

Health & Safety Policy Statement

Company Name:	Vinci Response Services
Approver (Date):	Gavin Smith – 23/06/2025
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This is the statement of general policy and arrangements for Vinci Response Services. The company is committed to:

- Provide a safe place of work.
- Provide safe systems of work.
- Provide training, instruction and supervision.
- Provide and maintain safe plant and equipment.
- Assess the risks to anyone who might be affected by carrying out work activities.
- Ensure materials and substances are safely stored, handled and transported.
- Work to prevent accidents.

1. Responsibilities

Gavin Smith has overall and final responsibility for health and safety.

Gavin Smith has day-to-day responsibility for ensuring this policy is put into practice. Supervisors and managers must provide adequate supervision to ensure the safe systems of work are being followed.

Employees have a responsibility to take care of the health and safety of themselves and those around them, to follow safe systems of work and report any concerns to supervisors and managers.



2. Arrangements

2.1 Communication & Consultation

- Health and safety matters are communicated via team briefings, toolbox talks, and noticeboards.
- Vinci operates an open-door policy encouraging all staff to raise health and safety concerns.
- Consultation with employees or their representatives takes place regularly through safety meetings and feedback sessions.

2.2 Training

All staff and subcontractors will be given a health and safety induction and provided with appropriate training, including manual handling, asbestos awareness and working at height.

Supervisors and managers are responsible for identifying training needs.

Gavin Smith is responsible for keeping a record of all training.

2.3 Carrying out Risk Assessments

A written risk assessment will be carried out by the supervisor for all work activity, prior to it starting. Hazards will be identified and control measures implemented to eliminate risk or reduce to an acceptable level and the risk assessments will be provided to operatives.

2.4 Personal Protective Equipment (PPE)

- Suitable PPE is provided for all relevant tasks (e.g., hard hats, gloves, eye protection, respiratory equipment).
- Employees must wear PPE where required and report any defects or loss.
- Supervisors monitor PPE compliance on site.

2.5 COSHH

- All hazardous substances are assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations.
- COSHH assessments are made available to operatives, with controls such as ventilation, PPE, and safe storage in place.
- All substances are clearly labelled and secured when not in use.

2.6 Manual Handling

- Manual handling risks are assessed and reduced through mechanical aids and training.



- Operatives are trained to use safe lifting techniques and report any issues to supervisors.
- Tasks are planned to avoid unnecessary handling where possible.

2.7 Construction Design and Management (CDM)

Vinci Response Services complies with its duties under CDM 2015 as a contractor. This includes:

- Planning, managing and monitoring construction work to ensure safety.
- Ensuring operatives are trained and competent.
- Cooperating with the principal contractor and other dutyholders.
- Providing suitable welfare facilities.
- Complying with site rules and reporting concerns.
- Ensuring risk assessments and method statements are in place.
- Not starting work without proper site arrangements and risk information.

For full CDM duties, see: [HSE – Contractors and CDM 2015](#)

2.8 Asbestos

- Vinci ensures that no work is undertaken without first confirming whether asbestos is present.
- Staff are trained in asbestos awareness and must stop work and report any suspected ACMs (Asbestos Containing Materials).
- Licensed professionals are engaged when necessary for sampling or removal.

2.9 Carrying Out Risk Assessments

- Written risk assessments and method statements (RAMS) are produced for all work.
- These are reviewed and communicated to operatives before starting any job.

2.10 First Aid

Adequate first aid provisions will be available at all sites. All first aid incidents will be recorded.

2.11 Welfare Facilities

Management will ensure there are adequate welfare facilities on all sites

2.12 Accident Reporting



All employees will report accidents to their supervisor or manager. Gavin Smith is responsible for investigating accidents to prevent recurrence and ensure safe work practices are being carried out.

All accidents will be recorded in the accident book which is kept by Gavin Smith and is located at Vinci Response Services' head office.

2.13 Emergency Procedures

Vinci Response Services is responsible for carrying out fire risk assessments.

Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested periodically and updated as necessary.

3. Monitoring Arrangements

Our monitoring procedure ensures compliance, promotes continuous improvement, and safeguards all stakeholders.

3.1 Responsibilities

Project Manager / Site Manager: Holds primary responsibility for H&S monitoring on-site.

H&S Advisors: Conduct independent inspections, audits, and provide professional guidance.

Supervisors: Monitor day-to-day tasks, ensure adherence to RAMS (Risk Assessments & Method Statements), and escalate concerns.

All Personnel: Report unsafe acts/conditions via our "Don't Walk By" initiative.

3.2 Monitoring Methods

Daily Site Inspections: Conducted by site management to check compliance with RAMS, PPE, and housekeeping standards.

Formal Weekly Inspections: Documented checks by supervisors or H&S personnel using standardised checklists.

Monthly H&S Audits: In-depth audits carried out by internal H&S professionals or third-party consultants.



Behavioural Safety Observations: Monitoring safe behaviours and interventions, recorded and analysed to improve culture.

Plant & Equipment Inspections: Daily and weekly checks, with logs maintained for all machinery and lifting equipment.

Subcontractor Monitoring: Assessed against Vinci's H&S standards through regular interface meetings and joint inspections.

3.3 Data Management & Reporting

Observations & Non-Conformances: Captured using Vinci's digital H&S system (e.g., FieldView or similar) for transparency and tracking.

Incident Reporting: All incidents, near-misses and unsafe acts are reported immediately, investigated promptly, and lessons learned are shared.

KPI Monitoring: Key metrics (e.g., AFR, near miss rate, closeout times) are reviewed regularly to identify trends and drive improvement.

Client & Internal Reporting: Regular H&S reports are shared with stakeholders, including client representatives and Vinci leadership.

3.4 Review & Improvement

Toolbox Talks & Briefings: Used to share monitoring results and refresh safety awareness.

Lessons Learned Reviews: Following incidents, reviews are held to identify root causes and prevent recurrence.

Management Reviews: Periodic meetings to evaluate H&S performance and set new improvement targets.

Feedback Loops: Workers are encouraged to contribute ideas for improvement via suggestion schemes and safety forums.

Signed Off By: Gavin Smith, Managing Director, June 2025

G P Smith

