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This Statement has been prepared to define the way in which Entec Design Services Ltd intends to manage, comply, and implement all aspects of Health and Safety legislation and client requirements.

Entec Design Services Ltd recognises the importance of Occupational Health, Safety and Welfare in the successful operation of its activities, and believes that it is everyone's responsibility to participate in the occupational health safety and welfare systems and to contribute towards achieving our overall objectives of the highest standards of accident prevention while continually improving health and safety for employees and others.

It is the policy of all operations of Entec Design Services Ltd to:

- Provide, so far as is reasonably practicable, safe methods/systems of work, safe working conditions and a healthy environment, in particular to:
- Ensure the Health & Safety of all employees in connection with the use, handling, storage and transport of any articles or substances.
- Provide and maintain safe access to and egress from any place of work under our control.
- Provide and maintain a working environment which is adequate as regards to facilities and arrangements for the health and welfare of employees whilst at work.
- Strive for effective and continual improvement of its performance in managing occupational health and safety through implementing an effective H&S Management System.
- Communicate the contents of the policy to all employees with the intent that employees are made aware of their individual health and safety obligations.
- Provide training and/or instruction as may be necessary to personnel at all levels.
- Provide means of consultation on Health and Safety matters for all employees.
- Provide a copy of the policy to interested parties.

The aim is to encourage initiative and adopt best practice in a culture where employees and managers are aware of their individual health and safety responsibilities and are actively engaged and committed to improving standards of Health, Safety and Welfare and maintaining our Management Systems. In order to achieve this, I commit to providing all required resources, including financial resources, to ensure the full and proper implementation of this policy.

This policy is to be reviewed annually to ensure that it remains relevant and appropriate to the organisation and takes account of any changes in legislation or changes to Company policy.

Print	Terry O'Brien – Managing Director	Date	14/09/2021
Sign		Review Date	13/09/2022



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RESPONSIBILITIES

2.1 INTRODUCTION

ENTEC DESIGN SERVICES LTD - herewith will be identified as Entec and/or the Company.

The Health and Safety at Work Act (HASAWA) 1974, provides the legislative framework to promote, stimulate and encourage high standards of health and safety at work in accordance with Sections .2 & 3 of the Health and Safety at Work Act, The Management of Health and Safety at Work Regulations 1999, and all other relevant statutory provisions.

The aim of this Policy is to affirm the Company's intent to implement positive measures to promote and improve health and safety at work. This document details the Policies of the Company in respect to the health and safety at work of all employees, sub-contractors, and external agency workers.

This Policy will be brought to the attention of all employees and sub-contractors on first employment with the Company, a copy will always be available for supply on request.

2.2 MANAGEMENT RESPONSIBILITIES – GENERAL

In general, it is expected that any person responsible for managing others will be responsible for compliance with the Company's Health and Safety Policy in respect of the activities under their control. The Managing Director, Directors and any other managerial or supervisory staff should therefore be aware of the implications of the HASAWA, The Management of Health and Safety at Work Regulations, The Construction, (Design and Management) Regulations 2015, The Health Protection (Coronavirus) Regulations 2020, and any Approved Codes of Practice and Legislation relevant to a place of work and this Health and Safety Policy.

The HASAWA places the primary responsibility for health and safety of those at work on an employer or a self-employed person as being the body which most directly controls the factors which influence working conditions. The Company and the Managing Director, therefore, as the employer, will ensure that there are suitable arrangements to fulfil those responsibilities and for monitoring and updating them.

In addition to safeguarding employees, the responsibility extends to visitors and others whilst on property or any workplace which the Company controls during any given contract. The following lists of post holder's responsibilities are not exhaustive.

2.3 MANAGEMENT RESPONSIBILITIES – MANAGING DIRECTOR



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Overall responsibility for health and safety within Entec Design Services Ltd is that the Managing Director who will ensure that this policy is put into practice, and that health and safety standards are continually maintained and improved. His responsibilities include the following:

- To ensure the maintenance of Entec operations in such a way as to prevent avoidable risk to our employees, sub-contractors, external agencies, or others who may be affected by our activities;
- To ensure the maintenance of Entec operations in such a way as to prevent the likelihood of any accident or incident occurring;
- The preparation and maintenance of a policy document that communicates effectively the safety policies adopted by the Company;
- Satisfactory implementation of the Company Policy and for the monitoring of health and safety arrangements in order to ensure measures are effective;
- Promote the Health & Safety Policy establishing operating procedures and controls to ensure that the policy is implemented correctly;
- Ensuring that safety activities are incorporated into the business decision making processes and decisions;
- Allocating sufficient time and resources to ensure any legal duties are fulfilled and those arrangements are adequate;
- Reviewing and monitoring health and safety performance at regular intervals. to ensure that the highest standards are met and maintained at all times;

2.4 MANAGEMENT RESPONSIBILITIES - DIRECTORS

All Directors of Entec Design Services Ltd have responsibilities under the Health and Safety at Work Act 1974 and must:

- Ensuring new and amended Company Policies are actioned promptly, effectively and are communicated effectively;
- Actively support their managers in the effective implementation of the Company's Safety Policies;
- Promoting a health and safety culture;
- Ensuring effective involvement, communication and consultation with employees;
- Ensure that a safe place of work, plant, equipment and machinery are provided and that safe working practices are followed;
- Provide employees with the appropriate information, instruction and training initially at their induction and throughout their time of employment as is required to ensure they remain equipped to carry out their duties safely;
- Ensuring no employee is required to undertake any task without adequate training;
- Ensuring all employees are supervised during their time at work, to ensure safe working practices are understood and followed;
- Ensuring that all remedial and corrective actions identified by the Entec Health, Safety and Quality Manager during inspections and audits are complied with in full;



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- Ensuring any remedial and corrective actions identified by external authorities are complied with in full;
- Resolving health and safety problems / queries referred to them;
- Responding to external health and safety inspections and internal safety audits as necessary;
- Ensuring that all accidents / incidents which occur are investigated properly in accordance with Entec requirements and are notified to the HSE where applicable;
- Liaising with and supporting the Entec Health, Safety and Quality Manager regarding all health and safety matters;
- Leading by example in achieving a pro-active safe culture.

2.5 MANAGEMENT RESPONSIBILITIES – HEALTH, SAFETY & QUALITY MANAGER

- Accountable for the health and safety performance;
- Creating and developing [health and safety policies](#);
- Implementing and monitoring health and safety policies;
- Establishing health and safety standards;
- Ensuring [risk assessments](#) are carried out;
- Ensuring safe working procedures are implemented;
- Developing a positive health and safety culture;
- Listening to and acting upon concerns from employees and sub-contractors and keeping up to date with the latest knowledge in their field of operations;
- Conducting regular proactive [safety inspections](#);
- Providing guidance and advice to management;
- Prioritising health and safety requirements;
- Ensuring health and safety equipment (e.g., [PPE](#)) is provided and used;
- Implementing health and safety initiatives;
- Ensuring employee involvement relating to all health, safety and welfare issues;
- Assessing training requirements;
- [Accident](#) and [incident](#) investigation and reporting to the HSE as applicable;
- Responding to health and safety related complaints or issues;
- Maintaining a focus on health and safety within the business;
- Provide feedback to directors.

2.6. MANAGEMENT RESPONSIBILITIES – CONTRACT MANAGERS

- Ensuring the implementation of Company Policies at each site and that any new policies and/or amendments are communicated and actioned promptly, effectively and effectively;
- Ensuring that the relevant RAMS have been correctly completed, relate to the task, and are updated as necessary;
- Ensuring the RAMS are communicated and available to all Entec workers on site;
- Ensuring an Entec Site Safety file is developed and issued to site Supervisors or Managers;



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- Implementing and monitoring the control measures identified, which are provided for worker protection, in accordance with Entec health and safety requirements;
- Ensuring all Entec workers on site are competent and have the correct skills and experience required for the task;
- Ensuring Entec workers have all the correct tools, equipment, plant, and machinery for the task;
- Ensuring that any tools, equipment, plant, or machinery used on site are safe and fit for purpose;
- Ensuring the maintenance of plant and equipment is carried out in a manner, which is safe and without risk;
- Providing safe places of work and safe plant, equipment and machinery;
- Ensure any safety issues identified on site are addressed with the site management and the Entec Health, Safety and Quality Manager where applicable;
- Ensuring all employees are supervised during their time at work, to ensure safe working practices are understood and followed;
- Assisting the Health, Safety and Quality Manager with any accident or incident investigation on site involving Entec workers or their activities;
- Liaising with and support the Entec Health, Safety and Quality Manager regarding all health and safety matters.

2.7. MANAGEMENT RESPONSIBILITIES – SITE MANAGERS AND SUPERVISORS

- Ensuring new and amended Company Policies are actioned promptly, effectively and are communicated effectively;
- Ensuring all existing site policies and procedures are followed and adhered to;
- Promoting a health and safety culture;
- Ensuring site inductions are carried out correctly for all Entec workers (employees, sub-contractors, and agency workers) and all documentation is retained in the relevant Entec Site Safety File;
- Ensuring that the relevant Entec Site Safety File is current, regularly updated as required, and retained in a suitable place on site;
- Maintain records of all health and safety training given to employees within their areas of responsibility;
- Ensuring all workers are qualified to operate and/or use any equipment, machinery, or plant provided on site they are required to use;
- Ensuring all Entec workers have provided proof of the correct qualifications prior to commencing any work activity on site;
- Ensuring all RAMS are communicated, understood, and adhered to explicitly at all times on site;



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- Ensure all provided tools, equipment, machinery, or plant provided on site for Entec use is fit for purpose, inspected prior to use, and that any required certification is current and in place.
- Ensuring all plant, equipment, and machinery on site is used safely as per the manufacturers or suppliers' instructions;
- Ensuring the maintenance of plant and equipment is carried out in a manner, which is safe and without risk;
- Taking appropriate action to control any risks and bring any actions to the attention of employees;
- Ensuring all employees are supervised during their time at work, to ensure safe working practices are understood and followed;
- Ensuring that any on site health or safety related issues are reported to the Site Manager, Contract Manager, and Company Health, Safety and Quality Manager as required;
- Reporting of any actual or potential hazards, risks, dangers, breaches of the law and/or policy to the Entec Health, Safety and Quality Manager;
- Ensuring all workers are provided with and use the necessary Personal Protective Equipment (PPE) where applicable, and that all PPE is used and stored correctly;
- Ensuring the emergency evacuation, fire, and first aid and fire procedures are communicated to all Entec workers on site;
- Liaising with and support the Entec Health, Safety and Quality Manager regarding all health and safety matters.

2.8. EMPLOYEES, SUB-CONTRACTORS, AND AGENCY WORKERS

The provision of adequate health and safety standards in the workplace relies on the co-operation and involvement of all employees. There is a statutory duty placed on every employee under health and safety legislation to take reasonable care for the health and safety for themselves and of others who may be affected by their acts or omissions at work. Employees, sub-contractors, and agency workers are therefore required to;

- Reading and understanding the Company Health & Safety Policy Statements and discuss with either their manager or Supervisor or the Company Health, Safety and Quality Manager should clarification be required;
- Reporting all accidents, near accidents and incidents, whether an injury is sustained or not, to their immediate Supervisor or Manager and Entec Health, Safety and Quality Manager;
- Reporting all hazards or concerns to their immediate Supervisor or Manager without delay and make suggestions to improve safety;
- Co-operating with supervisors and managers on health & safety matters;



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- Wearing and maintaining appropriate personal protective equipment when required and immediately notify a supervisor or Manager of any deficiencies;
- Not interfering with anything provided to safeguard their safety;
- Complying with all Company safety rules, policies and procedures, risk assessments, method statements, and safe systems of work at all times in addition to any existing site requirements and arrangements;
- Maintaining a good level of safety awareness and actively try to encourage others to promote a positive safety attitude;
- Conforming to all reasonable health and safety instructions given;
- Liaising with and support the Entec Health, Safety and Quality Manager regarding all health and safety matters.

ARRANGEMENTS

3. HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES_

3.1. RISK ASSESSMENTS

Suitable and sufficient risk assessments will be undertaken by:

- The Health, Safety and Quality Manager in relation to Office matters.
- Contracts Director & Contract Managers in relation to external Sites with the assistance of the Health, Safety and Quality Manager.

The findings of the risk assessments will be reported to:

- Office workers in relation to the Office
- Site Managers and Supervisors in respect of external Sites
- All affected employees

Action required to remove/control risks will be approved by:

- Managing Director in relation to Office matters
- Contracts Director & Contract Managers in relation to external Sites

In relation to Office matters the Health, Safety and Quality Manager will be responsible for ensuring that actions required to remove/control risks are implemented and also for checking that the implemented actions have actually removed/reduced the risks.

In relation to External Site matters the relevant Contracts Manager for that site will be responsible for ensuring that actions required to remove/control risks are implemented and also for checking that the implemented actions have actually removed/reduced the risks.



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Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

3.2 CONSULTATION WITH EMPLOYEES

Consultation with employees will be provided by:

- In respect of External Sites, by site induction and tool box talks,
- In respect of the Offices, by informal meetings and discussions,
- Special workforce meetings convened as necessary to discuss matters of concern/importance,
- Adoption of an “open door” policy by all Directors.

3.3 SAFE PLANT AND EQUIPMENT

The Health, Safety and Quality Manager will be responsible for identifying all equipment/plant needing maintenance and is responsible for ensuring effective maintenance procedures are drawn up.

Any problems found with plant equipment should be reported to The Health, Safety and Quality Manager in respect of the Offices and The Contracts Director in respect of external sites.

The Managing Director and the Health, Safety and Quality Manager will check that new plant and equipment meets health & safety standards before it is purchased.

The Contracts Director in association with the Contract Manager in respect of External sites will ensure the provision and wearing of PPE as is necessary for each task. Contractors and employers of non-employees are advised to ensure their employees wear any protective equipment and clothing likely to be required.

3.4 SAFE HANDLING AND USE OF SUBSTANCES

Contract Managers will be responsible for identifying all substances that require a COSHH assessment, and jointly with the Health, Safety and Quality Manager will be responsible for undertaking COSHH assessments.

In respect of External Sites, the relevant Contract Manager, will be responsible for ensuring all actions identified in the assessment are implemented and ensuring that all relevant employees are informed about the COSHH assessments.

The Health, Safety and Quality Manager will check that new substances can be safely used before they are purchased.



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Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

3.5 INFORMATION, INSTRUCTION, AND SUPERVISION

The Health & Safety Law poster is displayed on the office kitchen noticeboard, and on each External site in the safety file for that site.

Health & Safety advice is available from the Health, Safety and Quality Manager.

Supervision of young workers/trainees will be arranged/undertaken and monitored by the Health, Safety and Quality Manager. Site Supervision will be undertaken by the nominated Site Supervisor.

The relevant Contract Manager for each such project is responsible for ensuring that our employees and contractors working at locations under the control of other employers, are given relevant health & safety information.

3.6 COMPETENCY

Induction training will be provided for all new employees by either the Health, Safety and Quality Manager, the Contract Manager, or the site Manager or Supervisor as applicable.

Job specific training will be provided by:

- Contract Managers & Site foreman in respect of external sites where the training is task specific and they are competent to carry out that training
- External certified and approved training consultants in respect of specialist training.

Specific jobs/areas requiring special training are:

- Work at Height
- Erection and use of mobile towers
- Use of mobile powered elevated platforms



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- Use of mobile powered booms
- General Construction site safety
- First Aid
- Manual handling
- Construction site supervision

Training records are kept at the registered office by the Health, Safety and Quality Manager.

Training will be identified, arranged and monitored by the Contract Managers, Site Managers/Supervisors, and/or the Health, Safety and Quality Manager in accordance with the Company policy and procedures

3.7 ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health questionnaires will be arranged by the Health, Safety and Quality Manager.

Health questionnaire records will be kept at the registered office.

First Aid Boxes are kept in the office canteen. The Principal Contractors facilities are used on external sites.

The First Aiders are identified in the Company training records, listed on the office notice board and included within inductions.

All accidents and cases of work-related ill health are to be recorded in the accident book which is kept by the Health, Safety and Quality Manager at the Company Office and in the site file on each external site.

In respect of external sites, the relevant Contract Manager is responsible for reporting all accidents, diseases and dangerous occurrences immediately to The Health, Safety and Quality Manager who in turn is responsible for notifying the enforcing authority.

3.8 EMERGENCY ARRANGEMENTS & AGENCY AND CONTRACTOR CONTROL

Emergency arrangements will be ensured in respect of the Office by The Health, Safety and Quality Manager and in respect of external sites by the Principal Contractor. All employees and contractors should make themselves aware of emergency procedures. Special attention being given to the location of fire extinguishers, emergency means of escape and fire alarm locations.

All contractors must be approved by the Health, Safety and Quality Manager through the company PQQ Process. All contractors will be competent and comply with the Company Health and Safety Policy and are expected to know the standards of health and safety applicable to their work. At all



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times they should ensure that their work is conducted so that it complies with legal standards for safe methods of work and which are without risks to health.

Contractors not undertaking their work in a safe and healthy manner may be removed from site. The Company will provide to the employer of externally sourced contract labour health and safety information relevant to the works to be carried out. The employer is required by law to ensure that his employees are given this information before they commence work on site.

Print	Terry O'Brien – Managing Director	Date	14/09/2021
Sign		Review Date	13/09/2022