



ERIC WRIGHT
GROUP

Eric Wright Group

Health, Safety and Wellbeing Policy

January 2019



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Introduction

The following policy statements aim to establish the Group Boards commitment to the strategic management of the Group companies for their key statutory and corporate responsibilities.

Eric Wright Group health, safety and wellbeing policy statement

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The Eric Wright Group recognises the importance of achieving and maintaining good standards of health, safety and wellbeing. This policy provides a framework for the Group to achieve good practice and compliance with legislative requirements and approved codes of practice relating to its activities. The standards outlined in this policy are required to be considered by each of the Group's subsidiary companies when setting and reviewing their own policies and procedures.

The board of directors is firmly committed to doing all that is reasonably practicable to protect the health, safety and wellbeing of our employees and any other person affected by our acts or omissions through applying the standards set out within this policy.

Vision

To provide opportunities for all staff to enjoy a career and secure long term employment in their chosen profession; supported by the careful management of our workplaces that minimises risk to people and our environment and promotes a positive culture.

Objectives

- Compliance with our legal obligations
- Implement and maintain management systems to ensure effective planning, organisation, control, monitoring and review of health, safety and wellbeing practices in line with the requirements of OHSAS 18001
- Promote and develop a positive health, safety and wellbeing culture by engaging with all stakeholders.
- Seek continual improvement in our health, safety and wellbeing performance.
- Making health, safety and wellbeing an integral part of our business success

This will be achieved by:

- Provision of adequate resources to ensure compliance with this policy
- Provision and maintenance of systems of work that are safe and without risk to health
- Ensuring all plant and equipment used is fit for purpose and maintained in a safe condition
- Provision of arrangements for the safe handling, use, storage and transportation of articles and substances
- Maintaining a safe and healthy workplace including all access and egress routes
- Provision of appropriate health surveillance
- Provision of relevant and comprehensible information, instruction, training and supervision as necessary to ensure the competence of all of our employees
- Assessing the competence of our supply chain to minimise the risk to health and safety
- Monitoring and reviewing health and safety performance
- Maintaining effective communication and consultation with stakeholders
- Provision of emergency arrangements, which are routinely practiced to ensure effectiveness



The objectives outlined above will be used to form business unit, departmental and individual objectives so that we create a clear line of sight from this policy document to our day to day activities. This will enable all employees to understand the contribution that they make to delivery of the policy. Where appropriate, our policy objectives will be turned into targets and key performance indicators that can be used to track and report progress.

This policy statement is reviewed annually to ensure its effectiveness and compliance in line with the nature of the Group and its subsidiary companies activities, legislation, best practice and procedures.

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<p>Jeremy Hartley Managing Director Eric Wright Group</p>	<p>Signed  Date: 16th January 2019</p>	
<p>John Wilson Managing Director Eric Wright Construction</p>	<p>Signed  Date: 16th January 2019</p>	
<p>Diane Bourne Managing Director Eric Wright Civil Engineering</p>	<p>Signed  Date: 16th January 2019</p>	
<p>Christine Winstanley Managing Director Eric Wright Health and Care</p>	<p>Signed  Date: 16th January 2019</p>	
<p>George Lilley Managing Director Eric Wright Facilities Management</p>	<p>Signed  Date: 2nd September 2019</p>	
<p>Karen Hirst Managing Director Maple Grove Developments</p>	<p>Signed  Date: 16th January 2019</p>	
<p>Neal Whittle Managing Director Eric Wright Water Ltd</p>	<p>Signed  Date: 16th January 2019</p>	
<p>Dan Gosling Director Water Park</p>	<p>Signed  Date: 16th January 2019</p>	
<p>Diane Bourne Director Eric Wright Learning Foundation</p>	<p>Signed  Date: 16th January 2019</p>	

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<p>Colin Hetherington Managing Director Applethwaite</p>	<p>Signed </p> <p>Date: 16th January 2019</p>	 applethwaite
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Accident, incident and occupational ill health investigation and reporting

All accidents, incidents and cases of occupational ill health shall be investigated and reported as defined in this policy.

The purpose of any investigation is to establish the facts and identify the root cause and any contributory factors. Investigations are not about apportioning blame but about learning lessons and preventing recurrence.

Objectives

- All accidents and incidents are investigated with the identification of root cause
- Appropriate reporting and escalation
- Recording and trending to highlight corrective and preventative action
- Close out of identified actions

Escalation

The particulars of any accidents, incident or case of ill health shall be notified to the health and safety department as soon as practicable by either phone (01772 694639) or email (healthandsafety@ericwright.co.uk). The purpose of this notification is to enable the Health and Safety Advisers to assess the potential severity and offer relevant advice and support.

Escalation within the business unit will be detailed within each business unit accident, incident and occupational ill health investigation and reporting procedure.

Investigation

All minor accidents, incidents and near misses shall be investigated by the relevant line manager using F01 "Incident notification form" to record the finding. All accidents as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) or incidents that could potentially have serious consequences for the business shall be investigated by one of the Group Health and Safety Advisers.

Minor accident investigation reports shall be completed and submitted to the Safety Department within two working days of the event occurring or it coming to the management's attention. Should the investigation be incomplete a brief summary of the circumstances should be sent to the Safety Department with an estimated time for completing the report.

RIDDOR or serious accident investigation reports shall be completed within ten working days of the event occurring. Copies of all reports shall be sent to the insurance coordinator for record and notification to the insurers.

Regulator reporting

RIDDOR accidents shall be reported to the enforcing authority by the Health and Safety Adviser investigating the accident as per the requirements of RIDDOR.

Close out

Any identified actions shall be recorded in the appropriate section of F01 and progress with closing out actions shall be reported on at the monthly project review meetings.


Copies of the reports shall be sent to those who have been identified as having responsibility for close out of actions and a time frame agreed for close out. Upon completion or closure of the actions notification shall be sent to the author of the report advising them of the action taken. The author is responsible for closing out the action on the report and recording as appropriate the evidence of close out. A copy of the closed actions shall be sent to the Health and Safety Department for record purposes.

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Recording and trending

All accident details will be recorded on the Group accident database for trending purposes and a summary will be included in the monthly business unit board report and in the quarterly Group board report for appropriate action

The details of all accident records shall be kept for a minimum of forty years. In the case of occupational ill health, including asbestos exposure related diseases,

Signed  Managing Director

Date 16/01/2019

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Performance measuring and monitoring

The Eric Wright Group board of directors recognises the importance of monitoring the occupational health, safety and wellbeing performance of the business. It commits to ensuring effective monitoring is established to ensure that the health, safety and wellbeing objectives defined in the policy statement and group policies are being met.

Objectives

- 1. Establishments of objectives that ensure continuous improvement
- 2. Effective measures that enable proactive and reactive monitoring of the health, safety and wellbeing performance against the objectives
- 3. Regular review of performance measures by the Group Board and respective line management.

Reporting

The board of directors receive a quarterly health, safety and wellbeing report. The report contains a summary of key performance indicators for the business. It also contains an update on the progress with the strategic health, safety and wellbeing action plan and details of any significant trends or incidents.

Individual business unit management boards receive monthly health, safety and wellbeing reports containing more detailed information on their respective performance.

Monitoring

Each business unit is required to establish its own monitoring regime and receive appropriate information to ensure that they are meeting the Group and their own health, safety and wellbeing objectives.

The monitoring regime shall be made up of qualitative and quantitative measurements, using both leading and lagging indicators to monitor the effectiveness of the controls and track progress with any action plans or programmes for improvement.

Where technical equipment is used for qualitative measuring e.g. noise meter or similar then it shall be calibrated as necessary to ensure that it remains accurate. Records of any such calibration or maintenance shall be recorded.

Each business unit is required to monitor reactive measurements of accidents, incidents, near-misses and instances of occupational ill health. There is an expectation that the line management will then formulate a plan of action to implement preventive measures in a drive for continual improvement.

Taking action

During any monitoring activity it is essential that any non-conformance or any unsafe situation that is identified, immediate corrective action is taken. Thereafter root cause analysis should be undertaken to introduce appropriate preventative measures, which shall be monitored to ensure they deliver the planned expectation.



Signed Managing Director

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Hazard identification, risk assessment and determining controls

The Eric Wright Group is committed to complying with its legal obligations. It recognises that the successful management of health, safety and wellbeing can only be achieved through competent hazard identification, assessment of the risk and the implementation of effective controls.

Objectives

1. The identification of potential hazards to people, the environment and the business.
2. Recording of the significant findings of the risk assessment
3. The implementation of effective preventive and protective measures that eliminate or reduce the level of risk so far as is reasonably practicable.
4. Appropriate review of any risk assessment

Hazard Identification

A hazard is defined as anything that could potentially cause harm to any person or the environment or to the business.

Each business unit is required to identify the hazards that it may encounter and record the significant hazards on a risk assessment.

Risk Assessment

The Group has developed a risk assessment process, which each business unit is required to implement.

The risk assessment process requires the recording of the various hazards and the assessment of the level of risk posed by the hazard. The risk assessment shall be used to prioritise attention to those hazards or activities creating the highest risk.

Preventive and protective measures

The preventive and protective measures are those measures deemed necessary to eliminate or control the identified hazard(s) and may include statutory requirements as well as minimum standards required by the Company as detailed in the relevant procedures.

The preventive and protective measure shall be considered using the following hierarchy of control:

- a) Elimination;
- b) Substitution;
- c) Engineering controls;
- d) Signage / warnings and or administrative controls;
- e) Personal protective equipment.

Allocation of responsibility

Against each action an individual shall be appointed to take responsibility for the management or implementation of that particular action. When being allocated that the responsibility the management shall also delegate appropriate authority ensuring clarity of understanding.

Review

The risk assessment shall be reviewed on a regular basis to suit the application.

References

Eric Wright risk assessment process

Signed 

Managing Director

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Health and safety competency and training

The Eric Wright Group recognises that personal and business level competence comprises both experience and knowledge through training and must be measurable and able to be evidenced. The Group also commits to assisting its employees in their personal professional development.

Objectives

- 1. Clearly defined competencies for key roles within the business
- 2. Effective competence assessment tool for both people and organisations
- 3. Effective and appropriate training delivered to the people that need it

Roles and responsibilities

The Group commits to ensuring that all key job roles are defined across all businesses, in order that the person may be matched to the job and any shortfall is addressed in a timely fashion. To that end, the Group Board require that all member businesses have a clearly defined health and safety policy and procedures on competency and training that take account of all levels of personnel from Managing Director downwards, including contractors. This policy must also include a training matrix showing mandatory and discretionary training for each key post.

Training

Unless otherwise agreed, all training will be arranged through the company Training Manager who will keep electronic records of all training and requirements for refresher training. All training records, other than personally issued licences will be held by the business with copies issued to personnel.

Training should be identified as part of the appraisal process with the line manager.

Competence assessment

It is accepted that the Construction (Design and Management) Regulations 2015 (see CDM Group Process EWG/HS/PM/54) require that all duty holders are able to evidence that they are competent to perform their role before accepting a CDM appointment. As such, the Eric Wright Group require that all member businesses are able to formally evidence their competency before accepting an appointment and, where a shortfall is noted, that the Group Board are informed in order that a business decision may be made on how to proceed in a legally compliant manner.

Members of the Board are committed to ensuring that they themselves have the appropriate level of competency in order to lead and direct on matters of health and safety with the support of the Health and Safety Department. Where a shortfall is noted in this area, the Group Board will seek to rectify this matter.

Competent health and safety advice as required under the Management of Health and Safety at Work Regulations shall be provided via a group function reporting through the Group Technical Director directly to the Group Managing Director.



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