



## HEALTH & SAFETY POLICY STATEMENT

**The organisation recognises its statutory duty under the Health and Safety at Work etc Act 1974.**

Therefore, this policy, is So Far As is Reasonably Practicable (SFARP):

To ensure that the organisation provides and maintains safe and healthy working conditions.

To ensure safe equipment and systems of work for all our employees.

To provide as such information, instruction, training and supervision as is required.

There are no risks to health in the use, handling storage and transportation of articles and substances.

Consultation and communication with employees on all health, safety and welfare matters.

We also recognise our responsibility for the health, safety and welfare of other people including visitors and contractors who may be affected by the organisation's undertaking.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement this policy, are set out in Anglian Excavations Ltd "Principal" procedure document.

Health and Safety is seen as a key company aspect and will be pro-actively managed as a line management function.

The health, safety and welfare of staff, visitors and others is paramount and should never be compromised for other objectives.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed every year.

A handwritten signature in black ink, appearing to read 'Chris Lee'.

**Signed:** \_\_\_\_\_

Chris Lee

**Position:** Chief Executive Officer

**Date:** January 2026

# **ANGLIAN EXCAVATIONS LTD**

## **HEALTH AND SAFETY ARRANGEMENTS**

### **ORGANISATION AND ARRANGEMENTS FOR CARRYING OUT SAFETY POLICY**

Mr C. I. Lee the Chief Executive Officer, has been appointed as the executive responsible for the implementation of the Health and Safety Policy.

### **FUNDING**

Arrangements will be made for funds and facilities that meet the requirements of this policy by ensuring that due allowance is made for adequate welfare facilities, plant, equipment, systems of work and training, so as to avoid any injury or damage to the health of employees and others who may be affected by the Company's undertakings.

### **WELFARE FACILITIES**

Welfare facilities will be provided by the Company in accordance with either the Workplace Regulations 1992 or the CDM Regulations 2015, which lay down the standards required. The site management will establish the facilities to the legal standard before work starts, taking into account any sub-contractor requirements. Thereafter, the facilities will be maintained to a good standard and kept in a clean, hygienic condition.

Where the Company is a Sub-contractor, arrangements will be made with the Principal Contractor to use their welfare facilities.

### **RESPONSIBILITIES OF MANAGEMENT**

It is the Line management's direct responsibility to encourage safe working and to ensure that all safety rules are observed and that all legal requirements are complied with, in respect of the operations carried out under their control. At site, office and workshop level, it is the individual manager's responsibility to ensure safe working in connection with all plant, equipment, processes and operations. All levels of line management must fulfil the specific responsibilities assigned to them under this Health and Safety Policy.

### **RESPONSIBILITIES OF OPERATIVES AND MEMBERS OF STAFF**

All employees are reminded that the Health and Safety at Work Act 1974 states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. This requirement applies equally to machine guards, protective clothing, protective equipment and welfare facilities.

Employees are also urged to co-operate with their safety committees where these are established, and to fulfil the specific responsibilities assigned to them under this Health and Safety Policy.

Employees who fail to follow their Health & Safety training or who tamper with safety equipment will be subject to a disciplinary investigation in line with the company's disciplinary procedure.

Employees have the right to refuse to work if they feel at risk of injury. This must be reported to the HS&E Manager immediately.

## **JOINT CONSULTATION**

Joint consultation on health and safety matters will be encouraged and at those operations where safety committees are required by either the Safety Representatives and Safety Committees Regulations 1977 or the Health and Safety (Consultation with Employees) Regulations 1996. These will be properly constituted with management and labour fully represented. In such cases, it is the Company's policy that meetings will be regularly held and accident prevention matters freely discussed. The main function of these committees is to draw attention to any unsafe practices, which come to their attention and to bring forward suggestions for better safety standards and practices.

The committee members should set an example to other employees and convince them of the value of making safety an integral part of the daily activities of the construction operation. A member of the team will be nominated to represent Anglian Excavations Ltd at the client's site safety meetings.

Additionally, all operatives should immediately report to the site management any defects in plant/equipment, dangerous working practices, unsatisfactory personal protective equipment and any other hazards apparent. The details of any such report must be recorded by the site management and action taken accordingly.

Whilst all employees are entitled to raise matters for discussion at safety committee meetings, it is their duty to report immediately any potentially dangerous situation or condition to their immediate supervisor, who must then inform line management.

## **REPORTING OF ACCIDENTS**

All accidents, no matter how small, must be reported to the appropriate person and details entered in the accident book. Any injury should receive immediate first aid treatment by the site first aider followed by hospital treatment if this should be necessary. In the event of a serious injury or dangerous occurrence the site management should follow the emergency procedure laid down in section 5/1 of the Principal Document and as soon as possible. Thereafter, the reporting procedure laid down in section 5/20 must be followed. The HSE Manager will be responsible for reporting incidents that fall under the RIDDOR criteria. The RIDDOR reporting will be reported within 10 days of the incident. For accidents resulting in an over 7-day absence we will notify the appropriate authority with 15 days as set down in the RIDDOR guidance.

## **PLANT AND EQUIPMENT**

All defects in plant, equipment and site vehicles must be reported by the site management to Mr C. I. Lee immediately, and if necessary, the use of any such item should be prohibited until the appropriate repairs have been carried out. Mr C. I. Lee will be responsible for responding to such reports from site and arranging for the necessary repairs to be carried out without delay. All plant and vehicles will be maintained and serviced in accordance with the existing company, and manufacturers' schedules.

## **RISK ASSESSMENTS**

Risk assessments will be carried out as required and written records prepared as necessary with control measures to minimize the identified risks specified. The line management must keep the need for risk assessments constantly in mind when planning operations and seek expert advice where necessary.

In carrying out risk assessments due consideration will be paid to the requirements of the following Regulations:

- Management of Health and Safety at Work Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002
- Noise at Work Regulations 2005
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 2002
- Control of Vibration at Work Regulations 2005

Where appropriate, a written Method Statement will be prepared following a meeting on site to establish the scope of works, equipment to be used, potential hazards identified, control measures to reduce the risk and supervising arrangements. The Method Statement will be circulated and signed by all operatives and the Site Manager/Supervisor, and kept in the Specific Site Folder.

## **DRUGS AND ALCOHOL**

The Company operates a “Zero Tolerance” policy towards the illegal use of drugs and alcohol. Any person found to be using, or under the influence of illegal drugs will be removed from the workplace for their own safety and that of others, and will be subject to disciplinary proceedings.

The same conditions apply to the use or influence of alcohol in the workplace. These disciplines will apply equally to persons using company vehicles or equipment at any location.

All new starters and agency operatives will be subjected to a drug and alcohol test at the start of their induction. This will be carried out by the relevant Contract Supervisor. The same process will apply to any sub-contractor appoint by Anglian Excavations Ltd.

Employees within the business will be randomly selected for a drug and alcohol test by the Contract Supervisor or the Safety Manager. All those involved in the drug test will be required to complete the test consent form prior to saliva or urine sample. All tests and results will be ratified by a suitably appointed ‘co-assessor’ at the time of the drug test.

The use of certain prescribed and over the counter drugs may cause drowsiness and affect a person’s ability when operating heavy machinery. The use of these drugs should be notified to ensure job placement is not affected.

Employees and agency operatives working at a client’s site will also be required to conform to the Drug and Alcohol Policy of the company for which they are working within.

In the event of an accident or incident at any operating site, the involved employee(s), agency operative, visitor or contractor will be requested to take part in an alcohol and drug test.

Those found to have been tested positive for an illegal drug or positive for alcohol will be suspended from work pending an investigation, which could lead to disciplinary proceedings in line with company policies.

Refusal to cooperate and take part in any drug or alcohol test will be deemed as gross misconduct, which could lead to dismissal.

## **INSTRUCTION AND TRAINING**

Induction training of all new personnel, and of all existing personnel on new operations where special hazards exist or where new procedures are necessary, will be carried out by Line management.

The necessary training on the introduction of new plant, substances and processes will be the responsibility of Mr C. I. Lee. He will ensure that they are as safe as is reasonably practicable, and have been tested and thoroughly examined in accordance with the Provision of Work Equipment Regulations. Arrangements will also be made to ensure that supervisors are aware of any safety instructions issued with the plant, substances, equipment or process. Operatives will receive training or instruction in their operation or application.

Operatives who are carrying out key tasks e.g., abrasive wheel changing, cartridge tool fixing etc: will be provided with the necessary training. General site safety training will be provided for site operatives and this will take the form of on-site tool box training; having content suitable for the operations being carried out.

Special risks situations such as working with chemicals, confined spaces, hot works and explosive atmospheres will be assessed and the need for specific instruction and/or training identified. Where necessary, expert advice and assistance will be sought. The training of all levels of management and supervision will be a priority policy matter with the objective of ensuring that management are fully conversant with current health and safety

procedures with a working knowledge of the existing legal requirements. It will be the responsibility of the Health, Safety and Environment Manager to ensure that training procedures are regularly reviewed. Training will be in line with a minimum of HSE / industry standards and reviewed / retained in line with these.

All Staff are trained in Emergency Procedures as set in in section 20 of the standard operating procedures found in this document and the Site Emergency Procedures for their specific place of work.

#### **PLEASE TAKE NOTE:**

There is no productive need or commercial advantage that is worth injury or health risk to anyone involved in the Company's activities.

#### **REVISION OF POLICY STATEMENT**

It is the Company's legal duty to revise this policy statement as often as may be appropriate to take into account changes in the law affecting the Company's operations, or changes in the organization and arrangements for carrying out this policy. Any revisions found to be necessary will be communicated to each employee.

#### **CONTINOUS IMPROVEMENT**

The management of the company will strive to continuously improve their operations by listening to ideas that come from the employees, and keeping abreast of new technology and working practices that could be applied. These will be evaluated at the annual Management Systems review meeting.

  
**Signed:** \_\_\_\_\_

Chris Lee

**Position:** Chief Executive Officer

**Date:** January 2026