

## 1. Purpose

The purpose of the organisation is to outline the responsibilities of the Board and those who undertake work on behalf of the company to ensure a safe and healthy working environment.

## 2. Scope

This policy is applicable to NY Highways Limited.

## 3. Organisation

### The Board

The Board has overall responsibility for the effective leadership for health and safety for NY Highways Limited. They will carry out the following duties;

- Ensure that a health and safety policy is adopted for the company and is an integral part of the company's culture and its values
- Ensure that company strategies and plans give due consideration to the health and safety impacts on employees, contractors and stakeholders. This will include subcontractors and other organisations within the supply chain.
- Ensure that adequate resources are made available to achieve high standards of health and safety performance this includes the appointment of an appropriately qualified Health and Safety Advisory Service
- Ensure that health and safety is given due consideration when appointing contractors to undertake work on behalf of the company
- Ensure that its employees have the relevant skills, knowledge, experience and training to identify and manage the health and safety risks in the business
- Ensure that health and safety performance is reviewed and reported to the Board on a regular basis

### Managing Director

The Managing Director has responsibility for the effective direction for health and safety for NY Highways Limited. They will carry out the following duties;

- Ensure that the health and safety policy and management systems are an integral part of the company's culture, of its values and performance standards
- Ensure that the company has a clear management structure and that health and safety responsibilities are effectively communicated
- Ensure that there are adequate and appropriate arrangements to encourage the participation and involvement of employees and stakeholders on health and safety issues
- Ensure there are adequate arrangements so that the required health and safety information is shared between those that need it

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- Ensure that there are systems and arrangements to secure the competence and capability on health and safety related matters of all employees and others who are undertaking work on behalf of the company
- Provide visible leadership on health and safety to employees, contractors and other relevant stakeholders by setting and reviewing targets for achieving improvements in health and safety performance
- Approve the company health and safety action plan and manage its implementation
- Ensure that adequate resources are made available to achieve high standards of health and safety performance
- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports and act on any areas of concern
- Ensure health and safety performance is regularly reviewed at Board Level and ensure a formal annual review is carried out
- Consult the company Health and Safety Advisory Service and others as appropriate to monitor the need for further health and safety measures.

## Senior Managers

- Provide effective leadership on health and safety to their managers by setting and reviewing targets for achieving improvements in health and safety performance;
- Implement the company health and safety arrangements and requirements in their service area and monitor its implementation;
- Ensure that health and safety issues are taken into account in all service performance plans and at the design stage of new initiatives;
- Satisfy themselves that suitable health and safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training and instruction to be rectified where practicable;
- Ensure that arrangements are in place so they are advised of any accidents, incidents and health and safety issues occurring in their area of responsibility;
- Monitor the need for any further health and safety measures, instruction and training;
- Ensure that suitable and sufficient risk assessments are carried out in their area of responsibility. These should be recorded, communicated to the relevant staff and reviewed at least annually (or sooner if there is an accident, near miss or a significant change to the activities assessed) and amended if necessary;
- Ensure that all employees in their area of responsibility have been informed of any significant risks to their health and safety, and any control measures, workplace precautions, safe systems of work, etc. that must be taken to minimise these risks.

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## Other Officers with Management/Supervisory Responsibility

Staff who manage, supervise or have responsibility for employees, trainees or members of the public are responsible for health and safety within their management control. They carry out the following duties in consultation, where appropriate, with the Health and Safety Advisory Service, and other appropriate officers:

- Provide effective leadership on health and safety to their staff and support improvements in health and safety;
- Ensure that health and safety issues are taken into account at the design stage of any new initiatives and projects;
- Take reasonably practicable steps to ensure the health, safety and welfare of all employees, trainees, temporary workers, volunteers and other persons who may be affected by work activities (e.g. visitors, members of the public, contractors);
- Arrange for regular health & safety inspections to be carried out in their area of responsibility and ensure that any identified remedial actions are completed;
- Ensure health and safety risks, including the risks associated with microbiological hazards (e.g. Covid-19 and/or emerging variants) are assessed in their area of responsibility and ensure that all significant risks are adequately controlled. Record the significant findings of risk assessments and bring these to the attention of those affected where appropriate.
- Ensure that accidents and incidents or medically diagnosed work related ill health, including any Covid-19 and/or emerging variants where the disease may have been acquired due to work related exposure, in their area of responsibility are reported promptly, as required by the accident/incident reporting procedure. Ensure that accidents, incidents (including near misses) and work related ill health are investigated and where reasonable practicable, effective action is taken to prevent a reoccurrence.
- Ensure that all employees in their area of responsibility receive appropriate health and safety training and they have sufficient knowledge, skills and information to carry out their work safely. Ensure that new staff are given a workplace health and safety induction during their first week at work.
- Ensure that they and their staff are kept up to date with all relevant health and safety information;
- Ensure that all employees, trainees, temporary workers and volunteers (where they are under the direct control of the NY Highways) are supplied with appropriate personal protective equipment and clothing that is fit for purpose and used correctly. Where it is required, provide suitable information, training and instruction on its use, maintenance and storage.

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## Officers without line management but have site management responsibilities

Staff who have site management responsibilities:

- Provide effective leadership on health and safety on all sites under their control and support improvements in health and safety;
- Ensure that health and safety issues are taken into account at the design and/or setting out stage of any new site;
- Take reasonably practicable steps to ensure the health, safety and welfare of all employees, trainees, temporary workers, volunteers and other persons who may be affected by work activities (eg visitors, members of the public, contractors);
- Arrange for regular health & safety checks to be carried out in their area of responsibility and ensure that any identified remedial actions are completed;
- Ensure health and safety risks, including the risks associated with microbiological hazards (e.g. Covid-19 and/or emerging variants) are assessed in their area of responsibility and ensure that all significant risks are adequately controlled. Record the significant findings of risk assessments via the site specific risk assessments and bring these to the attention of those affected where appropriate.
- Ensure that accidents and incidents or medically diagnosed work related ill health, including any Covid-19 and/or emerging variants where the disease may have been acquired due to work related exposure, in their area of responsibility are reported promptly, as required by the accident/incident reporting procedure.
- Ensure that those working or visiting sites under their control are inducted into the site.
- Ensure that they and those on site staff are kept up to date with all relevant health and safety information as the site conditions change significantly;
- Ensure that all employees, trainees, temporary workers and volunteers (where they are under the direct control of the NY Highways) are wearing with appropriate personal protective equipment and clothing that is fit for purpose and used correctly.

## Employees Trainees, Temporary Workers and Volunteers

All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the NY Highways disciplinary procedures (where appropriate). In particular, all employees, trainees, temporary workers and volunteers are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work
- Co-operate on health and safety matters
- Familiarise themselves with, and to act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention
- To attend and actively participate in any training and act in accordance with this training, and/or any verbal health and safety instructions that have been provided to them.

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- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received.
- Report any loss of, or obvious defect in, such PPE to their manager
- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety or welfare
- Report any accident/incident or near miss to their manager (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee, while on company premises, sites or affected by company activities, which comes to their attention
- Report to their supervisor or manager any work situation they consider to represent a serious and immediate danger to health and safety, or any matter that they consider to represent a shortcoming in current arrangements for health and safety
- Follow any emergency procedures in the event of serious imminent danger, such as emergency evacuations

### Health and Safety Advisory Service

NY highways Limited has appointed the NYCC Shared Health & Safety Service as competent persons in accordance with the Management of Health & Safety at Work Regulations 1999.

The Shared Health & Safety Service carries out the following duties

- Provide NY Highways Limited with competent Health and Safety support and advisory services. The service enables the company to comply with the requirement of the Management of Health and Safety Regulations 1999 to access competent health and safety assistance
- To contribute to, and engage in, the development of policies and procedures relating to health and safety
- Advise on the implementation of health & safety policy, procedures and management systems for existing and new activities
- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety
- Advise on the development of health & safety action plans, including the setting of realistic short-term and long-term objectives
- Advise and inform on all aspects of health & safety, including new legislation, affecting the work of NY Highways Limited
- Advise on the implementation of the health & safety risk assessment system and prioritisation of control measures
- Advise on health & safety training for staff and ensure it is appropriate for their duties and responsibilities

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- Monitor health and safety through inspection and audit
- Co-ordinate the accident/incident reporting, recording and investigation system
- Provide the main point of contact and maintain professional working relationships with health and safety enforcing authorities
- Undertake accident investigation on behalf of NY Highways limited (where required)

#### 4. Further Information

- Health and Safety Statement of Intent and associated arrangements.

#### 5. Revision

Revision of this health and safety policy will be in line with the review of the NY Highways Management System. This will take place as a minimum every two years basis unless changes to legislation, best or industry practice are undertaken. All revisions and reviews are recorded below for this document.



Jamie Crumlish,  
Managing Director

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