

PART 1 – STATEMENT OF INTENT

GMR Henderson Builders Ltd. is committed to providing and maintaining a safe and healthy working environment for all employees, subcontractors, clients, visitors and members of the public who may be affected by the company's operations.

The company recognises its duties under the Health & Safety at Work etc. Act 1974 and all other applicable health and safety legislation and is committed to:

- Preventing injury and ill health
- Providing safe systems of work
- Eliminating or reducing workplace hazards and risks
- Providing suitable information, instruction, training and supervision
- Consulting with employees on health and safety matters
- Maintaining plant, equipment and workplaces in a safe condition
- Ensuring safe use, handling and storage of substances and materials
- Monitoring health and safety performance
- Continually improving health and safety standards

GMR Henderson Builders Ltd. will ensure suitable resources, competent persons and management arrangements are in place to effectively manage health and safety throughout all company operations.

All employees, contractors and subcontractors are required to cooperate with the company and work in accordance with approved procedures, Risk Assessments, Method Statements, COSHH Assessments and site rules.

The company operates a zero-tolerance approach to:

- Unsafe acts
- Deliberate breaches of safety rules
- Alcohol or drug misuse at work
- Removal or misuse of safety controls or equipment

This policy shall be reviewed annually or sooner where significant changes occur.

Signed: 

Gerald Henderson

Managing Director

Date: 08/06/26



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PART 2 – ORGANISATION & RESPONSIBILITIES

2.1 Managing Director Responsibilities

The Managing Director, Gerald Henderson, has overall responsibility for health and safety within GMR Henderson Builders Ltd.

Responsibilities include:

- Providing adequate resources for health and safety management
- Ensuring suitable policies and procedures are implemented
- Promoting a positive safety culture throughout the company
- Monitoring overall health and safety performance
- Ensuring competent advice is available
- Ensuring corrective actions are implemented where deficiencies are identified

2.2 SHEQ / Health & Safety Advisor Responsibilities

The SHEQ / Health & Safety Advisor, Phill Smith, is responsible for:

- Monitoring compliance with company procedures and legislation
- Conducting inspections, audits and site visits
- Assisting with Risk Assessments and Method Statements
- Providing health and safety guidance to management and staff
- Investigating incidents and near misses
- Monitoring corrective actions and reporting findings to management
- Supporting continual improvement of company systems

The Health & Safety Advisor has authority to stop unsafe work activities where immediate risk exists.

2.3 Managers & Supervisors Responsibilities

Managers and Supervisors are responsible for:

- Implementing company health and safety arrangements
- Ensuring work activities are properly planned and supervised
- Ensuring operatives are trained and competent
- Conducting briefings, inductions and toolbox talks
- Ensuring Risk Assessments and Method Statements are followed
- Monitoring site conditions and standards
- Reporting hazards, incidents and unsafe conditions
- Ensuring defective equipment is removed from service

2.4 Employees Responsibilities

All employees must:

- Take reasonable care of themselves and others
- Follow company procedures and site rules
- Use equipment and PPE correctly
- Report hazards, defects, incidents and near misses immediately
- Cooperate with training and supervision requirements
- Not interfere with or misuse safety equipment
- Not work under the influence of alcohol or drugs

Employees have the authority to stop work and seek guidance where unsafe conditions are identified.

2.5 Subcontractors

Subcontractors shall:

- Provide competent personnel
- Comply with company procedures and site rules
- Provide suitable Risk Assessments and Method Statements where required
- Use suitable tools, plant and equipment
- Cooperate with site management and safety inspections

PART 3 – ARRANGEMENTS

3.1 Health & Safety Management

The company shall maintain suitable health and safety management arrangements proportionate to its operations including:

- Risk Assessments
- Method Statements
- COSHH Assessments
- Site inspections and audits
- Toolbox talks
- Inductions
- Incident investigations
- Training records
- Permit systems where required

3.2 Training & Competence

All personnel shall receive suitable:

- Induction training
- Task specific training
- Refresher training



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- Toolbox talks
- Safety briefings

Training records shall be maintained by the company.

Only trained and competent personnel shall operate plant, equipment or specialised tools.

3.3 Consultation & Communication

The company shall consult with employees on matters affecting health and safety through:

- Site briefings
- Toolbox talks
- Safety meetings
- Daily communication with supervisors

Employees are encouraged to report concerns, hazards and suggestions for improvement.

3.4 Risk Assessments & Method Statements

Suitable and sufficient Risk Assessments and Method Statements shall be produced for work activities where required.

Personnel shall:

- Review relevant RAMS prior to work commencing
- Sign relevant documentation where applicable
- Follow identified control measures at all times

Work shall stop immediately where control measures cannot be maintained safely.

3.5 Personal Protective Equipment (PPE)

Suitable PPE shall be provided where risks cannot be adequately controlled by other means.

Mandatory PPE requirements shall be identified through:

- Risk Assessments
- Site rules
- Client requirements

PPE shall:

- Be suitable for the task
- Be maintained in good condition
- Be inspected before use
- Be replaced where defective

Failure to wear mandatory PPE may result in disciplinary action.

3.6 Work at Height

Work at height shall be avoided where reasonably practicable.

Where work at height cannot be avoided, suitable control measures shall be implemented including:

- Scaffold systems

- MEWPs
- Edge protection
- Fall prevention systems
- Fragile roof protection
- Inspection regimes
- Rescue arrangements where required

Only trained and authorised personnel shall work at height.

3.7 Work Equipment

All work equipment shall:

- Be suitable for intended use
- Be inspected before use
- Be maintained in safe condition
- Be used only by trained and competent persons

Defective equipment shall be removed from service immediately.

Portable electrical equipment shall be subject to inspection and testing where required.

3.8 Hazardous Substances (COSHH)

Hazardous substances shall be controlled in accordance with COSHH Regulations.

Suitable COSHH Assessments shall be completed where required and communicated to affected personnel.

Employees shall:

- Follow safe handling procedures
- Use required PPE
- Report adverse reactions or spillages immediately

3.9 Manual Handling

Manual handling activities shall be avoided where possible through use of:

- Mechanical aids
- Lifting equipment
- Team lifting arrangements

Where manual handling cannot be avoided, suitable controls and training shall be implemented.

3.10 Asbestos

Where asbestos containing materials are suspected:

- Work shall stop immediately
- The area shall be isolated where necessary
- Management shall be informed immediately
- Further works shall not proceed until the material has been assessed appropriately

Only authorised and trained personnel shall undertake non-licensed asbestos works.

3.11 Health Surveillance & Occupational Health

Where exposure risks are identified, suitable health surveillance arrangements may be implemented including:

- HAVS screening
- Audiometry
- Respiratory health assessments
- Occupational health referrals

Employees shall notify management of any medical conditions that may affect their work activities. Medical information shall be handled confidentially in accordance with GDPR requirements.

3.12 Fire Safety

Suitable fire prevention and emergency arrangements shall be implemented including:

- Fire extinguishers
- Means of escape
- Emergency procedures
- Fire points and assembly points
- Hot works controls where required

Employees must cooperate with fire safety procedures and evacuation arrangements.

3.13 First Aid

Suitable first aid arrangements shall be maintained including:

- Trained first aid personnel
- First aid kits
- Emergency contact arrangements

All incidents requiring first aid treatment shall be reported.

3.14 Incident Reporting & Investigation

All accidents, incidents, near misses and dangerous occurrences shall be reported immediately. Incidents shall be investigated where appropriate to:

- Identify root causes
- Prevent recurrence
- Implement corrective actions

RIDDOR reporting shall be completed where legally required.

3.15 Monitoring, Audits & Review

The company shall monitor health and safety performance through:

- Site inspections
- Audits
- Management reviews
- Incident investigations

- Employee feedback

Corrective actions shall be monitored to completion.

This policy and associated arrangements shall be reviewed at least annually or following:

- Significant incidents
- Legislative changes
- Changes in operations
- Client requirements

Policy Approval Section

	Name	Position	Signature	Date
Prepared by	Phill Smith	SHEQ		08/06/26
Reviewed by	Gerrald Henderson	Director		08/06/26
Approved by	Gerrald Henderson	Director		08/06/26