



## Health & Safety Policy

### *General Statement of Intent*

The company believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:-

- To provide adequate control of the Health and Safety risks to employees and others arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide adequate information, instruction and training supervision for employees;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

A handwritten signature in black ink, appearing to read 'A.W. Dolphin'.

Signed

Director: Andrew Dolphin

Date: 24<sup>th</sup> February 2010

Review Date: 24<sup>th</sup> February 2011

## Organisation

Overall and final responsibility for health and safety is that of:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

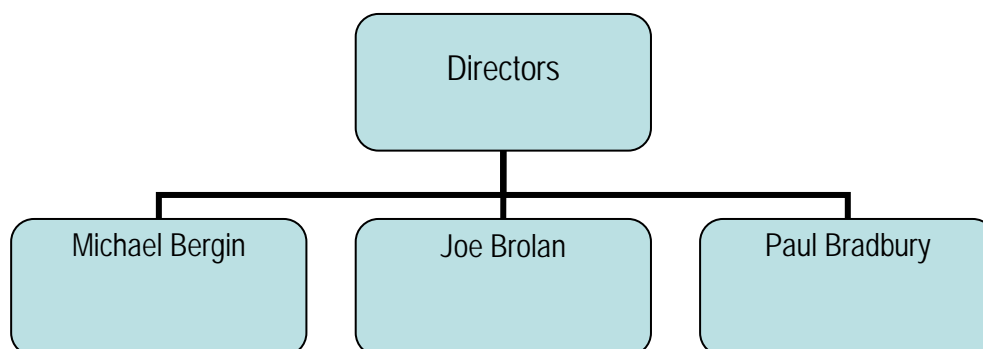
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
Anthony Bowden	First Aid & first aid kits
Michael Bergin; Paul Bradbury	Workshop tools
Joe Brolan; Stephen Brolan; Paul Bradbury	Off site
All employees and directors	Workshop

## Organisation Chart



## Employees' Duties

All employees are required to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety e.g. fire extinguishers or machinery guards;
- Take reasonable care of their own health and safety, and that of others;
- Use machinery and equipment correctly, in accordance with training and instructions received;
- Use personal protective equipment correctly, in accordance with training and instructions received; and
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

## *Arrangements for Implementation*

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

### **Risk Assessment**

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden with assistance from Phoenix Health & Safety**

Approval for the required action to remove or control risks will be given by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

### **Health & Safety Advice**

The company has access to competent Health & Safety advice.

Health & Safety advice is available from:

**Phoenix Health & Safety**

**Tel: 0845 500 8811**

**Email: [info@phoenixhsc.co.uk](mailto:info@phoenixhsc.co.uk)**

Qualifications in Health & Safety:

**MSc in Occupational Health and Safety Management**

**Chartered Member of the Institute of Occupational Safety and Health (CMIOSH)**

**Corporate Member of the International Institute of Risk and Safety Management (MIIRSM)**

**NEBOSH Diploma in Occupational Health & Safety**

**NEBOSH Specialist Diploma in Environmental Management**

## Consultation with Employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees will be provided by:

**Direct consultation with individual staff.**

## Plant, Machinery and Work Equipment

The company will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The company will advise when this is the case.

Responsibility for identifying all plant and equipment needing maintenance is that of:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Responsibility for ensuring that all identified maintenance is implemented is that of:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Any problems with plant or equipment should be reported to:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Portable electrical appliances are tested by/every:

**Pro-Test Services Ltd. every 12 months**

## Hazardous Substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

COSHH assessments will be carried out by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden with assistance from Phoenix Health & Safety**

Approval for the required action to remove or control risks will be given by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

## Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, the company will eliminate the need for manual handling where possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable.

Manual handling risk assessments will be carried out by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden with assistance from Phoenix Health & Safety**

Approval for the required action to remove or control risks will be given by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

## Display Screen Equipment

The company will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests, and vision correction appliances where these are only needed for work with display screen equipment.

Display screen equipment risk assessments will be carried out by:

**Individual users – problems followed up by Directors.**

Approval for the required action to remove or control risks will be given by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

## Information, Instruction, Training and Supervision

The company will provide adequate information, instruction, training and supervision to employees in accordance with the general duties on employers under Section 2 of the Health and Safety at Work etc. Act 1974 and various regulations.

All employees will be provided with information on the significant findings of any risk assessments relevant to their particular activity/workplace. This will include information on the hazards and relevant control measures.

All information, instruction and training given to employees will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt and/or understanding.

Induction training for all new employees is the responsibility of:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Training will be identified, arranged and monitored by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Training records are kept at/by:

**Health & Safety File**

The Health and Safety Law poster is displayed at:

**Workshop**

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

**A competent senior colleague**

Responsibility for ensuring that our employees who work at locations under the control of other employers are given relevant health and safety information is that of:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

**Accidents, First Aid and Work Related Ill-Health**

The company is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities.

However, the company recognises that failures can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes so as to prevent recurrence.

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 will be reported to the enforcing authority within the relevant timeframes. The following types of work related incident/accident need to be reported:

- Death
- Major Injuries (broken bones, dislocations, amputations, loss of sight etc)
- Any accident resulting in more than 3 days lost from work
- Any accident resulting in the injured person not being able to fulfil full working duties for more than 3 days
- Any non-employee being taken directly to hospital
- Certain types of disease (dermatitis, asthma, upper limb disorders, TB etc)
- Certain types of dangerous occurrence, even when no-one is injured (scaffold collapse, overturn of lifting equipment, electrical fires/explosions etc)

Death and Major Injuries will be reported immediately to the HSE via the report phone line **0845 300 99 23** by **Andrew Dolphin**.

All other RIDDOR reportable events will be notified via the HSE website email system <http://www.hse.gov.uk/riddor/report.htm#email> by **Andrew Dolphin**.

Where there is any doubt over reportable status **Andrew Dolphin** will seek guidance direct from the HSE or Phoenix Health and Safety.

The company will provide adequate first aid personnel and equipment, in accordance with the Health and Safety (First Aid) Regulations 1981.

All accidents and work related ill-health should be immediately reported to:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

All accidents and work related ill-health are recorded in the accident book, which is kept by/at:

**Upstairs office**

All hazards/near misses should be reported to:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Responsibility for investigating accidents/ill-health/hazards/near misses is that of:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden with assistance from Phoenix Health & Safety**

Responsibility for acting on investigation findings to prevent a recurrence is that of:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden with assistance from Phoenix Health & Safety**

Health Surveillance is required for employees doing the following jobs:

**None at present**

Health surveillance will be arranged by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Health surveillance records will be kept by/at:

**Health & Safety file**

First aid box(es) is/are kept by/at:

**Workshops, office and in each vehicle**

The appointed person(s)/first aider(s) is/are:

**Anthony Bowden**

### **Monitoring Health & Safety Performance**

In addition to the reactive monitoring of accidents/ill-health, the company will also carry out proactive monitoring of health and safety performance.

To check our working conditions, and ensure our safe working practices are being followed, we will:

**Informal site inspections by Directors.**

**Periodic safety inspections by Phoenix Health & Safety.**

## Personal Protective Equipment

The company is committed to complying with the Personal Protective Equipment (PPE) at Work Regulations 1992. Wherever possible, risks will be controlled by means other than PPE, However, it is recognised that PPE is sometimes the only practical control measure, and at other times it is required in addition to other control measures.

Employees may be asked to sign to confirm receipt of PPE.

PPE will be selected by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

PPE will be issued to employees by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Any problems (e.g. defects/loss etc.) with PPE should be reported to:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

## Managing Contractors

The company recognises that it owes a duty to contractors as well as employees, as stipulated by the Health and Safety at Work etc. Act 1974 Section 3 and the Management of Health & Safety at Work Regulations 1999.

In the first instance, the company will ensure that only competent contractors are selected. From then on, the activities of appointed contractors will be adequately managed.

Competence of contractors will be assessed by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Contractors working on site will be managed by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Any problems/hazards arising from the activities of contractors should be reported to:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Information on site hazards/controls/safety rules will be provided to contractors by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

## Welfare Facilities

The company is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Adequate numbers of toilets and washing facilities are provided for the number of staff required to use them. Toilet paper, soap and means for drying hands will always be available.

Problems with cleanliness/hygiene standards should be reported to:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Drinking water is available at:

Kitchen

## Emergency Procedures – Fire and Evacuation

The company will have in place procedures to follow in the event of emergency. These will be communicated to all employees and will be tested on a regular basis.

In the event of a fire, immediately sound the alarm.

Only attack the fire if trained to do so – do not put yourself at risk.

Dial 999 and ask for the fire brigade – give address and ensure it is heard.

Evacuate the building by the nearest exit.

Do not stop to collect personal belongings.

Do not re-enter the building until told it is safe to do so.

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden with assistance from Phoenix Health & Safety**

Approval for the required action to remove or control risks will be given by:

**Andrew Dolphin; Jamie Bowden; David Dolphin; Anthony Bowden**

Fire extinguishers are maintained and checked by/every:

**Mayfair Fire every 12 months**

Any employee who is required to install signage at a Clients location is expected to ensure that they are made aware of the Fire Precautions and Emergency Procedures for the location and follow the guidelines and rules. It is essential that employees fully co-operate with all Health and Safety arrangements at Client Locations and Premises.

## Site Safety

### Planning

The company will ensure that arrangements are established for all aspects of health, safety and welfare at all temporary sites where signage requires erection.

The **Directors** are to ensure that, as part of the planning process, that safe systems of work, including site specific risk assessments, are established for all activities on site. Where necessary, method statements or written procedures shall be produced and approved prior to the start of work. These statements are to ensure that adequate attention is paid to establishing appropriate precautions involving the use of plant, equipment, processes and the storage and handling of flammable substances.

Prior to any site work commencing the **Directors** are to ensure that suitable welfare facilities are in place.

### Site Security

At the end of the working day, if works are not complete then the **employees** will ensure all workplaces are left in a secure and safe condition to eliminate, as far as is reasonably practicable, all risks to children and the general public. In particular:

- All machinery etc is secured to prevent it from being used by unauthorised persons.
- All Ladders are secured or removed.
- Flammable, gaseous and hazardous substances are securely and correctly stored

## Control of Asbestos Containing Materials

The company will assess and control health risks from exposure to asbestos in accordance with the Control of Asbestos Regulations 2006 in both our premises and when working on site to prevent our employees, and any other building and maintenance workers from exposure to asbestos fibres and asbestos containing materials (ACMs).

For our premises, it is the intention of the *Directors* to:

- Taking reasonable steps, (with the assistance from accredited specialists), to determine the location and condition of materials likely to contain asbestos;
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in our premises;
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.
- Review and monitor any identified materials periodically.

For site work the *Directors* are responsible for taking reasonable steps, (by reference to the Principle Contractor or site asbestos register), to determine the location and condition of materials likely to contain asbestos and notifying all employees. No work is to commence until this has been determined.

Should the situation arise, approval for any necessary action to remove Asbestos Containing Materials will be sought by the *Directors* who will liaise with the Principle Contractor/ Responsible Person for the Premise to ensure the appointment of specialist advisors and licensed contractors competent in handling and disposing of such hazardous materials.

Any employee, in the course of their activities, coming across material that they suspect is asbestos are to stop work, clear the area and seek advice from the *a Director* in the first instance.

## Work at Height

In accordance with the Work at Height Regulations 2005, all company activities that involve working at height will be assessed and safe working procedures put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to prevent falls from height and where necessary additional protective measures to reduce the consequences of a fall should one occur.

Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working procedure and are competent to use any access equipment provided.

The responsibility for identifying and assessing all work at height activities is that of the *Directors*.

Where necessary, approval for the required action to remove or control risks will be given by the *Directors*.

- a) Ladders and step-ladders must be regularly inspected to ensure that they are in good condition and free from defect. A record of inspections will be maintained.
- b) Scaffolds / Mobile Work Platforms

Where work at height is over a prolonged period of greater than 30 minutes or cannot be quickly achieved by the safe use of a ladder, then the *Directors* will arrange for the provision of scaffolds or other types of safe working platform.

Generally, scaffolds will be supplied and properly constructed by a competent contractor/hire company, complete with safe access and egress (secured ladders) however, erection and dismantling may also be carried out by our authorised PASMA trained employees as necessary. Similarly, mobile elevated work platforms are only to be operated by IPAF trained and authorised employees. *Andy Dolphin* is to ensure that all working platforms, including mobile work platforms, are to be fully close boarded, planked or plated and enclosed by suitable guard rails to prevent a fall from height.

Where an assessment shows that the risk of a fall from height still exists then additional fall protection will be provided by the use of safety harnesses and fall restraint systems etc. Only employees with suitable training will be authorised for such work.

Scaffolds and working platforms must be inspected by a competent Plasma/IPAF trained operative before use and where prolonged working is expected, prior to each shift.. **Andy Dolphin** is responsible for ensuring records of inspection are held on site readily available for inspection by enforcing authorities.