

BROADSTONE GROUP LTD

Annual Documentation and Procedures Review

21st December 2009

Gary Smith – Managing Director
Mary O’Neill – Health and Safety Advisor

- **It was decided that the “Fortnightly Inspection Sheets” are to be removed from the Company’s procedures**

Reason

Site Inspections are done on a weekly basis as a minimum, each project is risk assessed before commencement and inspection/reporting is agreed with the Managing Director.

- **Method Statement Evaluation Approval Form – has now been added to the Company Procedures**

Reason

It allows the Contracts Manager and the Company to have formal records of checks completed on Sub-Contractor Method Statements to ensure that they are sufficient and fit for the task

- **New/updated Lifting Operations forms are to be included in the Company’s Procedures and Index**

Reason

Updating of original forms – parts 1 & 2

- **New Fire Risk Assessment for offices to be provided by Mary O’Neill**

Reason

Additional employees to start in December 2009 & January 2010 and change of seating arrangements in office

- **Fire drill to be arranged for 2nd week January 2010**

Reason

New employees to be included in the fire drill

- **Documentation checks – Coshh Assessments and Sub-Contractor Risk Assessments – Mary O’Neill to do January 2010**

Reason

Gary requested that Mary O’Neill check the validity of Company’s Coshh records and Sub-Contractor Risk Assessments to ensure they are suitable and sufficient in January 2010 and report.

All other procedures and documentation were found to be suitably sufficient and it was agreed that the current system works well.

Upon completion of the above documentation checks, a meeting is to be arranged with Gary and the Management team to advise of any changes to current documents and procedures.

BROADSTONE GROUP LTD

Site Inspection Report

Site Address: K Block, Tong School, Bradford

Action by:

URGENCY

Site Exterior

Access and egress to this site is acceptable. The safety fencing is in place for protection of the public and the site is being kept in a clean state.

One issue to be aware of is that the council have left a small trench just outside of the main entrance door. This trench has not been either covered or fenced off and could be a hazard to your workforce. I discussed this issue with Brian Green and asked him to get the council to sort it out

TM -
URGENT

Site Cabin

The site cabin doors were unlocked and left open. Electrical tools, site files and a hot water heater are there for the taking should anyone have need for such things. The site cabin is out of view of the main entrance to the work area and should be kept locked unless in use.

TM
URGENT

Documentation

The Health and Safety Law Poster is on display but the contact details are not on the poster.

TM
N/U

Copies of the F10 and Broadstone's insurance certificate are available in the site file but should also be displayed on the notice board

TM
N/U

The signing-in book appears to be being used correctly
Inductions are undertaken and signed.

Accident/Incident reporting

There are accident/incident record sheets available and in fact, there has been an incidence of back strain reported and documented. All accidents and incidents should be reported to Mary O'Neill so that accident statistics can be updated and recorded – I await the report

TM
N/U

PPE

No issues to report

Housekeeping

No issues to report.

First Aid

There are two first aid kits in the site cabin and the smaller kit needs Replenishing.

TM
N/U

Conclusions

There are a few points to deal with here but the real priorities are the council's trench and the lack of risk assessments.

I await your action plan for the above points and your next instruction

Mary O'Neill
Health & Safety Officer

9th December 2009

BROADSTONE GROUP LTD

Response to Site inspection report – K Block, Tong School, Bradford

14th December 2009

From: Tony Milburn (Contracts Manager)

To: Health and Safety Management Team

Site Exterior – 11/12/09

Contact with the council was proving difficult, we have now covered the trench with a road plate and I would consider it to be safe

Site Cabin – 11/12/09

The site cabin is now locked at all times – key with the Site Foreman (Brian Green)

Documentation - 14/12/09

At 8am today I completed the Health & Safety poster, the F10 document and the insurance certificates are on display in the site cabin as well as the site file

First Aid -14/12/09

First Aid supplies have been ordered to replenish the small first aid box

Accident/Incident Reporting – 14/12/09

There are no accidents to report to date, however the small incidence of back strain which is documented in the company records was not in any way work-related. However, I have reiterated to Brian Green that he must report directly to the Health and Safety Officer any accidents or incidents that occur on site.

Comments

All of the issues raised by Mary O'Neill have now been dealt with. I am satisfied that the site is being run in accordance with company procedures and look forward to further inspection.

Tony Milburn (Contracts Manager)
14th December 2009