



## Section 1 – Policy, Leadership and Administration

# 1.01 Health & Safety Policy

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Distribution Stamp:

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Issue 11

**c2c Safety Manual, Section 1 - Policy, Leadership & Administration**  
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**Amendments**

(indicated by a line in the right margin adjacent to latest amendment(s))

<b>Date</b>	<b>Issue</b>	<b>Pages</b>	<b>Details of amendment</b>
08/01	1		Complete re-issue as c2c document
01/04	2	4	New Managing Director only
08/06	3	All	Complete re-issue as LLSM 1.1a Revised Professional Head of Railway Operations
02/08	4	All	Revised to take account of c2c HQ restructuring
06/09	5	All	Revised to take account of c2c HQ restructuring affecting Head of Safety and Head of Operations
07/11	6	All	Revised to take account of the transfer of accountability for the competence of Train Dispatchers from Retail to Operations, and changes to job titles for Head of Operations and Human Resources Manager.
08/13	7	5, 11 & 13	Managing Director's Statement reviewed for continuing relevance and validity. Reporting Lines for Purchasing and Property. Purchasing Manager post title and additional sections of the safety manual referenced.
09/14	8	5 & 6	Responsibilities for the Directors, professional heads and informed buyers have been removed as these were duplicated from the JDs.
08/16	9	4	Two additional commitments included in the health and safety policy
03/18	10	4	Updated to include recommendations from the BSC external OHSAS18001 audit
02/19	11		Updated to include recommendations from the LRQA external ISO 45001 audit

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## **1. Safety Policy Statement**

### **c2c SAFETY ARRANGEMENTS - STATEMENT BY THE MANAGING DIRECTOR**

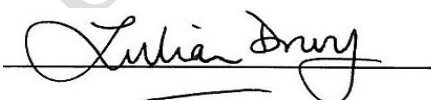
This statement outlines my personal commitment to ensuring the health, safety and welfare of the company's employees and of those people who may be affected by our activities, including members of the public, passengers on our trains and contractors whom we employ.

High standards of health and safety management, and a good record of safety performance do not happen by accident, but as a result of constant vigilance, commitment throughout the company and a disciplined and rigorous approach to all that we do. We shall secure continuous improvement in health and safety management by:-

- Provision of workplaces that are safe and without risk to health
- Provision of safe entry and exit
- Provision of safe plant and safe systems of work
- Safe use, handling and transport of hazardous substances
- Provision of information, instruction and supervision
- Provision of adequate welfare facilities
- Management of risk through risk assessment
- Health monitoring
- Arrangements to plan, organise, control, check and review performance
- Learning from events that do not go to plan
- Provision of emergency arrangements
- Engaging competent people for policy implementation
- Protection of non-employees, such as customers, contractors and visitors
- Consultation with employees and union representatives
- Working with the British Transport Police to secure prosecutions of any persons who threaten or assault our employees, contractors or customers
- Complying with all compliance obligations including relevant legislation and industry standards
- Identifying and managing opportunities for improving health and safety.
- Developing and leading a culture in which none of us accept unsafe acts or conditions, in an open environment where employees feel free to raise concerns without fear of retribution. Any member of staff will have my personal support for refusing to work when it is unsafe to do so

It is only by the wholehearted commitment of all of us who work in the company that our objective of Safety Always For Everyone. I will ensure that opportunities are provided for all employees to participate in health and safety initiatives, and to give and be given feedback on health and safety issues.

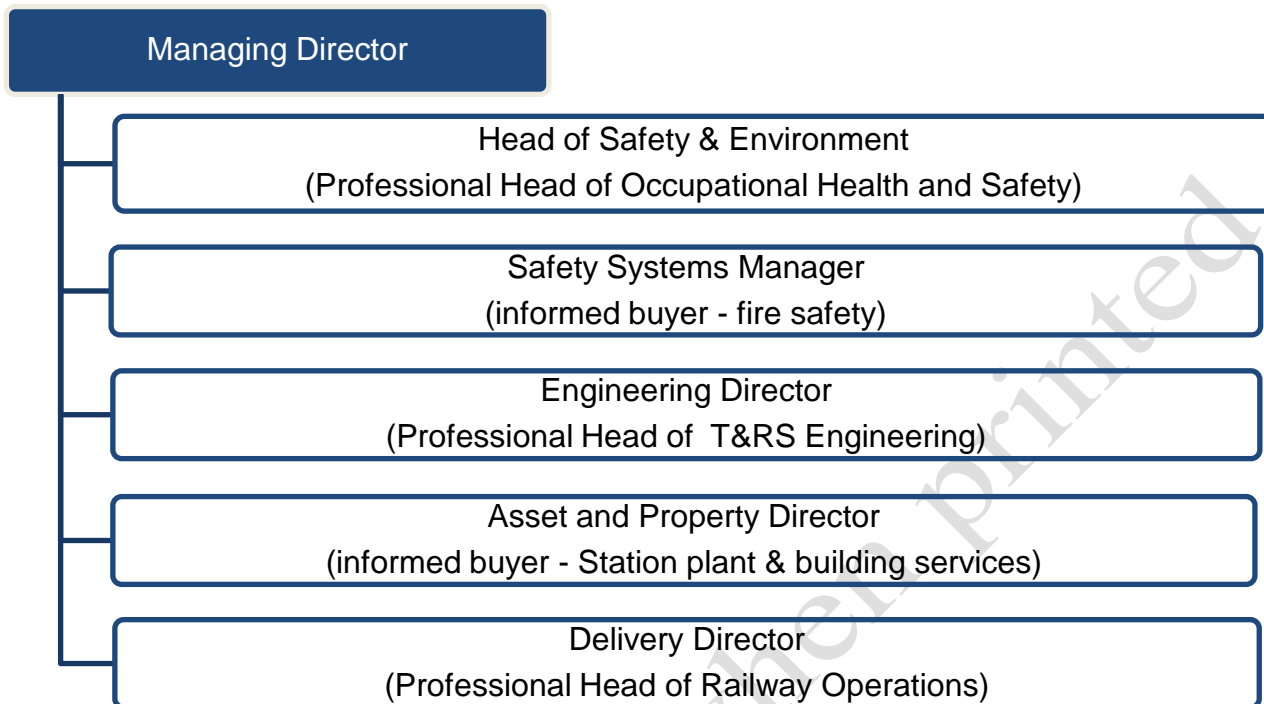
This policy has my total support - for us to succeed, it needs yours too.



**Julian Drury**  
**Managing Director**

**March February 2019**

## 2. Organisational Safety Tree



## 3. Managerial Safety Responsibilities

General and specific safety responsibilities are laid down in detail in individual managers' job descriptions and safety responsibility statements, together with details of experience, knowledge, qualifications, training and competency requirements.

## 4. General Arrangements for Health & Safety

4.1 The Safety Policy is available on the c2c intranet (Safety Manual section). This document is therefore available to all staff, either directly or on request from their local manager or supervisor. The Managing Director's Safety Policy Statement is posted on all c2c safety notice boards. Attention is drawn to the policy and statement of general arrangements during induction training whenever staff commence employment with c2c and also during team briefing whenever changes are made to the document.

4.2 All the documents that support the c2c Safety Programme follow the 21 element format shown below.

1. Policy, Leadership and Resourcing
2. Management Training
3. Planned Inspections
4. Task and Workplace Risk assessment
5. Accident / Incident Investigation
6. Security
7. Emergency Planning and Response
8. Competence, Licences and Permits
9. Accident and Incident Analysis
10. Employee Training

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12. Health Controls
13. Audit and Management Check Arrangements
14. Engineering Design / Modification Controls
15. Communications
16. Recruitment and Placement
17. Procurement
18. Asset Management
19. Environmental Compliance
20. Operations Manuals
21. Control Manual

- 4.3 The company's safety objectives are set and agreed by the company's Board and are published in the Business Plan. These objectives are derived from an analysis of safety performance and trends. Other objectives are set for the company when it is appropriate to do so. Individual managers' safety objectives are cascaded from those of the company as a whole through the management structure.