

HEALTH & SAFETY AT WORK



**106A, CARTER LANE,
MANSFIELD,
NOTTINGHAMSHIRE
NG18 3DH**

**HEALTH & SAFETY POLICY
AND
ARRANGEMENTS**

February 2016

Health and Safety Policy Document



Date of Issue: February 2016
Issue: 5

SECTION 1

**HEALTH AND SAFETY
STATEMENTS**

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B & C JOINERY SERVICES HEALTH AND SAFETY POLICY STATEMENT

Under Section 2 (3) of the Health & Safety at Work Act 1974 in fulfilling obligations to employees, visitors, general public and all who may be affected by its activities, B&C Joinery Services have produced the following statement:

It is the aim of the Proprietor as far as is reasonably practicable to ensure that:

- The provision of safe systems of work and the maintenance of all plant to be assessed to ensure they are safe without risk to health.
- The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for first aid and welfare at work.
- Persons who are not in our employ such as visitors, who may be affected by our activities, are not unduly exposed to risks to their health and safety.
- Information, instruction, training and supervision are provided, as necessary, to secure the health and safety at work of all employees.
- Arrangements for the use, handling, storage and transportation of articles and substances for use at work that are safe and without undue risk to health.
- Adequate information is available with respect to articles and substances used at work, dealing with the conditions and precautions necessary to ensure that, when properly used, they present no undue risks to health or safety.
- There is suitable provision for the safe access and egress to and from all working areas.

As the Proprietor I will set a personal example in carrying the duties placed upon me and will remind employees of the legal duties placed upon them in order to comply with the company's policy and arrangements.

- To take reasonable care for their own health and safety at work and of those who may be affected by their acts or omissions.
- To co-operate with their employer to ensure that they comply with any duty or requirement for health and safety, imposed upon their employer by law, and contained in this statement or the company's policy, arrangements or associated procedures.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

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Signature:

A handwritten signature in blue ink that reads 'EJ Barker' with a stylized flourish at the end.

Edward Barker (Proprietor)

Date: 25/02/2016

Reviewed :

Next Review Date: February 2016

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SECTION 2

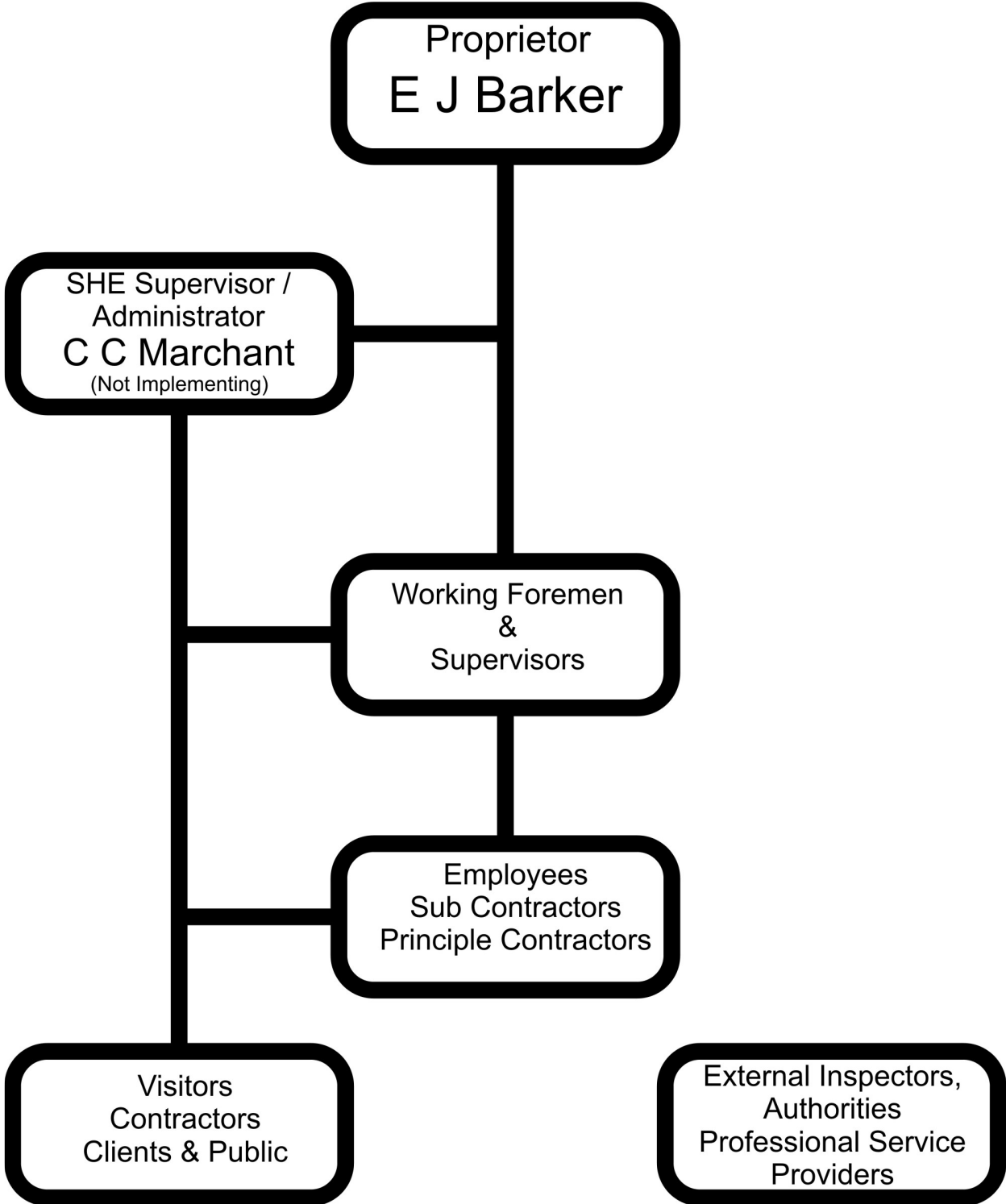
**HEALTH AND SAFETY
RESPONSIBILITY STRUCTURE**

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**B & C JOINERY SERVICES
HEALTH AND SAFETY
STRUCTURE**



COMPANY HEALTH & SAFETY STRUCTURE

APPOINTMENT	NAMES
PROPRIETOR	E J BARKER SMSTS
HEALTH AND SAFETY MANAGER	CC MERCHANT Tech. IOSH - NEBOSH Cons Cert. SSSTS
WORKING FOREMEN	K WAGSTAFF SSSTS
	G HAYWARD SSSTS
	A SHAW SSSTS

DUTIES AND RESPONSIBILITIES

DUTIES AND RESPONSIBILITIES OF THE PROPRIETOR

The Proprietor is accountable for the overall health and safety performance of the Company and have the following duties and responsibilities:

- 1 They will have financial responsibility for ensuring the adequate allocation of resources to meet both present and identifiable future health and safety requirements.
- 2 They will be responsible for guiding the company in a direction, which will ensure the consistent maintenance and improvement of the company's health and safety performance.
- 3 They will set a clear lead to the employees and sub contractors in health and safety matters and, in particular, will at all times make clear to them the company's commitment to high standards of health and safety.
- 4 They will authorise and endorse an appropriate health and safety plan.
- 5 They will ensure that a positive safety culture is promoted in the company and will take a lead role actively encouraging the philosophy.
- 6 They will ensure that safety is managed effectively at all levels with site foreman being responsible for all persons under their control and accountable for this to their superiors.
- 7 They will consider that safety is as important as quality and will ensure this is adopted throughout the company.
- 8 They will advocate that all accidents are avoidable and will encourage all employees and sub contractors to work towards this goal by ensuring that accident and incident reduction targets and other performance standards are set at realistically achievable levels with due accountability for the results.
- 9 They will ensure that all direct employees are appropriately trained to carry out their task in a safe and efficient manner.
- 10 They will gain assurance from all subcontractors that their employees are appropriately trained to carry out their task in a safe and efficient manner.
- 11 They will ensure that all employees and sub contractors are encouraged to play an active role in safety.
- 12 They will ensure adequate communication is maintained between management, employees and sub contractors concerning safety matters.

- 13 All safety matters raised by employees or subcontractors will be investigated and where necessary action will be taken.
- 14 Where matters cannot be remedied the Proprietor will seek guidance from external consultants.

TRAINING

- 1 Make arrangements for appropriate health and safety training to be provided for new starters.
- 2 Ensure that all employees are given the necessary training through the CSCS Registration to enable them to carry out their duties.
- 3 Monitor subcontractors to ensure that all their employees are given the necessary training to enable them to discharge their specific responsibilities.
- 4 Ensure that records are kept and maintained for training.

FIRST AID

Ensure that Principle Contractors provide suitable first aid equipment and personnel are available, that all relevant notices, records etc. are maintained and ensuring effective liaison on all issues dealing with first aid arrangements in their area.

FIRE/EMERGENCY

Site specific arrangements given during induction by Principal Contractor and can be found displayed on the site notice boards.

RISK ASSESSMENT

EJ Barker will organise risk assessments to ensure that a formal, effective process is in place.

All employees will be provided with information about the risk assessment and control measures in their areas, and will be asked for feedback as to their suitability and effectiveness.

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SECTION 3
HEALTH AND SAFETY RULES
FOR EMPLOYEES AND SUB CONTRACTORS

HEALTH AND SAFETY RULES FOR EMPLOYEES AND SUB CONTRACTORS

INTRODUCTION

This section details the rules and standards, which relate to all employees and sub contractors at work. It is the duty of all employees and sub contractors to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of any of these rules shall be considered a disciplinary offence, which could lead to dismissal.

It should also be borne in mind that contravention of health and safety legislation is a criminal offence and that a prosecution can be taken against individuals (the employees) by the enforcing authority. The maximum fine in a Magistrates court if found guilty of Section 7 or 8 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety Regulations 1999 is £5000.00 for each offence.

WORKING PRACTICES

1. No machine, item of plant or equipment is to be operated by any person, unless they have been trained, are authorised to do so and have inspected the machine prior to operation. An exception is when a person is under supervision and being trained to operate that machine by a competent person.
2. All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
3. Any fault, defect, including damage, or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
4. No machine, item of plant or equipment is to be left unattended whilst in motion, unless you are Authorised to do so.
5. No machine, item of plant or equipment is to be cleaned whilst in motion, unless you are authorised and trained to do so.
6. No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised and trained to do so.
7. All substances are only to be used in accordance with the written instructions accompanying them.
8. All substances are to be stored in accordance with the written instructions accompanying them and are to be returned to the storage after use
9. All hazard notices or warning signs displayed on the premises are to be obeyed.

10. All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions contained upon them.
11. All safety equipment, signs, notices and facilities provided in the interests of health, safety and welfare are to be used or followed and must not be misused or wilfully damaged.
12. Protective clothing and safety equipment is to be used and stored in accordance with instructions given.
13. The work area is to be kept clean and tidy at all times.
14. All waste is to be disposed of in the correct container.
15. All liquid spillage's are to be cleaned up immediately.
16. All emergency procedures relevant to your work area are to be obeyed.
17. Emergency exits and equipment must not be obstructed at any time.
18. Any use or damage to fire fighting equipment is to be reported immediately.
19. Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.
20. The use of radios in the workplace is not allowed.

GROSS MISCONDUCT

Any employee found to have acted in any one of the following ways, **may** be liable to summary dismissal: -

1. Wilfully breaching the safety rules or safety policy;
2. Removing any guard or protective device without permission;
3. Operating any machine, plant or equipment without authority;
4. Misusing items provided for first aid;
5. Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work;
6. Defacing or removing notices, signs, labels or any other warning device;
7. Misusing any chemical, flammable substance, toxic material, etc.;

8. Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles;
9. Taking part in horseplay, practical jokes or other acts of bravado;
10. Making false declarations or interfering with evidence following an accident or dangerous occurrence;
11. Misusing electric or pneumatic equipment;
12. Overloading lifting equipment.
13. Being under the influence of alcohol or drugs.

This list is not exhaustive.

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SECTION 4

**GENERAL HEALTH AND SAFETY
ARRANGEMENTS**

HEALTH AND SAFETY ARRANGEMENTS

ARRANGEMENTS

1. ACCIDENT AND INCIDENT REPORTING AND RECORDING

Policy Statements

It is our policy to report all accidents, industrial diseases and dangerous occurrences as detailed in the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*.

In addition, all incidents, which result in first aid treatment being required will be recorded and investigated in an attempt to prevent a recurrence. Our employees are instructed to report all such occurrences and employees should also ensure that an entry is made on the Accident Report Form, regardless of the severity of the injury. If, because of their injury, they are incapable of making an immediate entry, then that entry will be made by their representative or Departmental Manager.

Accidents will be classified as "minor", "three-day reportable", or "major reportable", in line with the above Regulations, and the appropriate action will be taken should they be reportable to the Enforcing Authority.

1.1 Injuries Notifiable to Enforcing Authorities

All incidents/accidents/dangerous occurrences and work related illness can be reported online but a telephone service remains for reporting fatal and major injuries only. The Incident Contact Centre (ICC) can be reached at the following address: -

Postal reports:	Internet reports:	By Telephone:	By Fax:	By email:
Incident Contact Centre. Caerphilly Business Park, Caerphilly CF83 3GG.	www.riddor.gov.uk or www.hse.gov.uk	0845 300 9923	0845 300 9924	riddor@natbrit.com

Where a person as a result of an accident arising out of or in connection with work dies or suffers any of the injuries specified below it is necessary that a responsible person shall:

- notify the ICC by the quickest practice means i.e. email/telephone
- within ten days send a report to the ICC on the prescribed form F2508

The term "accident" here includes acts of non-consensual violence to a person at work with the reason for the violent act being work related (e.g. two employees fighting over a personal disagreement is not reportable).

In addition, the Company requires that all Employees report other situations where there is damage to property or other situations where a near miss arises or the potential for accidents exists.

2. COMMUNICATION AND CONSULTATION

Policy on Consultation with Employees

It is our policy to comply with the *Health and Safety (Consultation with Employees) Regulations 1996*, to ensure that all lines of communication and communication are in place.

All Foremen are to ensure that:

Adequate communication channels are maintained so that information concerning safety matters, including results of risk assessments, which may affect any or all employees, is communicated effectively.

Matters concerning safety raised by any employee are thoroughly investigated, and where necessary, effective action taken. Matters, which, cannot be effectively remedied, are referred to external consultants for advice and guidance.

3. RISK ASSESSMENTS

Policy for Risk Assessments

That risk assessments are suitable and sufficient for the nature of the work and the company's activities and properly recorded in accordance with the requirements of legislation.

Where necessary, be given training to improve their appreciation of the details of the assessment procedure, and the information needed to assist in understanding the work environment.

Sufficient resources will be provided to deal with risk control and systems of work, and work standards will be produced and implemented. All employees will be provided with information about the risk assessments and control measures in their work areas, and will be asked for feedback as to their suitability and effectiveness.

When health and safety reviews indicate the need, reassessments will be arranged to determine any necessary additional or alternative actions.

4. MANUAL HANDLING

Policy on Manual Handling

It is our policy to comply with the *Manual Handling Operations Regulations 1992*, relevant Codes of Practice, and good working practices and endeavour to avoid, as far as reasonably practicable, any manual handling activity which presents a significant risk of injury.

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5. PERSONAL PROTECTIVE EQUIPMENT

E J Barker is to ensure that where required additional PPE is to be issued. This would be identified from the risk assessments.

6. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

E J Barker must carry out a risk assessment to identify employees who may be exposed to hazardous substances which could harm the employee.

7. TOOL BOX TALKS

Toolbox talks will be undertaken to inform all employees of all aspects of work and updates in current legislation. All employees are issued with their own folder recording and documenting the information given to them.