

Cook Ground Investigation Limited

Health, Safety and Welfare Policy


This is the statement of general policy and arrangements for Cook Ground Investigation Limited ('CGI'). CGI is committed to protect the health, safety and welfare of all its employees, at and above the requirements set out in current applicable UK legislation and industry best-practise. This commitment covers:

- ✓ all work undertaken by CGI personnel, whether at the registered office, equipment storage area, within the company vehicle or on third party sites;
- ✓ equipment and materials (including hazardous substances) that are used by CGI personnel; and
- ✓ consideration of the health, safety and welfare of others potentially affected by CGI work activities, including Clients and people working or using land where CGI work takes place.

Overall and final responsibility for health and safety is that of the company Directors, Benjamin Paul Cook and Nicholas George Cook.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Benjamin Paul Cook.

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Benjamin Cook (Director)	CGI has developed generic risk assessments, safe working procedures and control of substances hazardous to health (COSHH) assessments for the day to day work of CGI employees. These procedures are mandatory for all CGI personnel and cover work at the company registered office, company vehicle, the equipment store and on site. Generic risk assessments are reviewed every year, or earlier if working habits, legislation, personnel or tasks change, or in the event of an incident. Some contracts require additional site specific Health and Safety procedures. Each contract is reviewed by Ben who will decide if the generic procedures are suitable and sufficient for the work to be carried out. If necessary, site specific risk assessments and control measures are developed by Ben, in conjunction with the Client, prior to starting work or during work (e.g. if the scope of work or site conditions change).
To provide adequate training to ensure employees are competent to do their work	Benjamin Cook (Director)	Training is provided to all employees of CGI to ensure that they are competent to complete their work. This includes training provided by third party providers (where required) and in-house training. In-house takes place at the registered company address, at the equipment store or/and on site. All employees receive a new starter induction which will include training in the generic risk assessments, safe working procedures and COSHH assessments.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Benjamin Cook (Director) All staff	A printed copy of this policy, generic risk assessments, safe working procedures and COSHH assessments are kept in the company vehicle. All employees take part in regular health and safety talks on site, including talks arranged by the Engineer / Client Representative, third party site personnel and / or CGI. When required by third party site operatives and / Clients, CGI employees complete site inductions and training. CGI staff are routinely consulted on health and safety matters as they arise.

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To implement emergency procedures - evacuation in case of fire or other significant incident.	Benjamin Cook (Director)	<p>Most work activities will be carried out on behalf of a client at third party sites. These sites have a wide range of uses including operational sites (e.g. industrial, retail, educational and recreational uses), construction or demolition, derelict sites and undeveloped land.</p> <p>On operational, construction or demolition sites, CGI will follow the emergency procedures required by the site and the Client. On non-operational sites (e.g. undeveloped land), CGI will follow the emergency procedures required by the Client. If emergency procedures not be available, or not considered suitable by Ben, Ben will develop and communicate emergency procedures to CGI personnel before starting work.</p>
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances.	Benjamin Cook (Director) All staff	<p>CGI provides and maintains suitable personal protective equipment (PPE) and training on its use for all staff. All staff are required to use and maintain their PPE in accordance with the training provided and CGI's control measures.</p> <p>CGI maintains equipment, machinery and vehicles in accordance with the manufactures guidance and applicable UK legislation. CGI has identified hazardous substances used during day to day activities and has produced COSHH assessments for them. Where possible, consideration will be given to replacing hazardous substances with non-hazardous substances.</p> <p>For work on third party sites, CGI will liaise with the Client and / or site personnel to make arrangements for appropriate welfare facilities to be provided.</p>
Health and safety law poster is displayed:	Benjamin Cook (Director)	At the company equipment store, the registered office and in the company equipment trailer.
<p>Location of first-aid box and accident book:</p> <p>Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below) Tel: 0845 300 9923.</p>	Benjamin Cook (Director)	<p>First aid boxes are located in the company truck.</p> <p>The accident book is located at the company registered office.</p>
Signed: (Employer)		
Date signed:	14/08/2022	Date for review: 14/08/2023
Subject to review, monitoring and revision by:	Benjamin Cook	