



CONTRACT SERVICES LIMITED

HEALTH & SAFETY POLICY

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SECTION 1.0

GENERAL STATEMENT OF INTENT

The company shall adopt, enforce and maintain policies which, as far as is reasonably practicable, provide for :

- a) The health, safety and welfare of all its employees, providing appropriate tools, equipment, operational processes and safe systems of work covering all our activities.
- b) The health and safety of anyone who may be affected by work operations, i.e. visitors, neighbours, contractors and the like.

To achieve this the company will, as far as is reasonably practicable, provide :

- 1) Well maintained plant and systems of work.
- 2) Suitable arrangements for the use, handling, storage and transport of articles and substances.
- 3) Adequate information, instruction, training and supervision.
- 4) Shall undertake 'risk' and 'hazard' assessments prior to, or at the commencement of, each contract.
- 5) Safe premises and work places, including access to and from.
- 6) Safe working environments with adequate welfare facilities.
- 7) Communication and advisory facilities as required.
- 8) We plan to minimise the risk created by work activities, products and services, organise ourselves in a way which procures involvement and participation at all levels and measure performance against our own standards.

Our commitment to this policy will assist us to develop a positive Health & Safety culture.

SECTION 2.0

RESPONSIBILITIES

2.0 DIRECTOR

- a) To oversee the affective application of the company safety policy.
- b) To co-ordinate the efforts of his staff in matters of health, safety and welfare.
- c) To arrange for adequate funds and facilities to meet the requirements of the policy including those required by the safety advisor.
- d) To liaise with and have regular meetings with the safety advisor to discuss safety performance.
- e) To make himself aware of legislation, codes of practice, guidance notes and safe working practices relevant to the companies workload.
- f) To enforce the company disciplinary procedure in regard to breaches of safety policy or safe practices.
- g) To act upon sound advise given by members of the Health & Safety executive.
- h) To arrange for adequate safety training within the company or other suitable medium.
- i) To initiate risk/hazard assessments.
- j) To set a personal example.

2.1 CONTRACTS MANAGER

- a) Read, understand and implement the company safety policy.
- b) To undertake full risk/hazard assessments in accordance with the management of Health & Safety at work Act 1992 and to maintain a record of such assessments for discussion with the operatives and main/management contractor or client.
- c) To make himself aware of legislation, codes of practice, guidance notes and safe working practices relevant to his workplace.
- d) Determine and implement :-
 - i) Safe methods of working
 - ii) Systems to identify hazards and unsafe situations.
- e) Where appropriate the senior person responsible for the contract will produce a signed written method statement and/or site safety rules and issue them to those affected.
- f) Organise work to be carried out to the required standard with minimum risk to men, equipment and materials. Give all trades foremen and other supervisors precise instructions on their responsibilities to ensure correct working methods.
- g) Together with the Safety Advisor, identify any specific training requirements for your workplace and have this training arranged. Once arranged release those who require training.
- h) Make provision for :-
 - i) Where appropriate a qualified first aider or appointed person
 - ii) Suitable protective equipment and clothing to be available.
 - iii) Appropriate first aid and welfare facilities.
 - iv) Accompany members of the Health & Safety executive when they are carrying out site inspections.
- i) Ensure the Safety Advisor is accompanied on site inspections. Following such inspections take such action as may be advised in the safety report.
- j) See that plant and equipment supplied is adequate for the job in hand and that sufficient information is provided with it to safely use that plant within its limits.

- k) Where necessary seek the advise of the Safety Advisor on any matter relating to safety.
- l) Ensure that all plant leaving the depot is safe and fully efficient, that it is guarded and equipped with the necessary safety devices and the relevant test certificates are carried with that item of plant.
- m) Ensure that all plant is tested, carries the necessary statutory notices and is in FULL compliance with statute and relevant codes of practice.
- n) Ensure that only trained operators for particular machinery are in receipt of this machinery, and they are in possession of a certificate of authorisation.
- o) Ensure that sufficient information is available regarding the safe use of all plant and is with the item of plant when leaving the depot.
- p) Give prompt attention to all plant defects notified and ensure that plant is immediately put out of service if it is not safe to operate.
- q) Set a personal example.

2.2 OFFICE STAFF

- a) Read, understand and implement the company safety policy.
- b) Keep all office areas free from excess waste paper to minimise the risk of fire.
- c) Report all defects in electrical equipment to your immediate supervisor.
- d) Understand the types of fire extinguishers around the offices and their uses.
- e) Observe the fire escape procedures, exits and keep all escape routes clear of obstructions.
- f) Report all accidents into the company accident book.
- g) Set a personal example.

2.3 SITE SUPERVISOR

These duties are in addition to those specific to your position in the company.

- a) To accompany the Managing Director on site visits in the absence of the Contracts Manager.
- b) Take company Health & Safety executives on site visits in the absence of the Contracts Manager.
- c) Present registers weekly to the Contracts Manager for his completion following statutory inspections.
- d) To ensure that work method statements are collected from sub-contractors before their work commences on site and are then adhered to.
- e) To arrange for collection of test certificates for plant and place in the register.
- f) To report to Contracts Manager on conditions found on site.
- g) To report to Contracts Manager any deviations noted from safe working methods.
- h) To assist on the compiling of the risk/hazard assessment.
- i) Set a personal example.

2.4 COMMERCIAL MANAGER

- a) To read, understand and implement the company's safety policy and appreciate the responsibility allocated to each grade of management.
- b) To ensure full risk/hazard assessments are undertaken prior to or at the commencement of each contract, incorporating the requirements of both the COSHH Act 1988 and the management of Health & Safety at Work Act 1992 are fully satisfied.
- c) To make arrangements to bring the company safety policy and other safety procedures to the notice of all employees and sub-contractors.

- d) To ensure that each place of work within his/her responsibility has determined and implemented safe methods of working.
- e) To ensure that adequate arrangements have been made at each place of work to bring any method statement and site safety rules to the attention of those affected by them.
- f) To act immediately upon breach of safety matters brought to his/her attention.
- g) Arrange for adequate discussion of safety matters at pre-contract meetings so that potential hazards can be identified.
- h) To make themselves aware of legislation, codes of practice, guidance notes and safe working practices relevant to his/her workload.
- i) Together with the safety advisor identify any specific training requirements for your workplace and have this training arranged, and once arranged release those who require training.
- j) Set a personal example.

2.5 EMPLOYEES GENERALLY

- a) Use the correct tools and equipment for the job and use safety equipment and protective clothing which is made available and issued when required.
- b) Keep tools and equipment in good condition.
- c) Report to immediate supervisor any defects in plant or equipment and ensure that plant and equipment is in a safe, secure state when unattended.
- d) Develop a concern for safety personally and for others, particularly new employees and young employees.
- e) Avoid improvising.
- f) Co-operate with the company in maintaining a safe working environment, and make your contribution to reducing accidents.
- g) Never operate any item of plant or equipment unless trained and authorised to do so.

- h) Obey company safety rules as issued from time to time.
- i) Report all incidents which could result in personal injury or property damage to your immediate supervisor.
- j) To STOP if in doubt or unsure and seek the required information.
- k) Set a personal example.

2.6 ESTIMATOR

- a) Ensure that on all orders attention is drawn to the responsibility placed on those who supply plant, equipment, machinery, materials, substances, supplies and all other articles. No written undertakings are to be given to any supplier relieving him of this responsibility.
- b) Must ensure that any and all electrical equipment purchased or hired to the company has been satisfactorily tested and inspected and a certificate of that test be attached to the item to which it relates.
- c) Must ensure that suppliers are made aware of their obligation to supply clear and precise instructions on handling, use, storage, etc. with their materials.
- d) Liaise with the safety advisor on all matters relevant to safety in al and/or sub-contract text.
- e) Set a personal example.

SECTION 3.0

3.0 ORGANISATION & ARRANGEMENTS

3.1 Accident & First Aid Procedures

1. If an accident or injury occurs and medical attention is required, the appointed First Aider must be contacted. Basic first aid can be obtained from the Company vehicles/Foreman. The appointed First Aider for the site will ensure the appropriate first aid materials are made available.
2. The Foreman will ensure that the first aid materials in the vehicles and workshop are maintained to the appropriate levels at all times.
3. Should the accident be of a more serious nature, requiring treatment by a Doctor, then the person concerned will be taken to Hospital or an Ambulance called.
4. All accidents must be recorded in the Accident Book which is kept in the office. Following all reported accidents the appropriate Manager or Company Safety Advisor/Consultant will carry out an accident investigation, and implement any appropriate remedial actions.

All accidents occurring off the premises must be reported to the Clients Representative and to the appropriate Manager and recorded in both Accident Books.

5. Where the type of injury or dangerous occurrence falls within the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995, these will be reported to the Enforcing Authority as appropriate by the Company Secretary.

3.2 General Office & Site Requirements

1. All offices and work areas must be kept clean and tidy at all times.
2. Internal fire doors to be kept closed at all times when not in use.
3. Fire escape routes and fire fighting equipment to be kept free from obstruction at all times.
4. The fire extinguishers to be tested and maintained on an annual basis by a competent person.

5. Visual checks must be carried out on a daily basis on any portable electrical equipment.
6. All portable electrical equipment must be tested on a yearly basis.
7. Cables and trailing leads must not be left in a position likely to cause an obstruction, where possible walkways must be kept clear, or warning signs be positioned as appropriate.
8. Scaffold towers and ladders are to be visually checked by Employees prior to use on a daily basis, if any damage or faults are identified which may present a risk to the user, then the equipment must be removed from service and reported to the Managing Director.
9. Site perimeter fences are to be checked on a daily basis for damage and stability and repaired as appropriate.
10. Warning signs are to be displayed at all Public and Contractor access points to the site informing persons of the dangers and the Protective Equipment requirements.

3.3 Fire Safety/Prevention

A multi purpose fire extinguisher will be carried in all Company vehicles.

Employees must make themselves aware of its location and usage limitations.

Hot works must not be undertake a visual inspection of any area in which hot works have been undertaken prior to leaving site.

Employees must familiarise themselves with our Clients fire drill procedures prior to commencing work on the site.

Employees must only attempt to fight fires if safe to do so remembering the following points:

Always ensure means of escape is clear.

Use correct type of extinguisher.

Use extinguisher in correct manner.

Swift action on a small fire can prevent catastrophe.

3.4 Plant & Transport

Only authorised licensed Drivers will be permitted to drive transport on site and on the public highway.

Daily checks must be carried out on all Company vehicles by the Employee responsible for, or driving the vehicle to ensure that all lights etc. are kept in working order, any defects must be reported to the appropriate Foreman or Manager, if the vehicle presents a risk to the Employee or other road users the vehicle must not be used.

Vehicles will only be used for the purpose which they were originally designed and will not be used improperly.

Maintenance of vehicles will be in accordance with a planned schedule and Manufacturers recommendations.

Loads carried by vehicles will be secure and the vehicle will not be overloaded so that they become unstable, difficult to steer or impair the braking system.

It is Company Policy that Operators of all plant and equipment are trained and competent to operate these items safely. To this end training will be arranged as necessary. Untrained persons must not operate plant and equipment under any circumstances.

3.5 Fork Lift Trucks

Operatives must not operate or drive any type of Fork Lift Truck unless fully trained and licensed. All Operatives will be re-tested in accordance with the Approved Codes of Practice.

Operatives are requested to sound the vehicle horn when approaching access and egress points, and always leave the forks in a lowered position when not in use.

Maintain a speed that is compatible with safe working practices.

3.5 Tower Scaffolds

When working from tower scaffolds the following observations and precautions will be carried out:

1. Tower scaffolds will be erected in accordance with the Manufacturers instructions by a competent Tradesman.
2. Tower scaffolds must only be erected on firm surfaces.
3. Manufacturers instructions on safe loading levels will not be exceeded.
4. The height of the tower shall not exceed 3.5 times the shortest length of side for uses indoors and 3 times the shortest length of side from outdoors.
5. Precautions must be taken when working from platforms with particular regard to pulling and pushing actions against fixed surfaces.
6. Mobile scaffolds must be moved by pulling or pushing from the work platforms.
7. Heavy items must not be lifted up the sides of the tower.
8. Due to the high overturning forces ladders will not be used on the platform of a tower.
9. Brakes (where provided) will always be applied to the wheels whilst using the tower.
10. The method of access to the tower will be by means of that provided, (integral diagonal stairway: ladder units clipped to the framework and independent of the ground: ladder sections which are incorporated within the end frame).
11. Climbing horizontal members of end frames will not be permitted.
12. Access will be from the inside of the tower frame to avoid eccentric loading of the tower.
13. Access will be from the narrowest side of the tower.
14. A working platform with trap door for access will be provided

15. The minimum working platform width will be 600mm (or three scaffold boards) and as a means of access will be at least 430mm wide.
16. Working platforms will be fully boarded and complete with guard-rails and toe boards.
17. Tower scaffolds will only have one working platform.
18. Tower scaffolds will not be moved with Employees on the platform.
19. Tower scaffolds will not be moved with materials on the platform.
20. Towers will only be moved by applying horizontal force at or near the base.
21. Prior to the movement of tower scaffolding the route will be prepared and free from overhead obstructions and any holes/pits/ducts or gratings securely covered.
22. The tower will be reduced to the 2.5 times the minimum base dimension before moving.
23. Scaffold platforms from which persons could fall more than 2.0m will be fitted with guard-rails and toe boards.

The guard-rails will be between 910mm and 1150 above the platform.

3.6 Fixed Scaffolding

When working from fixed scaffolding the following instructions must be observed:

1. Access will be by ladder or steps provided and not by climbing the scaffolding structure.
2. Temporary platforms shall not under any circumstances be constructed.
3. Scaffolding ties, cross braces etc. Shall not be removed to enable ease of working or access.
4. Any gaps or traps to be reported immediately.
5. Any tripping hazards to be reported immediately.

6. No works to be carried out on scaffold platform without toe boards or hand rails.
7. No stacking of equipment/materials in the centre of bays or above guard-rail heights.
8. Any stacking of equipment/materials to be adjacent to the standards and uprights and the weights duly considered.

3.7 Ladders & Trestles

Only ladders strong enough and of the correct length for the work to be undertaken shall be used.

Employees are responsible to visually inspect ladders on a daily basis, or prior to use and report any defects to the appropriate Foreman.

The appropriate Foreman will ensure that ladders with any defects such as split uprights, broken feet, loose rungs or which have become distorted will be destroyed and replaced.

Ladders must be secured where necessary to prevent undue swaying or sagging and be equally and properly supported on each stile or side.

Ladders must not be stored on wet ground or left exposed to weather.

If possible, all ladders must be secured by rope or by another suitable stabilisation device. If this is not possible then a second person must foot the ladder while it is being used.

Metal ladders must be fitted with rubber feet.

No ladder is to be used unless it is placed at the correct angle on a firm base.

It must be secured at the top and must extend at least 1.05 metres above the top landing.

The correct angle for a ladder can be established by making sure that the base is set out by 300mm along the ground for every 1200mm of height of the ladder, measured to the point at which the ladder is tied.

3.8 Hazardous Substances

COSHH is a body of Regulations connected with substances hazardous to health; these include chemicals, dust, noisy processes etc.

Before using any chemicals you must ensure that you know how to use them safely.

Other products, including basic materials used in construction, such as cement are also potentially hazardous if not used correctly.

If you are in any doubt concerning the risk posed to your health, or that of your fellow employees, by any process in which you are involved you should consult the appropriate Foreman before proceeding with the work.

It is a legal requirement that Assessments are made of each and every substance that will be used on a site that might cause a risk to health and those Assessments are to be kept in a register at head office.

The Assessment will detail all the precautions to be taken to minimise any risk and should be referred to if you are in any doubt as to how to handle a substance or carry out a process.

The Manager or Foreman will provide Employees with information, instruction and training regarding hazardous substances.

The Manager or Foreman will ensure that suitable storage facilities are made available for any hazardous substance on site or in the workshop.

3.9 Risk Assessments/Method Statements

In order to be certain that certain complex operations can be safely carried out on site, it is a requirement of Health and Safety Legislation that Method Statements are produced which clearly describe in detail how the operation is to be carried out.

It is the Contracts Manager's responsibility to ensure that, whether the operation is carried out by Contractors or directly by the Company, Method Statements are produced or received before work is started on the operation to which they relate.

3.10 Visual Display Screen Equipment

The Manager will ensure that Risk Assessments are carried out on all workstations, corrective appliance will be provided by the Company upon request by a display screen equipment (User) as identified by the Risk Assessment.

Eye tests where applicable will be provided to identified "Users" by the Company at no cost to the Operative, upon request from the Operative. Subsequent eye tests will be carried out on an annual basis.

Information in the correct posture and design of workstations will be provided to the Operative upon induction.

3.11 Manual Handling

All Employees who are likely to be involved in lifting and handling activities during the course of their employment will be provided with suitable information, instruction and training in safe lifting and handling techniques.

Employees must use any lifting or transporting equipment that is supplied by the Company and must adopt safe lifting and handling techniques at all times.

The Company will undertake a review of manual handling activities on a regular basis in the form of a Manual Handling Assessment. Records of which will be retained for information for Employees and the Enforcing Authorities. The Company will endeavour where practicable, to take action to reduce the risk of injury to Employees from manual handling activities to the lowest level reasonably practicable.

Only handle loads by your self when you are sure that they are within your capabilities.

Always get assistance before tackling large loads.

When using slings or chains ensure safe working load is compatible with the load to be lifted.

Do not leave pallets or materials where they might cause obstruction to fire exits or other Personnel exits.

When lifting, keep your back straight and use your leg muscles to lift the loads. This operation should not use your back muscles.

Keep your legs apart and bend at knees.

Stand close to the object with feet spread apart for balance.

Do not twist body to get in position.

Squat down keeping your back straight and knees bent.

Grasp object firmly.

Breathe in and inflate lungs.

Lift with your legs, slowly straightening them. Keep your back straight.

Hold the object firmly and close to your body as you carry it.

Do not indulge in horse-play.

3.12 Safety Signs

The Company will display the statutory notices on the notice boards throughout the premises, safety signs will be displayed as per the Risk Assessments, statutory requirements or as advised by the Enforcing Authorities.

All Employees must be aware of the contents of the statutory notices and posters and conform with any instruction given by means of safety signs displayed throughout the premises. Any Employee found to be disregarding any such instructions may be subject to the Company Disciplinary Procedure and may be dismissed.

3.13 Protective Clothing & Equipment

All Employees will be supplied with suitable protective clothing, safety boots, hard hats, gloves and goggles. These are to be kept clean, in good order and used at all times. Either as required by the Client, signs and notices placed around the site or by instruction in accordance with this Policy and the Risk Assessment.

The Employee is responsible for the Protective Equipment supplied and must report any defect in the equipment to the Company, in addition the Protective Equipment or Clothing will remain the property of the Company and must be returned upon leaving the Company.