



## Health & Safety Policy

ISO 9001:Quality Management System



# Health & Safety Policy & Management System

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## 1. Organisation and Responsibilities

### Key Responsibilities of Managing Director

- Financial provision for Health & Safety.
- Understand the company's policy for health and safety and ensure it is readily available for all employees.
- Actively promote at all levels the company's commitment to effective health and safety management.
- Set a personal example when visiting site by wearing appropriate personal protective equipment (PPE).

### Key Responsibilities of General Manager

- Assess and monitor risk to health and safety.
- Monitor the implementation of the health and safety policy throughout the company and review its appropriateness.
- Provide appropriate instruction to Departmental Managers.
- Ensure that all staff receive appropriate training.
- Lead accident investigations.
- Review health and safety legislation and implement any new policies pertaining to the company's requirements.
- Liase with managers, employees, sub-contractors and specialists as and when appropriate.
- Collate and report any accidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

## Key Responsibilities of Departmental Managers

- Read and understand the Company's health and safety policy and ensure that work is carried out safely and in accordance with its requirements.
- Co-operate with the Company to enable it to manage health and safety effectively.
- Provide appropriate instructions to Departmental staff.
- Ensure that legally required protective equipment is appropriately issued to employees, recorded and correctly used in relation to any instruction/training given and in accordance with health and safety policy.
- Reporting immediately to the General Manager, defects to work equipment, incidents which have led or might lead to injury or damage and any accidents or near misses.

## Key Responsibilities of Employees

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Read and understand the Company's health and safety policy and carry out their work safely and in accordance with its requirements.
- Ensure that all protective equipment issued is appropriately and properly used.
- Report immediately to the Departmental Manager any defects to work equipment and any incidents which have led or might lead to injury or damage.
- On site, report any accidents or near misses to the Site Supervisor.
- Use the correct tools and equipment for the job in hand.
- Co-operate with any investigation which may be undertaken with the objective of preventing recurrence of incidents.

## 2. Procedures

### Risk Assessment

Awareness of the Risk to Health and Safety at the Company's premises is the concern of all staff. Where a risk is identified, members of staff must report this to a Manager. Should the Manager not be able to rectify the issue themselves, they must report it to the General Manager, who's ultimate responsibility is to assess the risk and take appropriate action.

Where Avonwood Staff or a Contractor attends a Customer's site for the purpose of installation, instruction, investigation etc. the person managing that work on site will ensure that the appropriate tools and equipment are available for the work and that they are in good condition and fit for purpose. Hazards identified will be considered systematically, their level of risk determined and appropriate measures and work methods established to minimise the risk of injury.

Where a person does not have sufficient knowledge about a specific hazard, they should seek advice from a Manager. Risk Assessments will be monitored and reviewed to ensure that they remain suitable and sufficient and where an on site issue affects that assessment, a new assessment will be undertaken. Risk assessments will be made available to all staff.

### Staff Consultation

The Company endeavours to meet their duties under the Health and Safety (Consultation with Employees) Regulations 1996.

The Company will communicate and consult with Employees on the following issues:

- The content of the Policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of relevant Health and Safety training
- The introduction or alteration of new work equipment or technology

Consultation will take place through:

- The content of the Policy
- Any rules specific to a site or job

## Training

All Employees are given training appropriate to their responsibilities.

Training will be provided for the following situations:

- Induction training for new employees (health and safety awareness, company procedures etc.).
- The introduction or modification of new/existing machinery or technology.
- As appropriate, where a change in employee position/work activity or responsibility occurs.

Training specific to employee responsibilities will be given for work with hazardous substances, use of personal protective clothing (PPE), manual handling, work at heights etc.

Any training provided by the Company will be formally recorded and a copy held on the employee's personnel file.

## Fire & Emergencies

- The Company take account of fire hazards in the workplace and undertake a fire risk assessment.
- All employees have a duty to conduct their work in such a way as to minimize the risk of fire.
- All employees have a duty to comply with the Company's "Smoking Policy".
- Departmental Managers are responsible for keeping their operating areas safe from fire, ensuring that staff in those areas are trained in proper fire prevention practices and emergency procedures.
- Combustible materials are to be kept separate from sources of ignition and not allowed to build up.
- Induction training will include identification and location of fire extinguishers, location of emergency exits, and action to be taken on hearing the fire alarm.

## First Aid

- First aid boxes are provided in each department at the Company's premises.
- First aid boxes are provided for staff working away from the Company's premises.
- The General Manager acts as the Appointed First Aid Person

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## Accident Reporting & Investigation

All accidents must be reported to the Departmental Manager or General Manager and the details recorded in the Company's Accident Book.

Serious accidents where hospital treatment is required must be reported to the General Manager/Managing Director as soon as possible after the incident.

In addition to the above, accidents involving Avonwood employees while on customer site must be reported to the Site Supervisor/Health and Safety Co-ordinator.

The company endeavors to comply with the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) 2013 by reporting the following:

- Deaths.
- Specified Injuries.
- Injuries which have caused over seven days' incapacitation (not counting the day on which the accident happened).

The General Manager will be responsible for forwarding notification of the above to the enforcing authorities via:

- The Web at <http://www.hse.gov.uk/riddor/report.htm>
- Telephone 0845 300 9923 (opening hours Monday - Friday 8.30am to 5.00pm).

According to its severity, the General Manager/Managing Director will be responsible for investigating the causes of an accident in order to:

- Determine the cause with a view to preventing recurrence.
- Gather information for use in any criminal or civil proceedings.
- To confirm or refuse a claim for industrial injuries benefit.
- To prepare notification to be made to the Health and Safety Executive.

The aim of the investigation will be to seek answers to the following questions:

- What caused the accident?
- Who was involved?
- When did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

## Work Equipment

All work equipment used at work will comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

No electrical equipment can be introduced into the work place until it has been assessed as suitable for its intended use.

No electrical equipment can be used on the company premises unless it has CE marking and has been PAT tested and labelled as such.

All work equipment, including electrical equipment and portable equipment, must be maintained and inspected by a competent person at appropriate intervals in

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order to avoid the risk of it becoming faulty. Inspection records will be maintained on file.

Employees should not use work equipment for which they do not have appropriate experience or received specific training.

Employees should not knowingly misuse work equipment or remove any guards that are in place to minimise specific risk.

If any faults or damage are found on any work equipment this must be reported to the Departmental Manager before any work continues.

Where specified safety accessories (e.g. safety glasses, gloves, guards etc.) are supplied for use with work equipment, employees must wear / use these at all times while using the equipment.

## **Personal Protective Equipment (PPE)**

Appropriate PPE will be issued free of charge to employees as and when necessary for work activities.

Employees will be instructed on the safe use, storage and maintenance of the relevant equipment at issue.

A written record detailing the issue of PPE items will be signed by the employee on receipt of the equipment and a copy held on the employee's personnel file.

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Employees have a legal duty to wear relevant PPE on site and where specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to the Departmental Manager immediately.

## **The Control of Substances Hazardous to Health**

Before any hazardous substances are used, a material safety data sheet should be requested from the supplier in order for an appropriate risk assessment to be undertaken by the Departmental Manager in line with the Control of Substances Hazardous to Health Regulations (COSHH)2002.

Alternative, less harmful substances, should be used wherever possible.

Assessments will consider storage, handling, how the substance is used, the quantity used, the routes and level of exposure, PPE requirements, worker's health, and emergency actions.

Staff will be briefed on any hazard or substance precautions by the Departmental Manager and written records will be located in an accessible location within the department.

A list of all substances and materials hazardous to health and used within the company is held in the company's offices by the General Manager.

Health surveillance will be provided when determined as appropriate in the COSHH assessment.

## Asbestos Management

The details of any survey undertaken of the company's work premises and how it manages the conditions of asbestos containing material (ACMs) will be available to employees.

If staff believe that they have come across ACMs they should report this to their Departmental Manager.

## Manual Handling

The Company endeavours to eliminate manual handling operation where practical by:

- Reduced weights.
- Reduced frequency of manual handling.
- Using additional manpower.
- The provision of suitable equipment to assist in the operation.
- Using mechanical means.

Where manual handling operations are necessary, these will be assessed to determine the risk to those engaged in the activity and appropriate measures taken to minimise the risk.

Sufficient training will be given to staff.

## Welfare Provision

On the company's work premises, the staff have full access to welfare facilities including toilets, wash basins, rest room and kitchen facilities.

While working on a client's site, an agreement should be made to use the client's facilities as appropriate.

If acting as a principal contractor, the company will ensure that adequate welfare facilities in compliance with Schedule 2 of the Construction (Design and Management) Regulations 2015 are provided from the start of the construction phase.

## Cooperation / Coordination

When first attending a client's site, employees will familiarise themselves with client/principal contractor procedures; in particular general site access, emergency procedures, permit to work systems, high risk activities and adhere to them at all times as appropriate.

Before commencing work, other trades working in the direct vicinity of the activities of the Company will be advised of the specific risks and requirements of the work being undertaken.

## Monitoring / Audit / Review

The Policy will be reviewed on a regular basis but in any event within a 12 to 18 month maximum period.

The General Manager is responsible for the review of the Policy, Procedures and Risk Assessments.

Departmental Managers will report to regular Management Meetings on all matters of Health & Safety in their areas of responsibility.

The Policy will be reviewed in response to changes in legislation and industry best practice.





