



WADE

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Health & Safety Policy Statement

John Wade Groundworks Ltd
Policy Title: Health and Safety Policy Statement
Version: 1.0 (Reissued)
Issue Date: 01 October 2025
Next Review Date: 01 October 2026
Approved By: John Wade, Managing Director

Note: Reissued under new version control system. Previous version dates not recorded.

Health & Safety Policy Statement

The Managing Director fully acknowledges the firm's statutory responsibilities and obligations regarding health, safety and welfare and is totally committed to achieving the highest possible standards throughout the organisation.

We will ensure suppliers that our premises and worksites are safe and that our Employees suppliers, customers and any other persons are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable workplace and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives we will:

- Provide suitable training and information and supervision for all Employees and suppliers.
- Ensure that our Employees and suppliers are competent to carry out their duties and receive the necessary information.
- Ensure that all work equipment is suitable for its intended purpose and maintained in a safe condition.
- Fully assess all risks and ensure that they are adequately controlled.
- Ensure that our various work sites and environments are as safe as possible and are suitably supervised
- Ensure the provision and maintenance of plant and systems of work are safe and without risks to health and safety
- Ensure means of access to and egress from any place of work are safe and without such risks

We expect our Employees and suppliers to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything, which they feel is unsafe, and puts themselves and others at risk.

A copy of the Occupational Health & Safety Manual will be available to all Employees and Suppliers. The manual will be reviewed at least annually and updated as required to account for any changes in premises, working conditions, equipment and materials used and to comply with any changes in legislation.

Everyone within the firm will play their part to ensure that the above standards are achieved.

Evidence of Health and Safety Performance Monitoring and Improvement

1. Health and Safety Performance Monitoring

a. Regular Employee One-to-Ones

Implemented regular one-to-one meetings with employees to discuss thoughts, feelings related to work, and any issues, concerns, or recommendations for improvement. Meeting notes and employee feedback are recorded and analysed to identify areas for improvement.

b. Employee Induction Meetings

Conducted induction meetings for new procedures and strategies, ensuring each employee understands and agrees to comply with the updated health and safety policy/strategy. Induction meetings are documented, and signed consent forms are obtained from each employee.

c. Open Discussions and Idea Proposals

Engaged in open discussions with employees to allow them to propose ideas for improving procedures and methods of work. Encouraged employees to actively participate in the improvement process.

d. Annual Health and Safety Policy Audits

Conducted annual audits of health and safety policies to ensure compliance with regulations and identify areas for enhancement. Records of audits and identified improvements are documented and maintained.

e. Daily Site Monitoring by Site Managers

Site managers monitor on-site practices daily, conducting checks at the beginning and end of each shift. Identified risks and potential hazards are documented, and corrective actions are implemented promptly.

2. Health and Safety Performance Improvement

a. Continuous Improvement Strategies

Actively sought to improve procedures and methods of work through regular discussions with employees and implementation of new strategies.



Strategies include regular one-to-one meetings, toolbox talks, and induction processes.

b. Toolbox Talks

Conducted regular toolbox talks covering various subjects, including Manual Handling, Working at Heights, and Site-specific hazards.

Toolbox talks are documented, and attendance records are maintained.

c. Site-specific Risk Reduction

Identified relevant on-site risks and implemented action steps to reduce risks in line with method statements.

Erected Heras fencing, designated parking areas, and implemented double banksmen for safe vehicle access and egress.

3. Record Keeping and Documentation

a. Induction Register

Maintained an induction register within site-specific site files, recording details of inductions, identified risks, and action steps.

b. Annual Health and Safety Policy Review

Conducted annual reviews of the Occupational Health & Safety Manual to account for changes in premises, working conditions, equipment, materials, and legislation.

Updated the manual as required.

c. Incident Response Documentation

Documented responses to Constructionline feedback, complaints, and incidents.

Recorded decisions, actions, and client satisfaction after snagging completion.

4. Health and Safety Communication

a. Visible Identification

Ensured clear identification of all site operatives and site managers in branded hi-vis PPE.

Implemented mandatory PPE, including hard hats, steel-toe cap boots, hi-visibility jackets/vests, and protective gloves.

b. Communication Channels



Maintained open communication channels with employees for reporting unsafe conditions, concerns, or suggestions.

Encouraged employees to actively participate in maintaining health and safety standards.

5. Continuous Learning and Adherence to Legislation

a. Training and Competency

Provided suitable training, information, and supervision for all employees and suppliers. Ensured employees and suppliers are competent to carry out their duties through ongoing training programs.

b. Legislation Compliance

Complied with all UK and EU commercial legislation and regulations, as well as specific legislation related to the construction industry.

Reviewed health and safety arrangements upon any change in relevant legislation.

Signed:

John J Wade
MEng (Hons)/ SMSTS
Director
Dated 01.10.2025

This document provides evidence of how John Wade Groundworks Ltd monitors, reviews, and improves its health and safety performance through various initiatives and systematic processes. It outlines specific actions, communication strategies, and continuous improvement measures. The review date ensures regular updates to maintain effectiveness.



Revision History

Version	Date	Description of Change	Author	Approved By
1.0	01.10.2025	Reissued under new version control system. Previous revision dates unknown.	J. Wade	J. Wade