



# Aird Walker & Ralston Ltd

Registered Electrical Engineers Established 1919

12F Lawson Street, Kilmarnock, Ayrshire, Scotland, KA1 3JP - Tele: 01563 522236 - Fax: 01563 521304 - Web: www.airdwalker.co.uk

## Health Safety and Welfare Policy

### Policy Statement of Intent

Aird Walker & Ralston Ltd recognise and accept its legal obligation and responsibility for providing a safe and healthy working environment (as far as is reasonably practicable) for employees and visitors to its premises and work locations under the Health and Safety at Work Act 1974, the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos at Work Regulations 2012 and other relevant legislation and common law duties of care.

It is the policy of the Company to operate an Integrated Management System, with the Health, Safety and Welfare elements conforming to the requirements of ISO 45001: 2018.

The Company is committed to the continuous improvement of the Health, Safety and welfare aspects of the Management System and will promote this policy and associated procedures to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of personnel at work;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel to ensure that work which is undertaken produces no unnecessary risk to health or safety;
- Engage employees to co-operate with the Company in all safety matters, identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Commitment to consultation and participation of employees either in group or one-to one on all safety matters, ensuring co-operation and compliance with requirements and to highlight any opportunities.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own health, safety and welfare;
- Provide specific information, instruction, training and supervision to personnel who have particular responsibilities (e.g. a person appointed as a Supervisor, Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Company's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and persons not in the employment of the Company arising out of or in connection with undertakings.
- Provide information to employers of any risks to which those employer's workers may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the directors. It is the ultimate responsibility of the directors for overseeing the implementation of this Policy, which is reviewed annually or sooner in the event of any change in legislation or procedure affecting the policy.

Signed

Gordon Christie  
(Managing Director)  
On behalf of Aird Walker & Ralston Limited

Date: 01-07-2021      Review Date: 01-07-2022



Managing Director: Mr.G.Christie.

Company Registration Number; SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

# Aird Walker & Ralston Limited

## PART ONE: General Duties & Responsibilities

### Statutory Duty of the Company

Aird Walker & Ralston Ltd will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its employees and visitors to its premises and on operational sites, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give employees the information, instruction, training and supervision necessary for their health and safety;

In particular, the Company will:

- Assess the risks to health, safety and welfare of its employees;
- Make arrangements for implementing the health and safety measures identified by these risk assessments;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the arrangements in force to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, noise, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any personnel protective equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs and notices are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the health and safety enforcing authority;

### Statutory Duty of the Company Employees

Employees also have legal duties, and the Company confidently requests non-employed visitors also to observe these. They include the following:

- To conduct their behaviours in an respectful, appropriate manner, so not to pose risk to others health and safety;
- To take reasonable care for their own health and safety, and that of others affected by what they do or do not do;
- To co-operate with the Company and their clients and associates on health, safety and welfare matters;
- To use equipment provided by the Company correctly and as trained, including personal protective equipment in accordance with requirements and or instructions;
- To replenish and maintain the required tool kit as required to complete their operations in a safe manner;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents, incidents, near misses or dangerous occurrences at work, including those involving the public and participants in activities organised by the Company;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings and or areas** to which members of the public have access;

### Policy for Visitors and Contractors

On arrival visitors should be directed to the Company's employee they have arranged to visit. This employee becomes the visitors sponsor, responsible for the visitor(s) health, safety and welfare whilst on the premises, providing instruction and to assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors must sign the visitor's book at reception to record the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to their sponsor who will investigate and report findings to the directors for management review.



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## PART TWO: General Organisation of Health and Safety

Aird Walker & Ralston Ltd operate an Integrated Management System verified by Achilles Verified, BSI, Chas and Safecontractor with the Health, Safety and Welfare elements conforming to the requirements of ISO 45001: 2018.

### Advisors

The Company is a member of SELECT, who have dedicated Health, Safety, Environmental, Legal and Technical departments, being a member we are also audited by SELECT and both the Company and employees can utilise SELECT's advisors expertise to assist with all Health, Safety, Environmental, Legal and Technical issues as required.

### HSQE Representatives

The Company have an appointed Health & Safety Officer to provide advice, implement and oversee the Health, Safety and Welfare aspects of this Integrated Management System, promoting the Company Policies and Procedures.

### Management Committees

The Company carry out management reviews and weekly general meetings, chaired by a director and attended by the appointed HSQE representative and employees from different areas within the business to ensure a broad overview. Health Safety and Welfare is a dedicated topic on the agenda to discuss and address current issues as they arise and to review performance, whilst agreeing to the implementation of necessary continuous improvements to the integrated management systems, so far as;

- To have a broad overview of Health and Safety matters, that include consultation with employees;
- To keep the organisation's Health, Safety and Welfare Policy, processes and procedures under review;
- To ensure safety audits and inspections of the premises and work areas are conducted where necessary;
- To ensure undertakings risk assessments and method statements (RAMS) are carried out;
- To ensure substances used, COSHH assessments (COSHH Regulations) are carried out;
- To ensure adequate instruction and training is provided to employees (tool box talks);
- To take action as may be required to ensure that responsibilities for Health Safety and Welfare are fulfilled;
- To report to the Stakeholders management review on the performance of these responsibilities;

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the HSQE representative who will investigate and report to the directors.

### Safety Tours and Inspections

The Company carry out annual safety tours and inspections of the premises to ensure policy and legislation compliance, detailing reports with recommendations to the director for Management Review. All necessary actions as a result of the tours shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident Book. The Company carry out ongoing inspections of site locations to ensure policy and legislation compliance, detailing reports with recommendations for discussion at weekly meetings and also to be reviewed by directors at management reviews. Further details can be found in Part three: General Arrangement and Procedures – Site Inspections

### Health and Safety Rules

All employees must exercise ordinary care to avoid accidents in their activities at work and comply with the general SJIB working rules, the Company and Clients health and safety rules, policies and procedures along with any further instruction issued from time to time and during site inductions.

Further details can be found in Part three: General Arrangement and Procedures – Site Rules and Procedures

### First Aid

All employees are trained in emergency first aid, first aid facilities and boxes are provided in the following location(s): Reception, General Office, Canteen, Tea Preparation areas, Stores, Workshop, Each Company Vehicle, All Sites, The contents of these boxes are checked and replenished on an ongoing basis to ensure they are suitable for use.

### Accidents

The accident book is kept in a secure locked drawer in the reception office when not in use. Any injury suffered by an employee or visitor in the course of employment or otherwise, however slight, must be recorded, together with such particulars as are required by statutory regulations, on an accident form in the accident book maintained by the Company. Further details can be found in Part three: General Arrangement and Procedures - Accident Reporting Procedures



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## Fire and evacuation

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Company in relation to fire and emergency evacuation, further details can be found in the fire policy and risk assessment. For this reason we have appointed fire wardens to conduct and record testing procedures to help us comply with our legal obligations under The Fire (Scotland) Act 2005 and The Fire Safety (Scotland) Regulations 2006.

## Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Company and any instructions for the use of such must be followed precisely. All equipment will be periodically tested or calibrated to ensure that it is compliant with legislation and is maintained to a standard suitable for employees to use.

## Maintenance

Defective equipment, furniture and structures must be taken out of circulation and or reported as such without delay.

## Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit. Emergency lighting is provided to facilitate emergency evacuation as necessary, these systems are tested at regular intervals and recorded by the fire wardens.

## Hygiene and Waste Disposal

Facilities for the recycling and disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned. Further details can be found in the Waste Management Policy and procedures and Environmental Policy's.

## Food Hygiene

Tea preparation facilities have been provided for employees to utilise during comfort breaks, these extend to the temporary storing, brewing and warming of food and drinks. These facilities must be kept in a clean and hygienic condition. When handling or preparing food and drink brought onto the premises there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Ensure waste food is removed from the facility and disposed of properly.
- Ensure waste is recycled where possible in the facilities provided and keep the lids on rubbish bins.
- Tell your supervisor of any defects or concerns regarding the facilities provided.

Further details can be found in the Waste Management Policy and procedures and Environmental Policy's.

## Display Screen Equipment

The Company recognises its responsibility to ensure the well-being of employees who habitually use display screen equipment for a significant part of their normal work. All work stations have been designed with the required ergonomic adjustment to suit individual's requirements. Employees are advised to ensure that they take a five minute break from their work station and display screen equipment at least once every hour and are advised that, if they experience vision defects or other discomforts that they believe may be wholly or in part a consequence of their use of such equipment, must inform their supervisor or director. Employees have the right to an eye-test at the Company's expense, and the Company also will provide vouchers for the cost of budget prescription safety spectacles, however should employees require spectacles for general use or choose designer safety spectacles additional costs should be met by the employee.

## Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee may undertake their duties if under the influence of alcohol or drugs (except under medical supervision), which the company has a zero tolerance off. Further details can be found in the Drug and Alcohol Policy.



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## PART THREE: General Arrangement and Procedures

Everyone is responsible for compliance and maintaining of the Health Safety and Welfare management systems. The Health and Safety Officer, nominated by the Management Committee, is responsible for ensuring that the health safety and welfare policy is carried out and that responsibilities for which are properly assigned and accepted at all levels. Their details and contact number will be displayed on the Health and Safety Law Poster on notice boards.

### Accident Reporting Procedure

In the event of a serious injury or illness, requiring professional assistance employees must call for an ambulance directly and follow the professional's instruction. To call an ambulance – dial 999 and ask for “ambulance”;

All accidents must be reported to the Health and Safety Officer or Supervisor immediately or as soon as practicable;

All accidents which occur during work for the Company or on the premises or under the Company's control must be recorded and reported to the Health and Safety Officer, who will investigate incidents and accidents, writing a detailed report for the HSE and or directors management review to consider the actions necessary and to prevent recurrence.

All accidents must be entered on an accident form in the accident book, available from the main office reception.

The procedures for “notifiable” accidents as shown below must be followed by the Health and Safety Officer or Director;

Accidents to Employees, Member of the public or Contractor's Employees

For **ALL** accidents,

- Complete the accident form and give to Health & Safety Officer.

For **RIDDOR** accidents reportable to the Health & Safety Executive (for contractors see notes)

- If accident results in incapacity for work for more than 3 calendar days then complete the online form F2508 with copies to the director for the Management Review.
- If accident results in fatality, fracture, amputation or other specified injury (see definition of specified major injuries or conditions, below) then immediately notify:

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

And the Company director for Management Review.

**Follow up within seven days with completed online form F2508 with copies issued to the director for review.**

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

Notes: If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on their behalf who is responsible for reporting the accident.

### Definition of Specified Major Injuries or Conditions

Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot. Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed, other specified injuries and conditions:

- The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye,
- Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact,
- Loss of consciousness resulting from lack of oxygen, Decompression sickness requiring medical treatment,
- Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin,
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material,
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours



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## Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery, Explosion/collapse of closed vessel/boiler, Electrical explosion/fire

Notify the following immediately: Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

**And** the Company director for Management Review.

## Occupational Diseases

In the event of any of the following:

- Poisoning, Skin Diseases, Lung Diseases, Infections,

On receipt of a written diagnosis from a Doctor, report the disease using online **RIDDOR** form F2508A to:

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

**And** the Company director for Management Review.

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

## IF IN DOUBT REPORT IT

## Designer Hazard Evaluation Procedure.

An essential element of good design is to "design out" hazards of construction, maintenance and cleaning of the structure, or where this is not possible, to minimise the risks of such hazards, as is required by the CDM Regulations.

- The Health Safety Welfare and Environmental Arrangements document provide employees with guidance on the Company's Standard Arrangements to combat particular Hazardous Physical & ill Health Activities to detail the control measures that have been put in place, that are reasonably practicable, such as to remove or reduce the identified hazards risk to an acceptable low level.
- The Health Safety Welfare and Environmental Manual provide employees with guidance on the Health & Safety issues identified, as a large percentage of the Company's work is related to the water industry. The manual includes a number of procedures and guidelines which are based on the water industry standards that must be adhered to as well as the Health & Safety at work act 1974, these can however be utilised for other activities.
- The Health Safety Welfare and Environmental Site Rules and procedure provide employees with guidance on company site rules that must be adhered to whilst working or representing the company on sites, clients site rules provided during site specific inductions and daily briefings will take precedence to these Company rules.
- The Health Safety Welfare and Environmental Plan is a model document which will be followed in the event of the Company acting as the Principal Contractor, as defined by the CDM regulations, that will provide all site details.

## Risk Assessment & Method Statement (RAMS) Procedure.

This is a written instruction document that details specific risks and methods used to carry out specific undertakings, combined risk assessment and method statement (RAMS) forms are used for individual tasks. This RAMS form is designed to instruct, advise and safeguard all personnel who will be affected by the Company's undertakings. Risk assessments NEED to be carried out in relation to every activity undertaken whether on site or on the premises. Further details can be found in the Risk Assessment and Method Statement Procedure.

## COSHH Assessment Procedure.

Employers must provide their employees and, so far as is reasonably practicable, other persons who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they are informed of the risks and the precautions they must take when using a specific substance. Employers must ensure that anyone who carries out a task in connection with their duties under the COSHH regulations has sufficient training to do the job. This procedure details the methods associated with carrying out a standard COSHH Risk Assessment for a substance to be used by a company employee, utilising the substance SDS, further details can be found in the COSHH Procedure. Every substance used by the company has been reviewed, assessed and approved for use, employees must not use any substance unless the substance is accompanied by a COSHH assessment and SDS detailing and instructions for use.

## Tool box Talks Procedure

The company provides Tool Box Talks on a variety of Health Safety and Welfare Issues. The Construction Industry Training Boards (CITB) Toolbox talks system is utilised to deliver these talks. These are used to provide training, refresher training and instructions to employees or tool box talks can be given when requested by employees. Further details can be found in the Tool Box Talk Procedure.



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## Premises Health and Safety Tours

- A Health and Safety tour of the premises should be undertaken twice annually.  
One of these inspections may be undertaken at the same time as the annual premises maintenance audit;
- Members of the Management Committee, should arrange to meet and carry out the premises inspection;
- This inspection group will need to agree how each question on the template form needs to be answered;
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the director for Management Review;
- The inspection should be authorised, where URGENT action is necessary, to make immediate response;
- The whole form should be made available to all employees and stakeholders;
- The forms should be preserved in a file maintained for this purpose and management review for continual improvements;
- As required action is taken, the responsible person should initial / sign the form in the appropriate box;

## Site Health and Safety Inspections

- On site Health and Safety inspections should be undertaken randomly, as required by the client and or as required by the Company to monitor and review performance, these should be discussed at weekly meetings.
- These inspections should be undertaken by directors, HSQE representatives, jointly with the client, and or site supervisors, to ensure that the Company's responsibilities for Health Safety and Welfare are fulfilled;
- To ensure that Company employees responsibilities for Health Safety and Welfare are fulfilled;
- To ensure Company policies, procedures and safe systems of work are being adhered to.
- To ensure that Company employees are suitably supervised, trained and instructed of undertakings.
- Company Standards Arrangements are being maintained with employee consultation.
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the director for Management Review;
- The inspection should be authorised, where URGENT action is necessary, to make immediate response;
- The whole form should be made available to all employees and stakeholders;
- The forms should be preserved in a file maintained for this purpose and management review;
- As required action is taken, the responsible person should initial / sign the form in the appropriate box;



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