



**HEALTH AND SAFETY POLICY**



**MAYSON BROS. LTD**

*G May*

Signed: .....

(Managing Director)

Date: December 2010

## **GENERAL POLICY STATEMENT**

It is the policy of the company to provide working conditions that are safe and healthy for all employees and at all times carry out its operations so that, as far as is reasonably practicable, the health and safety of any persons concerned will not be adversely affected.

Management and Supervisory staff have the responsibility for implementing this policy throughout the Company and must ensure that health and safety considerations are always given priority in planning and the day-to-day supervision of work.

All employees and sub-contractors are expected to cooperate with the company in carrying out this policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

It is the Company policy that any changes in legislation will be communicated to the workforce by written notification or by training, as appropriate.

The responsibilities of individuals in ensuring that the company fulfils these commitments are set out elsewhere in this document.

The Company will discuss with employees all matters relating to health & safety. The Safety Policy is the direct concern of all employees within the company and Senior Management is accountable to the Director for its implementation. Adequate training programmes will be made available to all employees to enable them to be health and safe.

Finally, the company seeks the cooperation of all its employees in its aim to provide a working environment that is safe and without risk to health, not simply because there is a legal obligation on employees as well as the employer, but because it is in everyone's interest to work together to achieve this end.

## **ORGANISATION**

Although the Managing Director has the ultimate responsibility for ensuring that the company achieves and maintains a satisfactory performance in health and safety matters, he will devolve some of the responsibilities for ensuring that this is achieved to the Health & Safety Manager (CMIOSH, NEBOSH) and other senior management. All levels of management and supervision will carry the responsibility of ensuring that this Health & Safety Policy and system are adhered to. Any problems should be communicated to the Health & Safety Manager or the Managing Director as soon as possible.

The above objectives will be communicated to all staff with instructions on how they are to be achieved.

In addition to the objectives above, there is a continuing obligation to deal with matters such as the reporting of accidents/dangerous occurrences, the guarding of machinery, the

maintenance of fire precautions etc. and the continuing responsibilities of individuals in these matters is set out in attached Organisation Structure.

### **ARRANGEMENTS FOR SAFETY AND WELFARE**

The company has a dedicated Health & Safety Manager responsible for dealing with compliance with the Policy and dealing with any related problems. Constructive suggestions to improve Health, Safety and Welfare in the company will be welcomed from any employee. Any suggestions should initially be referred to the Health & Safety Manager who will submit revisions to safety procedures to the Managing Director. The Managing Director and Managers are responsible for the implementation of the Safety Policy and are accountable in law for its implementation.

All employees are expected to set a personal example and take reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions at work. Employees who are responsible for Supervision are expected to promote and encourage safety awareness in the employees and sub-contractors under their control.

### **ACCIDENT REPORTING**

All incidents whether involving injury or not, must be reported to the Site Foreman or Team Leader. Serious incidents ie: involving more than one hour off-the-job should be reported to the Managing Director.

The Managing Director will be responsible for ensuring the notification of reportable accidents to the Health and Safety Executive and the Company Employer's Liability Insurer's, when necessary and he/she will ensure records of these notifications are maintained. He will also investigate these and any other accidents which merit it.

### **FIRE**

The Health & Safety Manager is responsible for liaison with the County Fire Officer or nominees on all matters relating to fire precautions within the premises.

They will ensure:

- 1 An annual fire drill is carried out and a record maintained.
- 2 The correct marking of designated fire exits, adequate maintenance and freedom from obstruction at all times.
- 3 The supply of fire fighting equipment which must be checked regularly and maintained in good working order, be readily accessible at all times and any used equipment is replaced or replenished immediately.
- 4 That personnel working on the premises know the procedures that have to be followed in case of fire.
- 5 That working sites will be operated in a similar way.
- 6 That all company vehicles are equipped with extinguishers.

## **TRAINING**

It will be the responsibility of the Managing Director, Health & Safety Manager and Supervisors to identify those tasks where Health & Safety training is required. This will be incorporated in the formal Training Plan or arranged on an 'as required' basis.

All new employees are given adequate Safety Induction Training. All employees undertaking new/extra duties will receive additional training as necessary.

## **WELFARE AND CLEANLINESS**

Health and Safety regulations demand that workplaces are kept clean and free from rubbish. The Supervisors will be responsible for ensuring that the welfare facilities are properly maintained and kept clean. Where repairs are required, they will organise them unless a large expenditure is required when approval from the Managing Director is required.

It is expected of all employees that standards are maintained throughout the company in order to reduce hazards and accidents.

## **EQUIPMENT**

All equipment used will be to the standards required by the Provision and Use of Work Equipment Regulations, 1998. When new/second hand equipment is to be bought, approval must be sought to ensure that standards of safety are acceptable.

All equipment must be handled with care and no attempt should be made at maintenance or repair unless qualified to do this. We will ensure that all plant/transport (whether owned or hired by the company) is correctly maintained, is safe and without risk to health when properly used. All plant will be inspected and maintained as necessary along with the correct documentation and employees should advise management of any modification or changes to plant/transport.

We will ensure that our plant/transport operators are trained and competent and advise the Managing Director of any training requirements as necessary. Employees responsible for the supervision of operations involving the use of machinery/plant and transport must ensure that it is correctly used and is safe and without risk to health. Checks must be made to ensure that machinery/plant and transport operators are competent and where necessary, arrangements for training be made.

For hired in plant and equipment, full information relating to servicing and maintenance is sent with the item from the supplier or hire company.

## **STATUTORY INSPECTION**

Compressors and lifting equipment will be examined and tested within the statutory periods by the appointed contractors.

## **ELECTRICITY**

All electrical installations, systems, appliances, power tools etc, must be safe for use and free from mechanical and electrical defect when in use. The safest possible voltages are to be used at all times. The inspection and testing of systems and parts of systems shall take place at regular intervals and shall be carried out by a competent person. The results of the inspections and tests shall be recorded as laid down in the Company Procedures.

To comply with the electricity at Work Regulations 1989 all portable appliances will be tested for safe operation. Relatively fixed equipment moved rarely will be tested every two years whereas others such as electric tools e.g. drills will be checked every 12 months. Repaired equipment will be tested as soon as reasonably practicable. The integrity of the fixed wiring of the buildings will also be checked every five years. Any new electrical installations must comply fully from installation.

## **COMPANY VEHICLES**

The Managing Director will authorise the supply of new vehicles. The Transport Manager is responsible for making arrangements and/or carrying out maintenance of the vehicles, including MOT, taxation etc.

## **SCAFFOLDING LADDERS, CRAWLING BOARDS ETC**

Any scaffolding, ladders, crawling boards and other equipment used for access must be properly maintained and all scaffolding erected must be relevant to British Standards. In particular, the Construction (Health, Safety and Welfare) Regulations, 1966 will be complied with for all on site work.

## **CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS**

### **Control of Substances Hazardous to Health (COSHH)**

Management are responsible for compliance with the Control of Substances Hazardous to Health Regulations (COSHH). Where hazardous substances are identified and used, adequate precautions must be taken to ensure the health and safety of persons affected by the proper use of protective clothing and respiratory equipment.

Employees responsible for the use, handling, storage or transport of substances which are identified as being either flammable, toxic, corrosive or explosive must liaise with management to ensure that the use, handling, storage and transport of such substances is safe and without risk to health.

### **Asbestos**

Particular care must be exercised when working near to any central heating boilers or pipework which may be insulated with material containing asbestos or any other building material which may contain asbestos. Any contact with or damage to an asbestos material

may result in the release of asbestos fibres into the atmosphere. This may subsequently become a health hazard to the persons undertaking the work as well as the occupants of the premises. Work must cease immediately when any suspected asbestos is discovered, the area left and Mr D Parker, Health & Safety Manager/Mr G Mayson, Managing Director informed immediately for instructions.

### First Aid

The Company will assess the risk and ensure the provision of adequate first aid cover for the risks identified. We will also supply first aid kits at appropriate places for use and supervisors must ensure that they are kept properly stocked. All first aid treatments are recorded in the accident book.

### Personal Protective Equipment (PPE)

The company will provide personal protective equipment for all employees as/when needed for safe working. Where provided this must be worn by employees. Equipment will be signed for by the employee on receipt.

### Noise

A survey has been carried out to comply with the Noise at Work Regulations, 1989. There are no mandatory noise areas on our premises. There is no requirement to wear hearing protection. The sites we work on are also not mandatory hearing protection areas. If there is any doubt a noise check will be organised.

### Computer Screens (VDUs)

Work must be planned to ensure that a change in task is carried out approximately every hour for a minimum of a few minutes to ensure undue strain is not placed on eyesight and upper limbs. Workstations should be arranged by the individual to their own requirements. Problems should be reported to your manager.

### Health Problems

Any employee who is known to be suffering from any health problem eg dermatitis, work related upper limb disorder will be referred to a Company Appointed Doctor. The GP will advise whether the problem is work related. Bluefin Insurance would be consulted on a course of action.

### Alcohol and Drugs

Anyone found under the influence of either during working hours are liable to disciplinary action. Anyone driving a company vehicle whilst under the influence of either will be instantly dismissed.

## MONITORING AND REVIEW

The Managing Director will arrange for the carrying out of regular inspections of all workplaces, give guidance and advise managers on all aspects of Health, Safety and Welfare. Information will be recorded after all such inspections.

The Managing Director will be responsible for monitoring from time to time that the commitment to health and safety set out in this document is being achieved.

This document will be reviewed at least once every 3 years or sooner if the workplace materially changes.

Attachment:

Organisation chart

