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# **PART I**

## **HEALTH AND SAFETY POLICY**

### **STATEMENT OF INTENT**

1. The Company recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Chairman recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
  - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
  - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
  - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
    - d) Making regular assessments of risks to employees
    - e) Taking appropriate preventative/protective measures and
    - f) Appointing Stallard Kane Associates to assist in compliance with statutory duties.
3. In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.
4. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation's, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
5. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. It will be reviewed after a period not exceeding 12 months or following changes to the Management structure or significant alterations, by the Managing Director in conjunction with Stallard Kane Associates Ltd.

We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

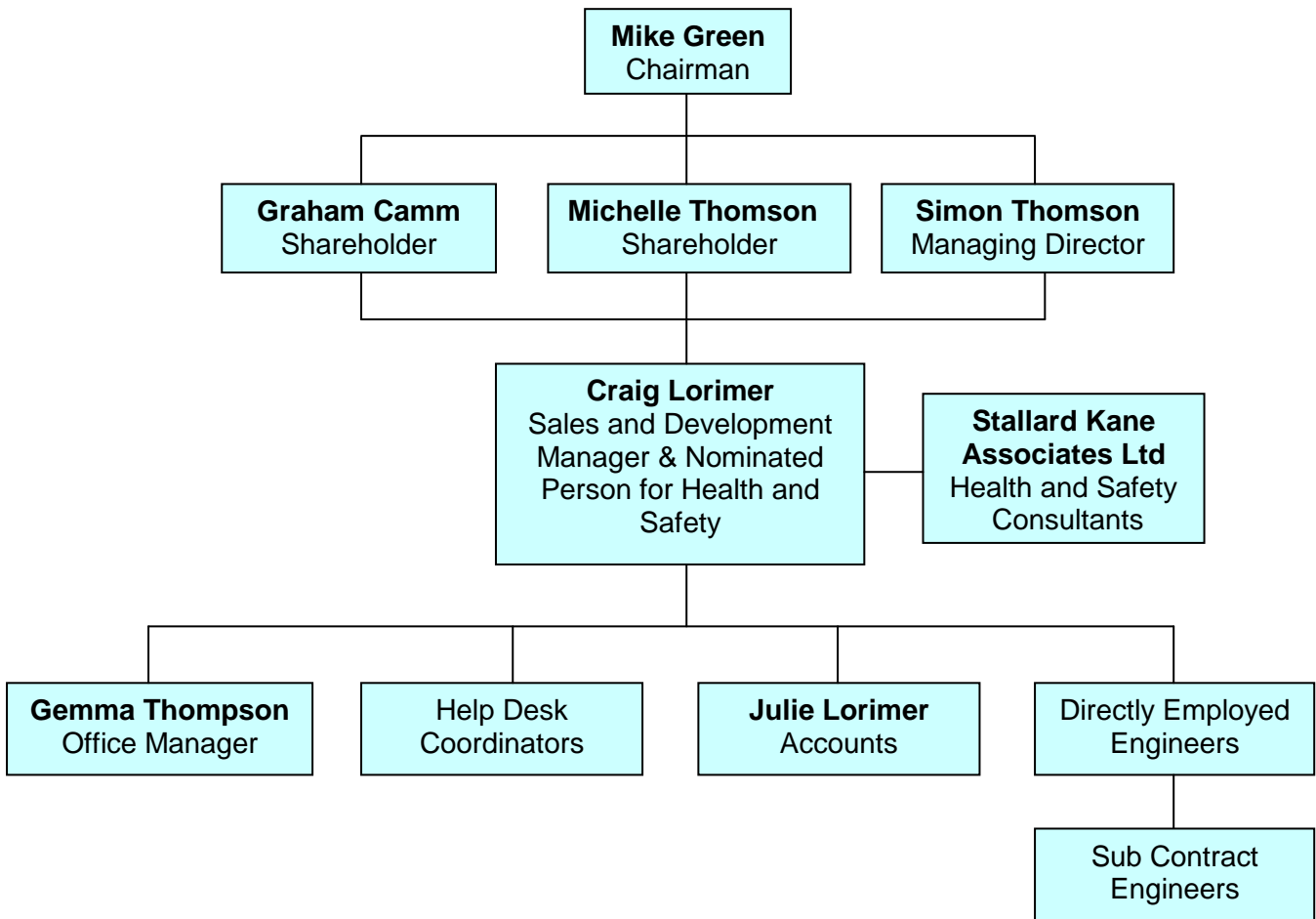
Signed

**Simon Thomson**  
**Managing Director**  
**April 2009**

N.B. The term employee includes directly employed sub contractors

**PART 2**

**COMPANY ORGANISATION FOR HEALTH & SAFETY**



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is **Stallard Kane Associates** located at: -

Head Office Address: First Floor Offices  
 11-13 Market St  
 Gainsborough  
 Lincs  
 DN21 2BL

Tel 0845 838 7301  
 Fax 0845 838 7301

## **EMPLOYEE / SUB CONTRACTOR CONSULTATION**

Employee consultation is achieved by regular site meetings conducted by the person nominated for Health and safety or Contracts Supervisor

### **Pre Start Talks**

Before the commencement of any new job exceeding two days, a meeting is held, usually by a supervisor, and the personnel involved in the work. This meeting is preferably held on site but may take place at the main office prior to mobilisation.

These talks cover:

Method Statement(s) for the job  
 Relevant Risk Assessments  
 General Health and Safety.  
 Any company safety instructions and Directors memos  
 Recent incidents from which lessons may be learned  
 Safety concerns from the workforce.

All items discussed are noted and all attendees listed and sign.  
 Any actions arising are allocated a Responsible Person

### **Follow up Talks**

All new personnel re assigned to the team are given the same presentation.  
 Where work at any particular location exceeds 2 weeks, Toolbox Talks are given as an ongoing process by the Contracts Supervisor on a relevant health and safety topic. This forum is also used to discuss site health and safety concerns.

### **Audits.**

Weekly audits by the Contracts Supervisor check that all Company personnel and sub contractors have received a site briefing. Completed audits sheets are signed and forwarded to the nominated person for Health and Safety.

Health and Safety audits will be carried out for any site without notification checks will include confirmation that site meetings have been held.

### **Health and Safety Booklet**

A Health and Safety Booklet is issued to all employees when joining the company and is reissued annually.  
 In addition to containing information on the companies health and safety policy, employees are given the names the Responsible Persons to contact with regard to any health and safety concerns.

## **COMMUNICATION**

365 Retail Property Care Ltd proposes to develop good channels of communication through the workforce, paying particular attention to matters relating to Health & Safety.

It will endeavour to inform the employees about;

What the likely risks and hazards arising from their work, or changes to their work might be;

What measures are in place, or may be introduced to eliminate or reduce them;

What employees ought to do when encountering risks or hazards.

In addition, it will make sure that this information is;

Easily understandable;

Takes account of the employees' level of training, knowledge and experience;

Considers employees who have language difficulties or disabilities, which may hinder their understanding of the information;

Considers employees whose first language is not English.

Various methods of communicating the necessary information will include posters or notices, pictures and written information, documents, toolbox Talks and books.

The Company will provide all necessary specific safety signs, and will ensure that these conform to current regulations.

## **LIST OF RESPONSIBILITIES**

### **Managing Director**

#### **Simon Thomson**

Prepare and maintain an up to date Company Health and Safety Policy Statement, ensuring it is brought to the notice of all employees.

Develop organisational procedures for the implementation of the policy, ensuring each person is aware of his/her responsibilities and duties and, allocating the necessary resource to carry them out.

Be aware of the statutory legislation affecting the Company's operations and administer the policy throughout the Company.

Ensure appropriate training is identified and delivered to staff.

Ensure Company undertakings are correctly planned, hazards identified and controlled and proper working practices are observed at all times, as required by current legislation or, any Approved Code of Practice.

Ensure all health and safety factors are taken into account and considered i.e. safe-working methods; equipment to avoid injury, property damage and wastage; adequate sanitary and welfare facilities.

Evaluate the competence level of sub-contracting companies who tender for work on company projects and ensure there is a commitment on their part to implement and maintain all aspects of their own and others health, safety and welfare.

Ensure a close liaison is maintained with sub contractors employed by the company on matters relating to health and safety.

Ensure systems are in place for the reporting, investigation and costing of injury, damage and loss and promote proper analysis of such investigations to detect trends and to eliminate hazards.

Appropriately discipline any member of staff who fails to satisfactorily discharge their responsibilities for health and safety.

Set a personal example by observing fully the company Health and Safety policies and practices.

Arrange regular meetings with the Safety Adviser to discuss company performance, accident prevention, improvements and the general health, safety and welfare standards of the company.

Ensure adequate financial and technical resources are provided for health, safety and welfare and that such costs are identified in the company's projected plan.

## **Nominated Person for Health & Safety**

### **Craig Lorimer**

Initiate the Company's policy for the prevention of injury, damage and wastage

Administer the policy by appointing senior members of staff

Know the requirements of the Constructions Regulations, relevant parts of the Health and Safety at Work Act and other appropriate regulations, and ensure that they are observed on site.

Ensure that all levels of staff receive adequate and appropriate training.

Insist that sound working practice is regularly observed.

Make certain that, at tendering and planning stages and in production processes, allowance is made for adequate welfare facilities and equipment to avoid injury, damage and wastage.

At tender stage co-ordinate safety activities between main contractor, sub-contractor and any other individual contractors who may be working on the same site.

Reprimand any member of staff failing to discharge satisfactorily the responsibilities allocated to them.

Instigate liaison with external accident prevention organisations and encourage the distribution of pertinent information throughout the Company.

Arrange for funds and facilities to meet the requirements of the policy.

Set a personal example.

Set into motion recommendations of the safety.

Ensure that a trained First Aider is on site.

#### **Additionally**

As the nominated person responsible for health and safety, he will:

Ensure the compliance with all statutory responsibilities and objectives of Health and Safety Policy are met.

Monitor the effectiveness of the Policy and institute any necessary changes.

Promote safe working practices among Company employees.

Maintain an up to date knowledge of legislation and Codes of Practice as they affect the Company's activities, including all Statutory Regulations and Codes of Practice, which must be adhered to and observed on site, as required.

Ensure that all levels of staff receive adequate and appropriate training.

Ensure that all contractors and sub-contractors work in accordance with the requirements of the Health and Safety Policy in their area of work, and that safety activities are co-ordinated between the main contractor, sub-contractor and any other individual contractor, who may be working on the same site.

Ensure that any statutory inspections necessary are carried out as required and appropriate records maintained.

Provide suitable and sufficient protective clothing/equipment for employees as required.

Ensure that all accidents/injuries and/or dangerous occurrences are investigated and reported on, as they affect the Company's activities, using the laid down Reporting Procedure. Proper investigation and costing of injury damage and/or loss should be instituted.

Ensure that all appropriate method statements and safe systems of work are issued so that all work is carried out in accordance with Statutory and Company regulations and Codes of Practice.

Ensure that safe access to and egress from all places of work are provided and maintained in a safe condition at all times.

Co-operate with and act upon, any requirement of the Health and Safety Executive, Environment Health Officer or appropriate body as far as is reasonably practicable.

Be prepared to reprimand any member of staff who fails to discharge his/her duties satisfactorily the responsibilities allocated to them.

Instigate liaison with external accident prevention organisations and encourage the distribution of pertinent information throughout the Company.

Arrange for funds and facilities to meet the requirements of this Policy, as necessary.

## **HEALTH AND SAFETY ADVISOR**

Carry out site inspections, with the Partners consent, to see that safe methods of working are in The Safety Adviser (when contracted) will:

1. In accordance with developed method statements; that all Regulations are being observed, and that statutory notices have been posted; that mess rooms, washing facilities and other welfare amenities have been provided and properly maintained; the first-aid requirements are met
2. Determine the cause of any accident of dangerous occurrence and recommend means of preventing recurrence
3. Supervise the recording and analysis of information on injuries, damage and production loss, assess accident trends and review overall safety performances
4. Assist with training for all levels of employee, and suggest methods to promote awareness of injury prevention and damage control
5. Take part, where possible in site management/operative discussion on injury, damage and wastage control
6. Keep up-to-date with recommended Codes of Practice and new safety literature; circulate information applicable to each level of employee
7. Foster, within the Company, an understanding that injury prevention and damage control are an integral part of business and operational efficiently

As the expert, it is the further duty of the Safety Adviser when contracted, to advise management and all other employees of their particular safety functions. The Safety Adviser will be available to give guidance and advice. The Safety Adviser will when requested conduct periodic site inspections with a view to seeing that safety standards are maintained or improved and it is the duty of all employees to co-operate with the Safety Adviser at all times and act upon his instructions.

It is the duty of the Safety Adviser (when contracted) to advise the Chairman responsible for safety on all safety matters, to keep him apprised of the success or otherwise of his measures and to advise Hubbard of possible alternative arrangements.

## **CONTRACTS SUPERVISOR**

1. Organise sites so that work is carried out to the required standard with minimum risk to personnel, equipment and materials.
2. Know the broad requirements of the Construction Regulations and other relevant legislation.
3. See that the Construction Regulations and other legal requirements are observed on site; that all registers, records and reports are in order.
4. Give all operatives/sub-contractors precise instructions on their responsibilities for correct working methods and see that they do not permit people (particularly apprentices) to take unnecessary risks.
5. Arrange delivery and stacking of materials to avoid doubling risks by double handling; position plant effectively; ensure that the electricity supply is installed and maintained without endangering anyone.
6. Plan and maintain a tidy site.
7. Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about the areas of responsibility.
8. Check that all machinery and plant, including power and hand tools, is maintained in good condition and any defects are reported immediately to the supplier.
9. Ensure that protective clothing is available, where appropriate, and that it is used.
10. Ensure that all items of First Aid equipment, as required by the 1981 First Aid at Work Regulations (FAW), are available and that their location is known to employees.
11. See that proper care is taken of casualties and know where to obtain medical help and ambulance service in event of a serious injury. (Nominate another to act in emergency).
12. Accompany Inspectors on site visits and act on his recommendations.
13. Co-operate with the Site Manager; act on their recommendation.
14. Liase with Fire Brigade on fire precautions.
15. Set a personal example.

## **OPERATIVES**

1. Use the correct tools and equipment for the job. Use safety equipment and protective clothing supplied, for example: ladders, safety helmets, goggles, etc.
2. Keep tools in good condition.
3. Report any defects in plant or equipment to the Site Foreman/ Supervisor.
4. Develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
5. Avoid improvisation, which entails unnecessary risks.
6. Warn new people of known hazards.
7. Refrain from horse-play and abuse of welfare facilities.
8. Suggest ways of eliminating hazards.

## **PART III ARRANGEMENTS**

### **SAFE WORKING PROCEDURES**

Employees, sub contractors and visitors will be made aware of the Company's Health and Safety Policy by the following means:

1. A copy of the Health and Safety Policy will be available at Head Office and in all Company Site offices.
2. When appropriate, instructions from the Chairman to all employees will be posted on office and Company Site Office contract notice boards. These instructions will alert all staff to new legislation and other risks and of the procedures to follow in order to avoid risks.
3. Posters warning of general hazards will be displayed where applicable.

### **FIRE**

A written Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 has been undertaken, and will be kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary.

Detailed procedures for evacuations including exit routes and information on good practice are held, and communicated to all employees during the induction. Equipment checks and evacuation drills will be held at regular intervals. Fire Wardens have been appointed to ensure that fire evacuation procedures are practiced and recorded. He will also act as evacuation "Roll Caller" or nominate a deputy.

Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

During all operations on site involving the use of flame or heat generating equipment, suitable and sufficient fire extinguishers will be made available at the scene to enable prompt action to be taken should the ignition of materials occur.

Under no circumstances should fire extinguishers be "poached" from the fire points.

Indiscriminate burning of any material is prohibited.

### **EMERGENCY FIRE PROCEDURE**

During the use of equipment generating sufficient heat to cause combustion, the equipment operator is responsible for making the decision that an emergency situation exists, or is apparently imminent.

The threat to life or other property, or the obvious inability by those at the scene to prevent that threat developing, may be defined as an emergency situation.

Fire caused by explosion is an emergency situation immediately.

The following steps will be followed when an emergency occurs or appears imminent:

1. Inform the Fire Brigade.
2. Warn personnel not directly involved, but under possible risk, to evacuate if necessary.
3. Establish that personnel directly involved in the emergency area are not trapped or missing.
4. Organise the fire fighting with all available means.
5. Do not allow individuals to re-enter the scene of the explosion or fire to salvage property.
6. Ensure the route to the emergency area is free of obstruction to the emergency services.
7. Requests for the ambulance service should be made for all injuries, burns and victims of smoke inhalation.

## FIRST AID

First Aid boxes of sufficient size and number to cater for the persons employed must be provided on all sites in compliance with the 1981 First Aid at Work Regulations – contents of First Aid boxes and provision of First Aid equipment and Personnel is to be identified and controlled by a First Aid Risk Assessment. On sites where Welfare facilities are shared, the Company will establish who has responsibility for providing such equipment.

The First Aid box shall be marked “First Aid” and placed under the charge of a responsible person, whose name shall be plainly indicated in a prominent place on, or near the box. The person nominated shall be readily available while any persons for whom it is provided are working on the site.

Where there are 25 persons or more on site a suitable quantity of the appropriate type of stretchers must be provided and maintained, together with blankets (consult Safety Manager for correct type of stretcher).

The First Aid box contents should be kept to the required standard, and no drugs or ointments of any kind should be kept in the box.

The First Aid box must contain an “Advice on First Aid” booklet.

## APPOINTED PERSON (FIRST AID)

A qualified Appointed Person, having a current Certificate, must be provided where a site employs less than 20 persons (direct or sub-contract).

The Appointed Person may carry out other duties, but must always be readily available.

The names of the Appointed Persons must be made known to all employees and sub contractors

The Appointed Person should also be available during overtime.

Where the number of persons exceeds 20, a First Aid attendant must be on site

## AUDITS AND INSPECTIONS

Regular systematic inspections of all administrative and production is essential to ensure that continuing maintenance of safe operations.

The following minimum standards will apply:-

A Senior Manager will carry out regular site inspections on a random basis reporting transgressions directly to the supervisors, for attention.

The Health & Safety Advisor (when contracted) will carry out an audit of each of the sections of the Health & Safety Policy, using an audit report form. The findings of this report will be presented to Senior Management.

Other inspections will be carried out in conjunction with all of the above, as per the list below:-

- |                                  |   |
|----------------------------------|---|
| 1. Ladder/step/platform register | Quarterly   |
| 2. Fire equipment                | Monthly yearly by Contractor  |
| 3. Guards and protection devices | Daily at the start of the shift                                       |
| 4. Lifting equipment             | Daily at the start of the shift, and as per Insurers schedule         |
| 5. First Aid equipment           | Monthly by First Aider  |
| 6. Hand tools                    | Daily (visual check) by user, monthly (recorded)                      |
| 7. Welfare facilities            | In accordance with the Workplace (Health, Safety Welfare Regulations) |
| 8. Portable appliance testing    | Yearly  |
| 9. P.P.E.                        | Daily by user (visual)  |
| 10. Respiratory equipment        | As per Manufacturer’s instructions                                    |

## **ACCIDENTS**

### **ACCIDENT REPORTING**

All accidents will be recorded on the Form B1 510 (Instructions to Employees and Occupiers and Advice to Injured Persons are shown on the Form B1510).

The Form B1510 will be sent to the Chairman following the termination of a contract, for filing.

The Chairman will maintain all records relating to accidents within the Company Head Office.

All "three day" accidents must be notified to the Health and Safety Executive on a Form 2508.

### **FATAL ACCIDENTS**

In the case of a fatal accident, or one likely to become one, the Police must be informed, followed by the Health and Safety Executive.

Regardless of which authority you are informing of an incident, in your own interests, record the following information obtained from them:

- a) The name and position of the person taking the report.
- b) The time you passed the information.

### **RESTRICTIONS AT ACCIDENT SCENES**

In the event of a Serious Accident or Dangerous Occurrence, the following points must be observed.

- a) The area of a Serious Accident or Noticeable Occurrence must not be disturbed, except where necessary to remove injured persons or to prevent further injury to other persons who may be trapped.
- b) Details of witnesses should be obtained for the use of the Factory Inspector, the Police,
- c) If in any doubt as to whether or not an accident is serious, consult The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 guidance notes.

## **THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS, (RIDDOR 1995)**

These regulations require certain accidents and dangerous occurrences at work to be notified to the Local Authority, and a guideline is set out below:

### **ACCIDENTS WHICH REQUIRE IMMEDIATE REPORTING TO THE LOCAL H.S.E.**

- a) Accidents causing death.
- b) Fractures of skull, spine, pelvis.
- c) Fractures of bones in arm or wrist, in leg or ankle.
- d) Amputation of hand or foot, finger, toe, thumb or part if bone severed.
- e) Loss of sight of eye, penetrating injury to eye or chemical or hot metal burn to eye.
- f) Injury requiring treatment or loss of consciousness resulting from electric shock.
- g) Loss of consciousness due to lack of oxygen.
- h) Illness or loss of consciousness due to inhalation, ingestion or absorption of any substance.
- i) illness due to exposure to pathogen or infected material.

### **DANGEROUS OCCURRENCES WHICH REQUIRE IMMEDIATE REPORTING TO THE LOCAL H.S.E.**

- a) Collapse, overturning or failure of load bearing part of any lift, hoist, crane, derrick, mobile powered access platform or excavator.
- b) Explosion, collapse or bursting of closed vessel e.g. boiler or boiler tubes.
- c) Electrical short circuit causing fire and 24-hour closure.

- d) Sudden, uncontrolled release of min. one tonne of highly flammable liquids.
- e) Collapse of any floor or wall.
- f) Uncontrolled or accidental release of dangerous substance or pathogen.
- g) Unintentional ignition of explosives.
- h) Incident when equipment comes into accidental contact with overhead power lines (over 200 volts).

### **OTHER ACCIDENTS TO BE REPORTED TO THE LOCAL H.S.E.**

- a) Accidents where a person is admitted to hospital and detained for 24 hours.
- b) Accidents where a person is absent from work for 3 days after the day of the accident.
- c) Accidents where a person dies within one year, whether or not otherwise reportable.

### **STATUTORY NOTIFICATION OF ACCIDENTS/DANGEROUS OCCURRENCES**

When a major injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately and the accident report form F2508a will be completed either on line or directly by telephone (0845 300 99 23). Others to be notified as soon as possible are, Stallard Kane Associates Ltd, and the Company's insurers.

Notifiable occupational diseases will be reported to the HSE Incident Control Centre either on line or directly by telephone (0845 300 99 23).

In the case of accidents involving employees who lose 3 days or more from their normal employment, the HSE Incident Control Centre will be notified within 10 days.

### **ACCIDENT INVESTIGATION**

All accidents shall be reported to a member of management, who will carry out an initial investigation on the appropriate form. In their role as the Company's safety advisors Stallard Kane Associates Ltd will assist with the investigation and give advice and guidance.

This must be filled in for every accident/near miss/damage incident in order that a proper investigation can take place. *This is not to apportion blame but to help with the identification of the cause of the incident and assist with the steps taken to prevent a re-occurrence.*

All accidents and near misses (to personnel) and damages (to property/plant) are to be reported in the first instance verbally to the employees immediate supervisors concerned, then in written format on the form. An entry must also be made in the accident book if someone is injured sufficiently to warrant attention from a first aider.

It is vital that all accidents are reported, even if they are considered to be small or insignificant. In this way the Company can look for trends appearing such as an unsuitable tools being used or unsafe practices. All reportable accidents or dangerous occurrences will be investigated and a report issued.

Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

### **SITE RECORDS**

Every reported accident will be recorded in the Accident Book Form B1510. This includes sub-contractors and official site visitors.

Following an accident where the person is absent from work for 3 consecutive days, the internal Company Accident Report must be completed in every detail and passed to the Chairman

The importance of accuracy in recording details of any accident cannot be over-stressed.

## **PERSONAL PROTECTIVE EQUIPMENT**

### **PERSONAL PROTECTIVE EQUIPMENT GENERAL**

When items of protective equipment are issued, sufficient instructions and training must be given to ensure persons know when, where and how to use this equipment. All identification, issue and monitoring of P.P.E shall be the responsibility of the contracts supervisor.

Management must at all times set an example by wearing the designated PPE whilst on sites.

### **PROTECTION OF EYES**

Eye protection must always be readily available on all sites and operatives must wear this protection as specified and in accordance with the Personal Protective Equipment Regulations 1999.

Suitable eye protection must be provided for any persons involved in any of the following processes or where they are sufficiently close to the processes that they may receive eye injuries:

1. Cleaning by compressed air or high pressure water jets..
2. The chipping, scraping, wire brushing of paint, slag, rust, etc. by hand-held or power tools.
3. The driving of bolts, pins etc. with any hammer, chisel, punch etc. or power-driven tool.
4. The injection, by pressure, of liquids into buildings.
5. The breaking, cutting, cutting into, dressing, carving or drilling by means of a power-driven portable tool, or by means of a hammer, chisel, pick or similar hand tool of any article consisting wholly or partly of the following: Glass, hard plastics, concrete, fired clay, plaster, slag or stone or similar material. Also stone, tiles, bricks or blocks (except blocks made of wood).
6. The cutting of wire or metal strapping.
7. The handling and use of any acid or alkali.

### **HEAD PROTECTION**

Following the introduction of the Construction (Head Protection) Regulations 1989, 365 Retail Property Care Ltd have a declared policy that were required by contracts sites are designated **HARD HAT AREAS**.

An exemption may be made in specific circumstances. The exemption may only be given by the Director or his nominated deputy.

The exemption must satisfy the criteria that a head injury is not likely or foreseeable.

Specific areas and certain building operations carry an absolute requirement for head protection to be worn, and shown below.

1. Any form or level of demolition.
2. Working in an excavation four feet deep or deeper.
3. Any work under other work at a higher level.
4. Operating any lifting device, or assisting in lifting operations.
5. Working within the radius of any heavy plant buckets.
6. Work in excavations less than four feet deep with mechanical assistance to remove spoil.

Hard hats are issued to company employees and a suitable number will be made available for visitors.

Sub-contractors and labour-only operatives are responsible for supplying their own safety helmets.

Due to the deterioration of helmet material caused by exposure to weather, helmets should be changed approximately every two years.

### **PPE (General)**

- Where there is any dust present in any quantity which could be injurious to any person, approved dusk masks or respirators shall be worn, and where any dust is in large quantities or greatly injurious, or where harmful vapour or fumes exist, respirators shall be worn.
- Gloves/gauntlets must be available to be issued to persons involved in any work which can result in their hands being injured or infected in any way. Where necessary, barrier creams, etc. should be available for use by persons when required.
- Where there is excessive noise on site, which cannot be effectively silenced, a sufficient quantity of suitable ear defenders must be issued, with facilities for storage and cleansing.
- All items of protective equipment must comply with British Standards and the CE mark for European Standards.

## **TRAINING**

### **BASIC TRAINING CONSIDERATIONS**

365 Retail Property Care Ltd recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involved and the precautions to be taken. The Partner responsible for safety will give safety training for jobs under his control and it will be incumbent upon him to ensure that 'on-the-job' training is given to new employees or those new to a job.

### **MANAGERIAL TRAINING**

The Partners recognise as fundamental to the success of the company safety policy, that management should have received the training necessary to control effectively the areas for which they are responsible.

### **SAFETY ADVISOR TRAINING**

It is essential that Safety Adviser's training needs to be regularly appraised. He will be encouraged to seek such professional qualifications as befits the Company's needs.

## **PLANT AND MACHINERY**

Machines built to British Standards usually incorporate safe-guards, defined in BS5304: 1988, the '*Safety of Machinery*'. Also routine inspection and testing under the Electricity at Work Regulations 1989 should ensure Relevant legislation is the Provision and Use of Work Equipment Regulations 1998. These regulations require that equipment provided for use at work is suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; and used only by people who are deemed to be competent, through adequate information, training and work, including hammers, knives, ladders, drilling machines, power presses, circular saws, photocopiers, lifting equipment, motor vehicles, etc. As far as is reasonably practicable, the Company adhere to its requirements.

All items of plant will be inspected and fully serviced or overhauled regularly by a qualified person and any defects brought to the attention of the management. Prior to use on site all plant will be checked.

All site supervision will ensure that all persons who are likely to use work equipment have received adequate training for that particular equipment. It must also be emphasised that personnel employed on or near moving machinery of any description should not wear loose or badly fitting garments and those with long hair and/or jewellery should also ensure that some means are employed to prevent entanglement with machinery.

Guards are placed for the protection of the employee and will be best regarded as being there, not just for making the place safe but as a warning that the place is dangerous and that one should keep clear. Guards should not be removed except with proper authorisation. Prior to any work commencing on a machine, isolation of power supplies must have been effected by a competent person. When any maintenance or cleaning work is completed, guards must be replaced securely before plant is restarted. Any defects in machinery guards must be reported immediately. their electrical integrity and safety.

## **C.O.S.H.H. ASSESSMENT POLICY**

The purpose of this section of the Policy is to ensure that the Company and its employees meet their joint and individual responsibilities under the C.O.S.H.H. Regulations.

It is also to ensure that following a thorough assessment of all substances, adequate controls are established in respect of the ordering, receipt, storage, use and disposal of any substance identified as hazardous to health.

### **METHOD**

The Contracts Manager will identify all substances which are present in the workplace and which are either used or stored on the premises. An assessment will then take place using a C.O.S.H.H. Assessment Form It will include the following evaluations:

The risk to the health of individuals arising from the use or storage of these substances

- a) Reduce the risk to health by the replacement of a substance with a less hazardous or non-hazardous substitute where practicable.
- b) Where a hazard remains, to introduce procedures and controls to minimize the risk to health and provide appropriate protective equipment.
- c) Ensure that all employees and those working at the location are informed about potential hazardous substances and instructed in the precautions to be taken when coming into contact with these substances.

### **RESPONSIBILITIES**

It is the responsibility of the Contracts Manager to ensure that they know the hazards present under their control. They must establish and maintain control procedures for the ordering, receipt, storage, usage and disposal of hazardous substances.

They must ensure that appropriate protective equipment is provided and used by those persons exposed to a substance identified as hazardous to health.

It is the responsibility of the Contracts Manager to regularly review the range of potential risks in their area or responsibility. Where new substances arrive on site, a full assessment of the risk from these substances must be made. The assessment will examine the risk of ingestion (if swallowed), inhalation (if breathed in), absorption (contact with the skin) and exposure.

The Contracts Manager responsible is required to communicate details and information of hazardous substances to employees, contractors and visitors. The Supervisor will ensure that all those whose duties include contact with hazardous substances are adequately trained in the safe handling of those substances.

Secondary responsibility under the COSHH regulations falls on the following persons:

- a) The Site Foreman
- b) All other employees and visitors

These individuals must be fully trained in the safe handling, storage, usage and disposal of hazardous substances. They have a duty to report any person or persons who fail to comply with the Policy and Procedures applicable under the COSHH regulations.

## **ELECTRICAL EQUIPMENT**

The following regulations will apply to the use of electrical equipment, electrical power tools, office unit lighting and portable office unit appliances.

### **ELECTRICITY AT WORK REGULATIONS 1989 INSPECTION PROCEDURE**

All electrical power tools will be 110 volt.

All electrical connections from the power source will be 110 volt male/female.

Extension cables must be inspected for correct fitting of 110 volt male/female plugs, and the cable sheathing is free from damage

Damaged extension cables will not be used.

Extension cables that sustain damage may be reduced in length, to enable their use to be continued.

Immediately a site compound is erected.

All equipment will be checked visually before use by the user and PAT tested annually by a competent electrician.

## **TRANSPORT**

At all times employees will comply with the legal requirements of the Road Traffic Acts in the manner of their driving and exercise reasonable care in the handling of their vehicles. All Company vehicles are regularly serviced and maintained, in addition to which drivers are obliged to regularly check oil, water and tyre pressures. Any faults noted with respect to vehicles must be reported to their immediate supervisor/foreman at the very earliest opportunity.

## **HEALTH HAZARDS**

### **GENERAL**

Health hazards from substances can be divided into the following categories:

- External contact-corrosive, skin absorption, dermatitis, etc. e.g. cement, acids, epoxy resins, etc.
- Inhalation-gases, fumes, dusts, vapours.
- Ingestion-swallowing.

The current Control of Substances Hazardous to Health Regulations (C.O.S.H.H.) forms the basis of the Company policy in removing or avoiding health risks to our employees, sub-contractors, labour-only operatives and the public at large.

A general (generic) written assessment will be prepared for substances, processes, site health hazards, etc. normally encountered on Company sites. This information will be supplied to holders of the Company Policy Manual on each site.

The Contracts Manager will ensure that, before work starts on each site, information is obtained on any material, substance or process to be used or likely to be encountered which could be a hazard to the health of operatives, and which is not covered by the Generic Assessment or is covered but requires a more detailed assessment. A written site/job specific assessment must be made of any risks involved in handling, using, etc. the substance and appropriate control measures should be planned, as necessary.

If possible, arrangements should be made for an alternative, less hazardous material, to be specified.

Any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing, etc. must be planned before work commences.

All operatives engaged in any process involving the use or handling of any hazardous substances must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

The Site Supervisor will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, protective clothing, etc. are provided and maintained, as required.

Any necessary air sampling and any medical examinations, testing, etc. will be carried out as required and records will be kept on site during the operations.

All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

## **GENERAL PRECAUTIONS**

The following general precautions apply to the handling, transportation and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

Almost all chemical materials are potentially dangerous. Although they may find their way into day-to-day use, it is usually in a very diluted or otherwise modified form. The following general rules should always apply:

1. Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must, likewise, be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
2. Do not use materials in areas where food is being consumed. Smoking is also prohibited during application and curing.
3. Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided is appropriate.
4. Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
5. Store all products in ventilated areas away from extremes of temperatures.
6. Clean all spillages instantly and dispose of waste and used containers properly.
7. Except for transport in closed packages, materials must be handled only by authorised personnel.
8. Ensure that the correct equipment for handling the products is available.
9. If any person handling the materials shows the symptoms which may have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
10. Read the data sheet, container labels and detailed health and safety information before using any products.

## **DRUGS AND ALCOHOL POLICY**

In industry generally there has been a move to greater controls and in keeping with this 365 Retail Property Care Ltd has adopted a policy in relation to the consumption of alcohol and drugs.

- 1) The company's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the Health & Safety of each individual.
- 2) The company's policy on alcohol and drugs recognises that it is a health hazard with implications for safety by impairing the ability of an individual to make decisions and to work effectively.
- 3) Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the Partners. This information will be treated in the strictest confidence. The Company will endeavour to offer any assistance available at the time.
- 4) Employee's must not attend work whilst under the influence of alcohol or drugs.
- 5) Staff must not consume alcohol on the premises.
- 6) Staff must not return to work after lunch breaks under the influence of alcohol.

## **CONSUMPTION OF ALCOHOL IN BREACH OF THIS POLICY IS A DISMISSABLE OFFENCE.**

## **MANUAL HANDLING**

In order to secure the health and safety of its employees, 365 Retail Property Care Ltd proposes, so far as is reasonably practicable, in consultation with all employees and their representatives to:-

Carry out an initial assessment of manual handling operations by the Contracts Manager throughout the Company to identify risky activities (see section on Risk Assessment)

Endeavor to eliminate these risky manual handling activities wherever practicable:-

By removing the need for the operation  
By automating or mechanising the operation

Where manual handling activities cannot be eliminated, appoint suitably qualified assessors to carry out detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability.

Put in place a system of measures to reduce the risks associated with remaining operations based upon the results of the assessments, concentrating upon changes to the task, the load and the environment.

Ensure, wherever possible, that loads including those loads delivered from outside the company are marked with sufficient information to facilitate safe handling.

Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided.

Provide specific training on manual handling where the assessment indicates it is necessary.

Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.

## **HEALTH PROBLEMS FROM MANUAL HANDLING**

Where an employee raises a matter related to health and safety in relation to manual handling of loads, the company will: -

Take all necessary steps to investigate the circumstances.  
Take corrective measures where appropriate  
Advise the employee of the actions taken

Where a problem arises involving the manual handling of a load, the employee must adopt the following procedures: -

Inform the supervisor immediately  
In the case of an adverse health or medical condition, advise the Health and Safety Advisor who will seek medical advice.

## **INFORMATION AND MANUAL HANDLING TRAINING**

The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers carrying out manual handling of loads. This provision will also apply to those persons not in direct employment such as temporary staff.

Self employed contractors and contractors working for another employer will be reminded of their responsibilities under the regulation and given sufficient information about the loads to enable them to meet their responsibilities.

## HAND-ARM VIBRATION

The Company recognises that certain operations may give rise to Hand –Arm Vibration and as such will fulfil the requirements of the Regulations that require an employer to:

- Assess the vibration risk to employees
- Take action to reduce vibration exposure
- Decide if exposure is likely to be above:
  - a. Daily Exposure Action Value (EAV) and if they are, introduce a programme of controls to eliminate the risk or reduce exposure to a level as low as reasonably practicable
  - b. Daily Exposure Limit Value (ELV) and if they are take **immediate** action to reduce exposure to below the Limit value
- Ensure the legal limits are not exceeded
- Provide information and training to employees on health risks and actions taken to control the risks
- Carry out health surveillance where there is a risk to health
- Keep a record of the risk assessment and control actions
- Review and update risk assessments

**EAV** The daily amount of vibration above which employers are required to take action to control exposure, currently 2.5 m/s<sup>2</sup> A

**ELV** The **maximum** amount of vibration an employee may be exposed to in a day, currently 5 m/s<sup>2</sup> A

## CONTROL OF NOISE AT WORK

Following the introduction of the latest legislation on noise in the workplace (Control of Noise at Work Regulations (2005) the Company will:

- Identify areas where noise levels exceed 80dB(A) now known as the Lower Exposure Action Value (LEAV)
- Carry out a suitable and sufficient Risk Assessment identifying the source(s) of noise and personnel who may be affected.
- Make hearing protection available for employees
- Draw up an action plan specifying what needs to be done to protect employees.
- Wherever possible, reduce the noise to as low as reasonably practicable by engineering methods or changes to the process.

If the noise levels exceed 85dB (A) now known as the Upper Exposure Action Value (UEAV), the company will:

- Provide hearing protection to any employee exposed
- Designate and identify the area as a “Hearing Protection Zone”
- Restrict access to this area.

If required, the company will inform employees of the nature of the risk from exposure to noise, the current limits under the Regulations, the value of any measurements taken and the availability and provision of hearing protection.

If the wearing of hearing protection is unavoidable, the company will ensure that the noise level to the wearer does not exceed 87dB(A) Known as the Exposure Limit Value (ELV)

## RISK ASSESSMENT POLICY

### GENERAL PROCEDURE

The Management of Health & Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking.

A risk assessment usually involves identifying any hazards present in an undertaking (whether arising from work activities or other factors e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

The definition given in the above Regulation is as follows:

*A hazard is something with the potential to cause harm - this can include substances, machines, and methods of work and other aspects of the organization)*

*Risk is the likelihood that the harm from a particular hazard is realised.*

*The extent of the risk covers the group of people, which might be affected by the risk i.e. the numbers of people who might be exposed and the consequences for them.*

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the

The risk assessment is there to guide the judgment of the employer as to the measures they ought to take to fulfill their statutory obligations.

The Company needs to review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependant on the nature of the risks and the degree of change likely in the work activity.

## **METHOD**

Risk assessments are to be undertaken by the Risk Assessment team, assisted if required by the Health & Safety Consultant, using the Risk Assessment form .Once completed, this form will be filed at for future reference.

Corrective actions raised by the risk assessment can be carried out within the Company authorization limits. It may be necessary to involve the Chairman for major projects.

Reviews to risk assessments will be undertaken using the same form.

## **CDM REGULATIONS**

The Construction (Design and Management) Regulations 2007 places duties on contractors to incorporate risk assessments and method statements in to a Health and Safety Plan. In order to comply with the above regulations, all projects at award of contract will be issued with a copy of 365 Retail Property Care Ltd generic Construction Phase Health and Safety Plan This documentation will cover all activities carried out by the company and will include information such as Method Statements, Safe Working Procedures, Risk Assessments and C.O.S.H.H.

## **IMPLEMENTATION**

Supervisors of personnel on site will ensure that where the work that they are in control is subject to the C.D.M. regulations that the Health and Safety Plan is explained to all personnel involved and that work activities are monitored to ensure compliance.

- to develop and implement the Health and Safety Plan
- to arrange for competent and adequately resourced contractors to carry out the work where it is sub-contracted
- to ensure the co-ordination and co-operation of contractors
- to obtain from contractors the main findings of their risk assessments and details of how they intend to carry out high risk operations
- to ensure that contractors have information about risks on site
- to ensure that workers on site have been given adequate training
- to ensure that contractors and workers comply with any site rules which may have been set out in the Health and Safety Plan
- to monitor health and safety performance
- to ensure that all workers are properly informed and consulted
- to make sure only authorised persons are allowed onto site
- to display notification of the project to HSE
- to pass information to the Planning Supervisor for the Health and Safety File

When not acting as Principal Contractor we would address the CDM Regulations as a sub-contractor and comply with any reasonable request by the Principal Contractor.

## **EMERGENCY/DISASTER PLAN**

In accordance with Regulation 8 of the Management of Health and Safety at Work Regulations 1999.

The kind of incidents possible are:-

- a. Fire
- b. Explosion
- c. Exposure to toxic release
- d. Flooding
- e. Aircraft crash
- f. Extreme weather conditions

When working on clients' site, procedures under their emergency evacuation should be understood and followed. All Company employees, sub-contractors working on behalf of the Company and visitors should be made aware of any emergency evacuation procedures in force.

The Company procedure for dealing with an emergency is:

If working in an existing factory/premises, etc, all employees must be aware of procedures required by the said premises in case of emergency, i.e. fire escape routes, fire drills, muster points etc.

If working on a new building then all employees to make themselves aware of the safest means of escape in case of emergency.

If working in the yard or offices then employees are to vacate the exit and assemble outside in the car park at the furthest point from the building. No one should re-enter the building for any reason until advised to do so by the Fire Officer.

In the case of fire on any site all persons should be aware of alarm points and position of fire appliances. Alarms should be raised in any case and appliances only used where no personal risk to others is likely.

## **WORKING AT HEIGHT**

The company recognises and accepts its responsibility under the Working at Height Regulations 2005 and shall as far as reasonably practicable ensure:-

All work at height is properly planned and organised

All work at height takes account of weather conditions that could endanger health and safety.

Those involved in work at height are trained and competent

The place where work at height is done is safe

Equipment for work at height is appropriately inspected

The risk from fragile surfaces are properly controlled and

The risks from falling objects are properly controlled

Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations 1999

## **OFFICE SAFETY**

Office staff should ensure that:

All places are kept clean and tidy and that entrances are kept clear.

1. Report to management any defects or projections on equipment or furniture which could cause injury or damage to others.
2. Any spillage should be cleaned up without delay by the person responsible for the spillage.
3. With respect to Regulation 3 of the Health and Safety (Display Screen Equipment) Regulations 1992, the Company recognises the fact that to conform, users of DSE should be identified; those so designated be entitled to eye and eye-sight tests, if requested; that both users and workstations be assessed; and identified users receive adequate training, relative to their duties. Normally, the Health and Safety Advisor would undertake these assessments which would be recorded and kept under review at all times.
4. All office doors should be kept shut, except when in use, and not 'propped' open with wedges or a fire extinguisher!
5. Tampering or repairs of an item of electrical equipment within the office is prohibited, except by persons deemed to be competent. If necessary, repairs will be carried out by contract specialists.
1. Ensure no more than one filing cabinet drawer is opened at any one time (some cabinet drawers are interlocked to prevent this).

## **SUB-CONTRACTORS/LABOUR ONLY**

All sub-contractors and labour-only operatives will comply with 365 Retail Property Care Ltd Health and Safety Policy. Supervisors and Foremen are responsible for ensuring that sub-contractors and labour-only personnel meet the Company requirements at all times and in every respect. If sub-contractors or labour-only personnel cannot meet any requirement of the Company's Health and Safety Policy due to lack of protective clothing, then personal protective clothing will be issued by the Company and the costs contra-charged.

## **EQUIPMENT SAFETY**

The Nominated Director and site supervisor will undertake regular inspections of hand tools and equipment

The following list, although not exhaustive, will apply;

Hammers  
Chisels  
Spanners  
Socket sets  
Hand saws  
Hand operated power tools  
Plant such as wacker plates, rollers

There are a wide range of injuries due to flying splinters or chippings from tools or workplace, and these inspections will be looking to identify such problems as:

Loose hammer heads  
Mushroom ended chisels  
Worn knife blades  
Loose handles  
Loose or missing guarding  
All emergency stops in working order  
Excessive wear and tare

Any employee bringing their own tools into work must register them with management via the equipment register and agree to subject them to the necessary inspection schedules.

Tools subsequently taken home and used and then returned to work must be identified as such and the records amended accordingly.

### Control Measures

#### Selection and suitability

When purchasing hand tools, consider what they are to be used for and who is likely to use them. Select ones which fulfill the requirements.

Always choose the right tool for the job in hand.

Where ever possible purchase tools that have safety features such as retractable blades for knives.

Select personal protective equipment that is appropriate to the risks.

#### Use

Use tools properly. All hand tools have practical limitations and are designed for a certain range of jobs.

Do not use damaged or broken tools.

Keep cutting tools such as chisels sharp so that they can cut true without needing to be forced. Always try to cut away from the body, hands and arms when using cutting tools.

Carry cutting tools with the blade down and always cover the blade when the tools are not being used. Never carry them in a pocket or belt.

Never leave a knife lying where it could fall or where someone might grasp the blade.

Never use a screwdriver as a chisel.

Use the right sized spanner for the nut. Serious injuries can be caused by a spanner slipping off a nut.

Always fit handles to files otherwise the exposed tang can cause serious hand injury.

Use tools fitted with lanyards where there is a risk of it falling onto someone and avoid working above people where possible.

Use eye protection where there is a risk of flying particles.

Use gloves where they may give necessary protection.

### Maintenance

Check tools regularly for damage. Take any damaged or defective tools out of use promptly.

### Training

Anyone using any sort of hand tool needs to know how to use it properly and safely and the risks which can arise. Hand tools seem simple to use but the precautions are not always observed, therefore anyone who uses them needs to be trained in their correct use.

365 Retail Property Care Ltd will ensure all employees and sub contractors working under their control will receive suitable and sufficient training for all equipment used. This will include onsite training such as Toolbox talks and practical demonstrations and where necessary off site training will be provided for all plant and machinery. Only suitably qualified and experienced people will be used to deliver any training.

## **Machinery Inspections**

All Machinery, such as the roller and wacker plate **must** be checked visually on a daily basis, and recorded weekly paying particular attention to the following:

- Tyres where applicable
- Steering
- Hydraulic controls
- Warning devices
- Brakes (hand and foot)
- Lights

These checks should be recorded on the relevant inspection sheet and filed in the Nominated Director office.

### **General safety**

Under no circumstances should an operative allow another person to ride on the machinery. The machinery must not be used as an elevator.

The machinery must only be operated whilst the driver is seated in the cab.

Only persons authorised, and in possession of a certified certificate are eligible to drive vehicles and plant.

It is important that operatives know where the fire extinguishers are located and which is the correct one to use in the event of fire.

Under no circumstances should machinery be placed in front of a fire exit

## **STAFF WELFARE FACILITIES**

Prior to the start of each contract arrangements will be made for suitable and sufficient welfare facilities to be provided for all employees and sub-contractors. An assessment will be made of the maximum number of person to be on site at any one time and sufficient welfare facilities will be provided before work starts.

Where facilities will be shared with other companies an assessment will be made prior to the start of the contract to ensure adequate facilities will be available for all employees.

Regular inspections will be undertaken to ensure the welfare facilities are maintained to a satisfactory standard.

## **HEALTH SURVEILLANCE**

Should there be a significant risk to the health of any employees through the exposure to hazardous environments or substances then a procedure for health surveillance will be implemented. This will include constant monitoring and surveillance with records kept and checks by medical practitioner at annual intervals

## **GENERAL INFORMATION**

Child abuse has received much publicity, and awareness has been raised in the minds of parents and children. As a result, it is now possible for perfectly innocent approaches and conversations of 365 Retail Property Care Ltd employees/sub-contractors working on contracts where children are "on the scene" to be open to misinterpretation. All employees and sub-contractors are asked to be alert to this potential abuse and to take this into account when communicating with any children with whom they may come into contact.

## **POLICY REVIEW**

The Health and Safety policy shall be periodically reviewed by the Manager responsible for Health and Safety and The Safety Advisor at least on an annual basis

## **SMOKING POLICY**

The Company acknowledges that second-hand tobacco smoke is both a public and work place health hazard and have therefore adopted this 'no smoking' policy.

### **Aims of the Policy**

The policy seeks to:

Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.

Guarantee the right of non-smokers to breathe in air free from tobacco smoke.

To comply with Health & Safety Legislation and Employment Law.

Raise awareness of the dangers associated with exposure to tobacco smoke.

Take account of the needs of those who smoke and to support those who wish to stop.

### **Restrictions on Smoking**

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the company except by staff members and visitors in the designated area at the front of the main building

Smoking is not allowed at entrances and exits, in corridors, toilets, or refreshment areas.

### **Visitors**

All visitors, contractors and service companies are required to abide by the no-smoking policy. Staff members are expected to inform customers or visitors of the no-smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

### **Vehicles**

Smoking is not permitted in company vehicles or any vehicles being used on company business.

# 365 Retail Property Care Ltd

## HEALTH AND SAFETY POLICY AMENDMENT SHEET

### Record of Amendments

Issue No	Date	Index Ref	Brief Description of Amendment
0	April 2009		First issue

Distribution	Purpose of Issue	Number