



# Health & Safety Policy

Assure Build Ltd  
Pondhead Farm  
Mayes Green  
Dorking  
Surrey  
RH5 5PN

Policy Date: 15 January 2019

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## 1.0 General Statement of Intent

Assure Build Ltd is committed to ensuring the safety of its employees, customers, members of the public and anyone else who are affected by our operations.

The company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice, so far as is reasonably practicable.

The management will ensure that significant risks are assessed and suitable and sufficient measures are adopted to allow each employee/contractor to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

The company shall strive to achieve continuous improvement in Health & Safety performance.

Each employee/contractor will be made aware of his/her responsibility for his/her own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Managing Director. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy. The monitoring of all issues relating to this policy is the responsibility of the Managing Director.

Signed:



15 January 2019

Mr Wyndham Lucas  
Managing Director

Assure Build Ltd

*Please note that this document is current as of Tuesday 15th January 2019 . For the latest version of this uncontrolled document please consult the author*

## 2.0 Roles and Responsibilities

### **Organisation and Managerial Responsibilities;**

The company is owned and managed by Mr Wyndham Lucas who is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

The organisation of the workforce is also the responsibility of Mr Wyndham Lucas who is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the company's operations is the responsibility of Sarah Davidson. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

### **Employee/Contractor Responsibilities;**

Each and every employee/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, It shall be the duty of all employees/Contractors whilst at work:

To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work

To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures

To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment

To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs

To maintain good standards of housekeeping in our premises and on client premises

To report any accident or incident including near-misses (whether or not personal injury results) to the office

To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor

To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

To undergo any Health, Safety, Environmental and operational training deemed necessary by the company

### **Staff Consultation;**

If an employee/contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the Managing Director.

If an employee/contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the management.

**Specific Safety Functions and Named Responsibilities;**

<b>Safety Function</b>	<b>Person Responsible</b>
Risk Assessments	Wyndham Lucas
Personal Protective Equipment	Wyndham Lucas
Management of Plant and Equipment	Wyndham Lucas
Information/Instruction and Training	Wyndham Lucas
First Aid Arrangements	Wyndham Lucas
Record Keeping	Wyndham Lucas
Accident Reporting/Investigation	Wyndham Lucas

## 3.0 Arrangements

This section defines our company arrangements and policies for dealing with our activities.

### 3.1 Accident Reporting & Investigation

It is the policy of Assure Build Ltd that **all** accidents, incidents and near misses are reported and recorded into the company's online accident record book.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will be the responsibility of the Managing Director or their nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the current - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

The following must be reported:

- Deaths
- Specified injuries to members of the public on our premises and taken to hospital.
- Over 7 day injuries – where an employee or self-employed person is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.
- Some work-related diseases as per RIDDOR
- A dangerous occurrence – where something happens that does not result in an injury, but could have done.
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors / suppliers must report some flammable gas incidents.

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the Managing Director or their nominated representative. Depending upon the circumstances of the accident, the Managing Director or their nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes.

- When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- All accidents and incidents resulting in injury to employees and/or to any other persons, or near misses on the premises or sites that Assure Build Ltd employees are working on must be reported immediately to Assure Build Ltd site foreman and / or to the site Duty holder and be recorded in the company Accident book and reporting systems.
- Where there is more than one person injured in the accident a separate page should be used for each person.
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should be taken in completing the Accident Report Form and the Assure Build Ltd Supervisor wherever possible should ensure that the injured person reads the entry recorded on their behalf.
- Care should also be taken when stating the nature of the injury unless a medical certificate has been submitted.

### **3.2 Alcohol and Controlled Drugs**

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs such as glue and other substances. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager.

### **3.3 Asbestos**

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site operatives will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary.

Under the Control of Asbestos at Work Regulations 2012 our organisation has a requirement to manage the risk of exposure of asbestos in connection with premises that we have control of and in other environments that we work.

All operatives working for or on our behalf will undertake suitable asbestos awareness training on an annual basis to ensure they understand how to identify and avoid the risk of exposure to asbestos.

While working on client premises, no disturbance such as drilling, breaking or cutting etc shall be carried out to any material suspected of containing asbestos fibres. Any suspicious material shall be reported to the site or building manager immediately.

Prior to undertaking any work on client premises a Management Survey will be requested and reviewed (unless this is deemed not applicable in very modern buildings). Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

Refurbishment and demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out.

It is our organisations policy that we will not work on asbestos containing materials under any circumstances.

Should any employees/contractors come across a substance whilst at work which they suspect may contain asbestos the following procedure must be carried out:

1. Cease work within the area immediately.
2. Notify employees, colleagues or any contractors within the premises of the suspect material and its location.
3. Contact the person in control of the site immediately in order that steps can be taken to verify the composition of the material.
4. No work must be carried out on the suspect material until it has been deemed safe to do so by a senior manager.

### 3.4 CDM Regulations

Assure Build Ltd recognises the requirements of these regulations and makes every endeavour to comply.

Briefly - The regulations call for:

Skill, Knowledge and Experience – (Competence of all)

A person must be capable of carrying out duties placed on them and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless they are either,

- Competent
- Under supervision of a competent person

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained and personnel are encouraged to take on additional training in order to improve skills. Additional in-house training refresher sessions are provided in order to keep personnel up to date with current regulations.

#### **Co-operation of employees, contractors and others**

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely.

Similarly, they must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of themselves or others.

Supervisors have been appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

#### **Co-ordination of activities**

All persons must co-ordinate their activities with one another in a manner such that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

#### **Prevention of accidents**

Every person must ensure general principles of prevention are applied, so far as is reasonably practicable, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

#### **Duties of Contractors**

All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply.

The regulations spell out these requirements for both Contractors and Principal Contractors.

The business is fully aware and endeavours to comply, so far as is reasonably practicable. All personnel have been made aware of these duties through in-house training.

The current CDM Regulations apply to most common building, civil engineering and engineering construction work including Domestic Projects. In the case of a domestic project, if using more than 1 contractor, a health and safety file must be produced. In any case, the Contractor must produce a Construction Phase Plan suitable for a Domestic Project.

In the event that a Project falls within the requirements of CDM, then the Principal Contractor must make provision for Welfare facilities as outlined under Schedule 2 of the CDM Regulations.

The appointed Principal Designer will be responsible for carrying out the CDM duties and ensuring the completion of the Project Health & Safety File.



On smaller projects where no PD is appointed, this role will be the responsibility of the Contractor when appointed by the client.

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved on site at any one time; or exceeds 500 person days of construction work.

If a Project fits into CDM by either of the above factors, then HSE should be notified on-line before construction work starts using form F10.

### **3.5 Communication with workers**

The company uses a variety of methods to communicate information with employees and sub-contractors. Health and safety issues are discussed during in-house management meetings. In addition important safety information is provided to all operatives verbally or in writing, as required.

In the event that our organisation employs or contracts the services of personnel whose se first language is not English. The Managing Director will take steps to ensure that this procedure is reviewed so that all personnel are fully informed of all essential safety requirements and can communicate any safety concerns back to management.

### **3.6 Contractors and Sub-Contractors**

Assure Build Ltd routinely employs the services of self employed operatives as additional resources in order to complete projects.

Operatives engaged in this manner will form part of Assure Build Ltd.'s general business undertaking and as such will work under our direct control.

In the event that Ltd's safety policies and proceworking within our premises will be arranged via the Operations Manager. The Operations Manager will be responsible for drafting a list of approved contractors to work within our premises. Such contractors can only be placed on the approved list following a suitable exchange of health and safety information. Only approved contractors will be used within our premises.

The Operations Manager will hold the contractors information on file.

Should any employee notice a Contractor behaving in an inappropriate manner, or undertaking work in a way that may affect the health and safety of others then they must report this immediately to the Operations Manager.

### **3.7 Control of Wood Dust**

Assure Build Ltd is aware that hardwood dust can cause respiratory illness or cancer and will therefore put in place extraction and filtration systems to remove and contain dust for safe disposal at source. All wood dusts have a workplace exposure limit of 5mg/m<sup>3</sup>.

Portable power tools will be selected to provide suitable extraction and filtration. Where this is not possible, portable extraction, containment and filtration will be made available. Suitable arrangements will be made for the safe disposal or recycling by a licenced waste management contractor.

Where wood dust cannot be fully extracted and contained, personnel are required to wear suitable dust masks to EN149 FFP2 or FFP3 dependant on assessment of dust. External advice may be sort on appropriate mask filtration requirements.

Personnel are aware of the hazards of wood dust and will not spread any residue dust by sweeping or blowing by air line. All cleaning works will be by vacuum, containment and sealed disposal.

### **3.8 COSHH Assessments**

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the person responsible for the management of safety on a project by project basis. A register of hazardous substances shall be kept at the office along with all relevant Safety Data Sheets. A copy of relevant COSHH Assessment(s) will be communicated to the operative(s) providing instruction for safe use.

Assure Build Ltd requests that employees follow the safety controls provided on COSHH assessments and on the labels of containerised products.

If any employees have any concerns regarding correct controls that should be followed in relation to the use, storage or transportation of hazardous substances they must seek advice from their line manager.

### **3.9 Electricity at Work**

All work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations.

Only competent and qualified electricians are permitted to work on electrical equipment and systems including changing of fuses, carrying out repairs or maintenance of electrical equipment and installation of accessories.

A Permit to Work will be required when live working or testing and must only be carried out by competent and trained persons. Lone working is not allowed when live work takes place.

All work on electrical installations will be supported by detailed risk assessments and safe working methods and must be adhered to at all times.

In addition we will ensure that the fixed electrical installation for any premises we occupy is periodically tested and recorded.

Also arrangements are in place to ensure hazards controls are in place in relating to the use of portable electrical appliances (see PAT Testing arrangements).

### **3.10 Environmental Protection**

Assure Build Ltd has a policy to comply with the current Environmental Protection Act, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the business environmental policy and complying with the control measures in place. This may include compliance with the requirements of a Site Waste Management Plan where relevant. The policy is on display on the Company Main H&S notice board and is also available to interested parties on request.

### **3.11 Environmental Waste Management & Pollution Control**

Assure Build Ltd recognises the importance of meeting their legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible. Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes:

- Building and demolition materials; Substances/chemicals (toxic or otherwise);
- Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

Assure Build Ltd management shall identify the potential waste disposal requirements of a project and make adequate provision to ensure it is suitably managed in accordance with the current Controlled Waste Regulations.

Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken; that appropriate safe working procedures are devised and suitable containment of waste arranged.

Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations).

Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

Assure Build Ltd shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- Coordinate each activity within the waste management chain.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site.
- Provide appropriate training for staff on waste management issues.
- Where the site waste is the responsibility of the principal contractor the company will cooperate with the site rules as applicable.

### **3.12 Equipment Inspections & Records**

Operatives must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to their line manager. The Managing Director will arrange for formal, periodic 6 monthly inspections of all company equipment, ladders, PPE, tools, etc, and will keep a record of such inspections. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the Managing Director to ensure that the equipment is not used until such time as a suitable repair has been effected. If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

### **3.13 External Health and Safety Consultants**

Assure Build Ltd have appointed Enigma Health and Safety Management Ltd to provide Health and Safety Assistance as and where required. As part of this agreement Enigma Health and Safety Management Ltd will provide:

1. Advice of any new safety legislation or changes in existing legislation.
2. Provide general assistance to Assure Build Ltd to aid in the fulfilment of its obligations and duties as set out in statutes.
3. Assist, where required or requested, with the initial implementation of the changes required by changes in safety legislation.

It is the responsibility of Assure Build Ltd to ensure that the safety consultants are notified whenever assistance or support is needed.

### **3.14 Fire Safety**

Arrangements are in place to undertake a suitable and sufficient fire safety risk assessment for premises that Assure Build Ltd occupy. In addition a record of fire safety arrangements and action to take in the event of a fire emergency will be prepared and circulated to all occupants.

When working on client premises employees should adhere to any fire safety arrangements and procedures agreed as part of any induction.

Where a hot work permit is raised all Assure Build Ltd site operatives are expected to adhere to its requirements.

Fire hazards are identified and controlled through risk assessments provided to support our on-site activity. At the risk assessment stage we will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

#### **Means of Escape**

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises.

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes and employees must observe any line markers to indicate areas which must be kept clear.

Stairways in buildings must be free from any risk of fire or spread of fire eg unauthorised portable heater, combustible material etc.

### **3.15 Hand Arm Vibration Syndrome (HAV)**

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury.

Assure Build Ltd will:

- Assess vibration risks to which persons may be exposed to in relation their work;
- Take action to reduce levels of vibration at source;
- Take action to reduce personal exposure to vibration;
- Provide protective equipment where appropriate;
- Ensure that legal limits are not exceeded;
- Provide information, instruction and training where required; and
- Carry out health surveillance where applicable.

Should you have any queries about vibration at work then you should contact your line manager.

### **3.16 Health & Safety Records**

All records will be kept by the Managing Director, in written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract.

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.
- Accident Record Book

### **3.17 Health Surveillance**

All employees of Assure Build Ltd are encouraged to carry out and record weekly personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should Assure Build Ltd have any concerns regarding the well being of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues Assure Build Ltd will pay for conducting relevant medical surveillance were appropriate.

### **3.18 Lone Working**

At present there are no situations where lone working would occur within Assure Build Ltd. However if any persons were to become lone workers then Assure Build Ltd will ensure that the safety of employees under their control is managed by the following means:

- Ensuring that Lone Workers procedures are drafted and communicated to all employees.
- Completing the lone workers risk assessment with the lone worker in order to:
  1. Identify the hazards of the work undertaken.
  2. Assess the risks involved.
  3. Devise and implement additional safe working arrangements to ensure that the risks are either eliminated or adequately controlled. Where it is not possible to devise arrangements for the work to be done safely by one person then alternative arrangements such as providing help or back up must be devised.

- Following the assessment provide the lone worker with information on the recommendations contained within the lone workers risk assessment.
- Provide any additional equipment identified as being necessary i.e. panic alarms, torches, mobile phones etc.
- Ensure the lone worker has read the 'Lone Workers Procedure'.
- Provide additional personal safety training where this is identified as a need.

All employees have a responsibility to take reasonable care of themselves and other people who may be affected by their work, and to co-operate with Assure Build Ltd in the discharge of their legal duties.

Any person who works by themselves without close or direct supervision will be classed as a lone worker.

Any equipment required or information, instruction, training and supervision will be provided to all relevant employees to ensure that these requirements are met.

## **EMPLOYEES:**

- Any employee who has a medical condition which may affect their ability to work on their own should speak to the Managing Director in order that it can be taken into consideration.
- Any employees who are solitary workers will need to fully understand the risks involved in the work, the necessary precautions to be used and have sufficient experience in such work. Clear procedures will be established in such cases in order to identify what can and can not be done whilst working alone.
- All employees should report any accidents or ill health to their Line Manager.
- All employees working on their own should have access to adequate first aid facilities and be provided with a small first aid kit for treating minor injuries.
- Employees should never carry out work which may place themselves at risk of an injury such as:
  - ◆ Lifting heavy objects; and
  - ◆ Work within a room which has significant health and safety issues i.e. significant trailing cables, broken windows, poor lighting, security issues etc.
- All Employees should provide details to their Line Manager with regards to:
  - ◆ Store/premises you are working in/visiting.
  - ◆ Name of on-site contact and telephone number.
  - ◆ Address of store(s)/premises they are working in/visiting.
  - ◆ Estimated time on site.
  - ◆ Expected time of return.

For further information on lone working, contact the Managing Director.

### **3.19 Machinery Maintenance**

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by a competent person, who will withdraw damaged or unsuitable equipment from service immediately. A record of the inspection and actions will be made and recorded for reference. All machinery will also be subject to maintenance and service as per the manufacturers instruction and maintenance schedule OR at least annually and records held.

### **3.20 Machinery Operation**

All employees/contractors who are required to operate machinery or plant will have the appropriate training and be assessed to determine competency. Where required, the individual will hold a current licence / certificate to operate such machinery or plant. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

### **3.21 Manual Handling Assessments**

Under the Manual Handling Operations Regulations 1992 the risks to the health of employees from manual handling must be assessed including any lifting and carrying carried out by employees or others working under our control.

Assure Build Ltd is required to:

1. Avoid the need for hazardous manual handling as far as is reasonably practicable.
2. Check whether an item needs to be moved at all, can any repair or maintenance work be carried out where the equipment is?
3. Consider the use of mechanical aids i.e. trolleys.
4. Assess the risk of injury from any manual handling activities which can not be avoided.
5. Reduce the risk of injury from hazardous manual handling, as far as is reasonably practicable.
6. Provide information, instruction and training on manual handling activities.

Manual handling awareness training will be provided to all employees and arrangements are in place for a program of manual handling training to be carried out which will cover:

1. How to recognise harmful manual handling
2. Appropriate systems of work
3. Use of mechanical aids
4. Good lifting and handling techniques

Additional assessments may be carried out when required.

Employees are requested to follow the controls provided in relation to any handling risks provided in risk assessments and method statements issued and follow any training provided.

### **3.22 Method Statements (Safe Operating Procedures)**

Work Instructions (Method Statements) will be developed for all company operations. Information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff. The work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written using our online system and are made available to customers prior to works commencing.

### **3.23 Noise**

Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out when ever it is suspected that noise levels may be above 80 db(a), and hearing protection will be provided for all operatives likely to be affected. Information and advice to use hearing protection will be issued.

Where noise levels are at 85 db (a) or above, where possible, the company will take measures to reduce the exposure of noise to its employees by means other than hearing protection. Where this is not possible, the area may be identified as a Hearing Protection Zone. The wearing of suitable hearing protection shall also be enforced.

### **3.24 Personal Protective Equipment**

The need for Personal Protective Equipment will be determined through risk assessment and will be provided by Assure Build Ltd free of charge. The relevant PPE must be worn at all times whilst carrying out work.

Details of the correct PPE will be made available to employees within the risk assessments and method statements relevant to the works. No employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health.

The Managing Director will undertake regular checks to ensure that PPE is being worn. Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures.

### **3.25 Portable Appliance Testing (PAT)**

Any portable electrical appliances used in connection with our work activity will be subject to routine inspection and test, as required.

If any employees are in any doubt as to whether or not an electrical appliance is subject to periodic inspection and test then they must not use the equipment and seek advice from their line manager.

We request that employees do not use personal electrical appliances in the work place without direct authorisation from a Director.

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to their line manager.

Employees must not use any electrical items which are faulty or which they suspect are faulty.

### **3.26 Pregnant Workers**

Assure Build Ltd will ensure that:

- Risk assessments are carried out on all new or expectant mothers.
- Any risks to the new or expectant mother, or to her unborn child, as identified by the assessment are reduced/ removed.
- Provide suitable information to all female employees of child bearing age.

Under the Management of Health and Safety at Work Regulations 1999 we have a duty to protect the health and welfare of all new and expectant mothers. Assure Build Ltd will carry out a risk assessment on all new and expectant mothers on notification of the pregnancy and at regular intervals after that.

Staff should notify the Managing Director of their pregnancy. Suitable arrangements will be made for new and expectant mother's risk assessments to be carried out.

Following the risk assessment the following measures may be introduced for day workers:

- Temporarily adjusting working conditions or hours of work
- Offer suitable alternative work or
- Suspend on full pay to protect her health and safety or that of her unborn child's

Following the risk assessment the following measures may be introduced for night workers:



- Offer suitable alternative day work or
- Suspend on full pay to protect her health and safety or that of her unborn child's

Should you have any concerns with regards to your pregnancy or returning to work after having a baby, or require any further information then please contact the Managing Director.

### **3.27 Purchase Policy**

The Health and Safety at Work Act as amended imposes duties upon Assure Build Ltd and those providing goods and services to the company. Health & Safety legislation affects purchasing decisions including the use of sub-contractors or out-sourced activities. This also includes the purchase of new or hired-in equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations as amended; The Provision and Use of Work Equipment Regulations (PUWER) and The Control of Substances Hazardous to Health Regulations. When purchasing or hiring machinery / equipment Assure Build Ltd will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; it will be maintained in line with current legal requirements, and manufactures / suppliers guidance or ACOPS ruling at the time of use.

### **3.28 Risk Assessments**

As Assure Build Ltd employs more than five employees the company is required to record the significant findings of any risk assessments carried out .

Assure Build Ltd risk assessments will:

1. Identify the hazards to which employees and other persons who may be affected by the company's undertaking are exposed.
2. Establish the likelihood of harm arising from the hazards identified i.e. the risk from exposure to the hazard.
3. Evaluate the extent of the risks taking into account control measures or precautions already in place.

The risk assessments therefore, will reflect the likelihood that harm will occur and its severity. The purpose of the assessments is to assist Assure Build Ltd in determining the measures the company needs to take to comply with our duties under the relevant statutory provisions.

The risk assessments are intended to be working documents which can be used to guide future action aimed at improving health and safety within Assure Build Ltd.

### **3.29 Safety Audits and Monitoring**

At regular intervals the Managing Director or their nominated representative will carry out a health & safety audit. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the Managing Director considers it necessary in order to maintain the desired level of health & safety, they may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

### **3.30 Serious or Imminent Danger**

These procedures are in line with Regulation 8 of the current Management of Health & Safety at Work Regulations.

It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without adequate controls, safety procedures, training and personal protective equipment being in place to minimise that risk.

Assure Build Ltd authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the risk has been minimised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of fire fighting equipment etc prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

### **3.31 Transport & Company Vehicle Safety**

Occupational driving is defined as driving a vehicle while on company business, this could be a company vehicle or an employee's own private vehicle.

When driving on public roads, all employees must ensure that they abide by all road traffic law including the wearing of seatbelts, not using handheld mobile phones whilst driving or exceeding the given speed limits etc. All employees are responsible for ensuring that they drive in a safe manner and at all times in accordance with the Highway Code.

Employees must ensure:

1. They always allow sufficient time when embarking on a long journey.
2. Have all the relevant directions and contact telephone numbers to ensure that they can find their destination safely.
3. Avoid using hand held mobile phones while driving.
4. Hands free systems can be used but we would request that calls are limited to essential communications only and preferably while vehicles are safely parked.
5. Stop at the next appropriate place if they are at all tired and rest for a short time or until they feel able to continue.

A person may only operate company vehicles if he or she;

1. Has held a full UK license for a minimum of 2 years.
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct license for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties.

Drivers must inform the office immediately they become aware of any pending prosecution for any driving

offence.

All drivers will be asked to provide detail of driving licence number, national insurance number and Post Code registered on driving licence in order that annual checks may be made on applicable vehicle licences and any penalty points registered.

Arrangements are in place to ensure that all company vehicles are road worthy and subject to routine servicing. Where an employee uses their own private vehicle on company business they must also ensure that their vehicles are suitably road worthy.

### **3.32 Welfare**

Much of work undertaken by Assure Build Ltd is undertaken within premises where welfare facilities are usually readily available for use. The Managing Director shall ensure that there are welfare facilities available before work on site commences.

Before work is undertaken on client's premises the Managing Director shall liaise with the client to ensure that there is suitable welfare provision provided. If there is no suitable welfare provision already provided then the Managing Director shall ensure that there is welfare provision before work on site commences.

### **3.33 Working at Height**

Assure Build Ltd will ensure that:

1. Where possible, potentially hazardous work at height will be avoided.
2. Where this cannot be achieved a suitable risk assessment will be carried.
3. Where work at height is deemed unavoidable arrangements will be in place to minimise the risk of a fall occurring (i.e. the provision of suitable access equipment and a suitable safe working platform).
4. In situations where the risk of a fall still remains unacceptably high further measures will be implemented to reduce the distance and consequence of a fall should it occur (ie the use of fall arrest harnesses or safety nets).
5. Work at height risk assessments will also consider other hazardous such as overhead obstructions, weather and ground conditions, the presence of fragile roofs and the proximity of others.
6. Any access equipment will be subject to a suitable regime of inspection, test, service and maintenance as required.
7. Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.
8. Where specialist training is required in connection with the use of access equipment or fall arrest equipment, only those personnel with the appropriate training will be permitted to use such equipment.
9. Where fall arrest equipment is in use a suitable rescue plan will be agreed prior to the commencement of any work.

All employees, before undertaking unavoidable work at height must ensure the proposed work is supported with a suitable risk assessment and safe working method. If this is not the case or if there is any uncertainty employees must consult with their line manager to ensure that suitable safeguards are in place.

### **3.34 Young Workers**

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations as amended. This includes young persons on job experience working within the business. There are also special provisions for young people in the Working Time Regulations concerning limits of

hours of work, rest from work and annual holidays.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The responsible person will therefore:

- Assess risks to young workers.
- Take into account their inexperience, lack of awareness and immaturity.
- Prohibit certain activities where higher risks are identified.
- Not allow the young person to operate any machinery or equipment without proper supervision and training.
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken.
- Provide suitable supervision at all times.
- Not employ any person under the age of 14 years for any paid or non paid employment.

**Sign Off Sheet**

I have read and understood the contents of this Safety Policy.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Safety Policy and understand that any instructions are provided for my safety and the safety of others.

<u>Print Name</u>	<u>Signed</u>	<u>Date</u>
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