk](mailto:ryan@cannoncomm.co.uk)

Tel: [07525 976399](tel:07525976399)

**Sharon Kingham:**

Email: [accounts@cannoncomm.co.uk](mailto:accounts@cannoncomm.co.uk)

Tel: [07794 155975](tel:07794155975)

## Responsibilities of All Employees

To maintain a safe and healthy working environment, all employees have a vital role to play in supporting our health and safety efforts. We expect every employee to actively participate in promoting workplace safety by adhering to the following responsibilities:

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### Co-operate with Supervisors and Managers on Health and Safety Matters

**Active Participation:** Employees must actively engage with supervisors and managers in all health and safety initiatives. This includes attending training sessions, safety meetings, and drills, and contributing to discussions aimed at improving workplace safety.

**Compliance with Instructions:** Follow all instructions and guidelines provided by supervisors and managers concerning health and safety procedures. This includes adhering to safe work practices, using protective equipment as instructed, and complying with any other safety directives.

**Collaboration and Teamwork:** Work collaboratively with colleagues, supervisors, and managers to foster a culture of safety. Encourage team members to prioritize safety and report unsafe practices without hesitation.

# Health & Safety Policy Statement

## Take Reasonable Care of Their Own Health and Safety

**Personal Responsibility:** Employees are expected to take personal responsibility for their own health and safety. This involves being aware of their surroundings, identifying potential hazards, and taking appropriate measures to protect themselves.

**Adherence to Safety Procedures:** Follow all safety procedures and protocols applicable to their work activities. This includes using equipment and machinery safely, adhering to safe lifting practices, and following ergonomic guidelines.

**Use of Personal Protective Equipment (PPE):** Ensure that all required PPE is worn correctly and consistently during work activities. Inspect PPE regularly and report any damage or issues immediately.

**Healthy Lifestyle Choices:** Employees are encouraged to make lifestyle choices that contribute to their overall well-being, including regular exercise, healthy eating, and stress management.

## Report All Health and Safety Concerns to an Appropriate Person (as Detailed Above)

**Timely Reporting of Hazards:** Report any health and safety concerns, hazards, or potential risks immediately to the designated health and safety officer or supervisor. This includes reporting faulty equipment, unsafe practices, or environmental hazards.

**Incident Reporting:** Report all accidents, injuries, and near-misses promptly, regardless of severity. Accurate and timely reporting helps us identify patterns, take corrective actions, and prevent future incidents.

**Communication Channels:** Utilize established communication channels to report concerns or suggestions related to health and safety. This includes using suggestion boxes, emails, or direct discussions with supervisors.

**Participation in Investigations:** Participate in incident investigations when required, providing accurate information to assist in identifying root causes and implementing corrective actions. By fulfilling these responsibilities, employees contribute to creating a safe and secure work environment for themselves and their colleagues. Remember, safety is a shared responsibility, and your proactive involvement is crucial to maintaining a culture of health and safety within our organization.



# Health & Safety Policy Statement

## Part 3: Arrangements for health and safety

### Risk Assessments and Daily Site Management

To maintain a safe and secure working environment, we are committed to conducting thorough risk assessments and ensuring that all employees are aware of daily site conditions. This involves both systematic evaluation of potential hazards and effective communication of site-related information.

### Daily Site Whereabouts and Safe Arrival Recorded and Shared

**Daily Site Check-In Procedure:** A daily site check-in procedure will be established to record the whereabouts and safe arrival of all employees working on-site. This procedure is crucial for ensuring that everyone is accounted for and that emergency response plans can be activated efficiently if needed.

### Training

All subcontractors are required to complete a mandatory health and safety induction before commencing any work on our sites. This program is designed to familiarize subcontractors with our safety policies, site-specific hazards, and emergency procedures.

**General Health and Safety Training:** Subcontractors will receive general health and safety training tailored to their specific tasks and responsibilities. This training ensures they are aware of the common hazards associated with their work and the necessary precautions to mitigate risks.

**Manual Handling and Ergonomics:** Training on safe lifting techniques and ergonomic practices will be provided to prevent musculoskeletal injuries, particularly for those involved in physical labor.

**Hazard Communication:** Subcontractors will be educated on the proper handling, storage, and disposal of hazardous substances. This includes understanding Safety Data Sheets (SDS) and the Globally Harmonized System (GHS) of classification and labeling.

**Working at Heights:** For subcontractors working at heights, specific training on fall protection, scaffolding safety, and the use of harnesses will be provided. Emphasis will be placed on adhering to safety protocols and using fall prevention equipment correctly.

**Specialized Training Programs:** Subcontractors involved in high-risk tasks will undergo specialized training programs to ensure they are fully prepared and competent to perform their duties safely.

**Confined Spaces Training:** Training on working in confined spaces will be provided, covering the risks associated with limited ventilation, toxic atmospheres, and restricted access. Subcontractors will learn how to identify confined spaces, use gas detectors, and implement safe entry and exit procedures.

## Health & Safety Policy Statement

### **NRSWA (New Roads and Street Works Act) Training:**

Subcontractors engaged in street works will receive NRSWA training to comply with legal requirements and ensure the safety of both workers and the public. This training covers topics such as excavation safety, traffic management, and the proper use of barriers and signs.

**Training Records and Certification:** All training provided to subcontractors will be documented, and certificates of completion will be issued. These records will be maintained and reviewed regularly to ensure compliance with safety standards and legal requirements.

**Consultation:** Effective communication and collaboration with subcontractors are crucial to maintaining high health and safety standards across all projects and sites. Our organization is committed to engaging subcontractors in meaningful dialogue about safety issues, ensuring that their insights, concerns, and suggestions are considered in our safety management practices. This section outlines our procedures for consulting with subcontractors both informally, as health and safety matters arise, and formally, through structured processes.

**Evacuation:** Ensuring the safety of our employees and subcontractors is a top priority, and part of that commitment includes comprehensive fire safety measures. Each company van is equipped with a fire extinguisher, strategically placed for easy access in emergencies. This section provides detailed information about the location, types, and proper use of fire extinguishers in our vans, along with safety protocols to follow in the event of a fire.

**Location: Back Top Right of All Vans:** The fire extinguisher is located at the back top right corner of the van's interior. This position ensures it is readily accessible without being obstructive or interfering with regular operations.

13 Winsor Way, Sandy,  
Bedfordshire  
SG19 1JL

[info@cannoncomm.co.uk](mailto:info@cannoncomm.co.uk)  
[www.cannoncomm.co.uk](http://www.cannoncomm.co.uk)

