



HEALTH & SAFETY POLICY

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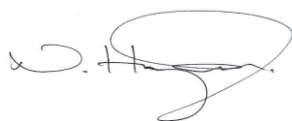
STATEMENT OF INTENT

The Directors of P H Beck Ltd, Neil Haughton and Mark Dennison, recognise and accept their responsibilities as an employer, and will conduct the Company's affairs in such a way that the Health and Safety of Employees, and others who may be affected by the operations of the company will not, so far as is reasonably practicable, be put at risk.

The Directors will make every endeavour to meet their legal obligations under the Health and Safety at Work etc. Act 1974 and any other relevant legislation. It will ensure, insofar, as is reasonably practicable, that all their responsibilities are met by paying continuous attention to all aspects of health and safety at work. They will, so far as is reasonably practicable, take action to: -

- Promote the effectiveness of this policy
- Define areas of responsibility for health and safety
- Provide adequate and appropriate training for all levels of management and employee
- Extend the protection of this policy to Employees engaged in external activities, and to those persons who are not employees but are attending any premise under the control of the Directors
- Provide the necessary resources to enable this policy to be carried out effectively and comply with current health & safety legislation and or regulations
- Ensure safe conditions of work are provided, without detracting from the primary responsibility of managers and supervisors
- Take all reasonably practicable steps to provide competent technical advice on health and safety matters where this is necessary to assist managers and supervisors
- Fully co-operate with clients, contractors, tenants and any other person to achieve and maintain healthy and safe workplaces
- Employ competent trained employees and sub-contractors

Date 5th December 2016



Neil Haughton
Managing Director



Mark Dennison
Director

RESPONSIBILITIES & DUTIES

Board of Directors

The Directors have the overall responsibility to provide safe working environments, procedures, management systems, advice and training for all Employees.

To ensure the effective implementation of this policy, they will ensure: -

1. Periodic appraisal of the policy, by way of standing item at Board meetings.
2. Provision of adequate facilities to meet health and safety requirements.
3. Provision of effective training for all operatives, including new entrants.
4. That due regard is paid to health and safety in the procurement and use of materials, plant and equipment or substances.
5. Those Contractors employed to assist the company conform to all relevant Health and Safety requirements.
6. The smooth and effective running of the organisation and management of health and safety within the Company, including effective risk assessment.
7. Ensure that safety advice and information is understood, so far as is reasonably practicable, and acted upon.

Managing Director

As Managing Director, Neil Haughton will direct the Company to achieve and maintain high standards of health and safety by ensuring: -

1. There is an effective health and safety management system, including appropriate and adequate risk assessments/method statements provided for all aspects, as far as is reasonably practicable, of the Company's operations.
2. Inform Clients, Designers and the Health and Safety Executive of any job/operation classified within The Construction (Design and Management) Regulations 2015.
3. Require clients to provide a copies/information appertaining to;- the location of asbestos, any hazard, and welfare, first aid fire information where appropriate, for the proposed work site.
4. Managers and supervisors are trained to understand their responsibilities to manage the staff under their control.
5. Engaging competent sub-contractors

CDM Operations

CDM Responsibilities in the Company

The Directors will be overall responsible for the design, planning, management and control of projects.

The Contracts Managers and Site Managers / Trades Foremen will be responsible for the management and control of health and safety on site.

Worker Duties

- For all Workers working on all types of domestic or commercial projects, Workers must:
- Be consulted about matters which affect their health, safety and welfare;
- Take care of their own health and safety and others who may be affected by their actions;
- Report anything they see which is likely to endanger either their own or others' health and safety;
- Cooperate with their employer, fellow workers, contractors and other duty holders;
- Comply with legal health and safety requirements for construction sites.

Contractor Duties

On all types of construction projects the Company will:-

- Plan, manage and monitor own work and that of workers and subcontractors
- Co-operate and co-ordinate activities with the other duty holders
- Appoint competent contractors and workers
- Provide the right supervision
- Consult with workers
- Prepare a Construction Phase Plan (when the Company is the only Contractor on site)
- Ensure welfare facilities are provided
- Ensure a site induction is provided
- Ensure the site is secure
- Provide information to the Principal Contractor (where applicable), Workers and Subcontractors
- Comply with the specific requirements in Part 4 of the CDM Regulations

Principal Contractor Duties

- When appointed as Principal Contractor the Company will:-
- Ensure the Client is aware of their duties (on commercial projects), has prepared a Client Brief and has appointed a Principal Designer before starting work
- Liaise and co-operate with the Principal Designer during the preconstruction and construction phase
- Plan the construction phase and prepare the construction phase plan
- Ensure welfare facilities are provided
- Provide site induction
- Ensure the site is secure
- Appoint competent Contractors and Workers
- Ensure adequate arrangements in place for managing and supervising
- Engage Contractors and Workers – through information, communication, consultation, co-operation and co-ordination
- Maintain health and safety standards and monitor risks on site
- Provide information for the health & safety file to the Principal Designer

- Liaise with the Client and Principal Designer throughout the project, including during the pre-construction phase

Client Duties (When managing Domestic Projects)

As Contractor/Principal Contractor on domestic projects the following duties as Client will also apply

- During Design Phase:
 - Prepare a Client brief which sets out key requirements, visions for the project and communicates aims and aspirations
 - Ensure suitable arrangements in place for managing the project
 - Select a competent project team and formally appoint duty holders – Contractors and Designers, and Principal Contractor and Principal Designer when more than one Contractor is involved in the project
 - Ensure sufficient time and resources are allocated for health & safety is adequately throughout the project
 - Provide information to help with design and construction planning
 - Notify notifiable projects to the enforcing authority using the F10 Form or arrange for someone else to notify on their behalf
 - Check that the Principal Designer is carrying out their duties
- During Construction Phase
 - Ensure the construction phase plan is in place
 - Ensure welfare facilities are in place
 - Check that the Principal Contractor is carrying out their duties
 - Check completion and handover arrangements
- During Post Construction Phase
 - Check that the health and safety file has been prepared (where applicable)
 - Maintain and make available the health and safety file (where applicable)

Site Supervisors

Site supervisors are required to manage those employees under their control in a manner that encourages safe working. Every day they are expected to: -

1. Ensure all employees are advised of their responsibilities and functions in regard to accident reporting, site first aid provision and depot and site fire precautions.
2. Prepare and issue and agree method statements in association with risk assessments for the proposed work
3. Ensure that all work equipment hired or purchased is suitable for the purpose for which it is to be used, and employees trained in their safe operation.
4. Ensure Employees are aware of;-

- Risk assessment control measures and method of work including hazards associated with jobs and activities.
 - The control measures specified required for chemical and other substances and will ensure that hazardous materials are not used on site without assessment and that safe systems of working are established
 - Wearing appropriate personal protective equipment for the works
 - Wear uniforms and carry an ID Badge
 - Safe lifting techniques for any necessary manual handling
 - Any local hazards, in particular asbestos containing material, underground buried services, etc.
 - Welfare facilities, first aid arrangements, fire precautions and any hazard including asbestos containing materials, violence etc., for the site
 - Ensure employees conform to lone working procedures, where appropriate.
5. Assist the Managing Director and or Safety Liaison Manager to undertake; - risk assessment, investigate accidents, ensure competence monitoring, provide toolbox talks, and maintain high professional and personal standards of health and safety.

Electrical Advisor

1. All employees and contractors will use battery operated tools. Where not practical they will use 240 volts with RCD protection or 110 volts rated equipment.
2. The Company's Senior Electrician will undertake the role of electrical advisor for the company and will;-
 - Undertake portable appliance tests.
 - Before issuing equipment, check and record finding prior to use.
 - Issue staff with documents which refer to equipment safety.
 - Any defects reported are immediately repaired

Employees

All Employees have the responsibility to ensure they undertake the work their duties, with due regard to their own Health and Safety, their colleagues and those affected by their actions. They are required to: -

1. Make themselves familiar with, and conform to all relevant safety instructions.
2. Co-operate with their Supervisor by observing instructions and or advice on health and safety matters.
3. Immediately report to their supervisor any health & safety concerns, situations that provide a hazard, and or any medical condition caused by work activities (hearing, sight, and or physical disability, however minor).
4. Wear approved personal protective equipment, uniforms and carry an ID at all times when on company business.
5. Never interfere with, or misuse anything provided in the interests of health, safety and welfare.
6. Report any incidents, however minor, that has led to or may lead to injury or damage, and assist with any investigation.
7. Maintain any welfare facility in good condition.

8. Ensure tools or equipment issued for their personnel use is kept in good working order, and than any defects are reported.

Competent Person (Safety Liaison Manager)

For the purposes of Regulation 7, Management of Health and Safety at Work Regulations 1999, the Office Manager (Safety Liaison Manager) will undertake the role of 'Competent Person' for the Company. To assist in fulfilling her duties, Complete Health & Safety (Health & Safety Consultants) have been engaged to provide professional guidance & advice.

The Competent Person will: -

1. Provide advice and information to all levels of Management, and Employees.
2. Ensure all accidents are investigated and remedial action taken.
3. Keep up-to-date files of all information appertaining to this policy, which will be freely accessible to all managers and employees.
4. Distribute, as appropriate, any information or guidance to supervisors and or employees as appropriate.
5. Ensure training details are recorded on personal files, including information of; dates, description of training/competency audits, instructor/trainer details and retraining/further competency audit dates.
6. Maintain sub-contractor competency records are maintained up-to-date, and advise the Managing Director of breaches in health and safety standards
7. Keep records of all small power tools held, their date of purchase and safety inspection diary

ORGANISATION AND ARRANGEMENTS

DISCIPLINARY PROCEDURE

Any Employee, and or person or company working on behalf of the company irrespective of position, who interferes with or misuses anything provided in the interests of health, safety and welfare, or fails to comply with this policy in any way, will be subject to disciplinary action.

Such offences may be regarded as gross misconduct and may lead to dismissal, and or termination of contract.

HEALTH & SAFETY MANAGEMENT - RISK ASSESSMENT

In general, generic risk assessments will be provided, any activity, job and or function not covered by the generic controls must be modified by the supervisor before being issued to employees.

The maintenance division employees will be issued with a generic risk assessment and will be required to adjust and add control measures appropriate to the site visited.

For all operations where the CDM Regulations apply, risk assessments will be supplemented with method statements included within the projects specific Construction Phase Health and Safety Plan.

Company risk assessment documentation will be prepared on behalf of the company by the Safety Liaison Manager (in association with supervisory staff and health & safety consultant), and will be agreed by the Managing Directors before implementation. The Safety Liaison Manager will maintain a file of all Health and Safety documentation, readily accessible for all employees and supervisory staff.

The methodology for risk assessment will be measured by balancing the likelihood of the a hazard being realised against the severity of injury as defined by the Reporting of Injuries and Dangerous Occurrence Regulations as follows:-

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Low	Low	Med
Unlikely	Low	Med	High
Likely	Med	High	High

Extremely Harmful: Resultant injury may be fatal, cause fracture of a major limb or unconscious etc.

Harmful: Results in 3 days absence from work, Hospital treatment required, etc

Slightly Harmful: Local first aid treatment adequate

High; The operations/task/function must be stopped and immediate action taken to reduce the risk.

Medium; Risk reduction methods should be considered installing.

Low; No immediate action required, but the situation should be monitored.

TRAINING AND INFORMATION

Site specific Training will be achieved via 'tool box talks delivered by the Site Supervisors, they will ensure all Employees are competent to undertake their duties by:-

1. Checking competence prior to the commencement of employment, and
2. Regular competency audits of work performance.

In those cases where competency is not proven the individuals will be given appropriate training/instruction to achieve a standard that enables them to undertake their functions and duties safely.

For the purposes of this policy the Managing Director will be the final arbiter of competence

CONSULTATION

The Managing Director and supervisory staff will consult with employees directly, either personally over any change or alteration to working conditions or practices. All comments received from employees or supervisors will be formally recorded and considered by the Board of Directors before any decision is confirmed.

SUB- CONTRACTORS

Any sub-contractor employed to undertake work, provide services, or goods will be required, within the contract document to operate to standards of safety, not less than those set out in this policy.

They will be required to supply copies of their:-

- * Company's Health and Safety Policy (or Statement of Intent if they employ less than 5 persons).
- * Safe working procedures and appropriate risk assessment documentation (if they employ more than 5 persons).
- * Details of Insurance and financial security.
- * Competency/work references

No contractor will be permitted to work on behalf of the company until these checks have been undertaken.

Any member of staff observing Contractors placing persons at risk of injury must notify their Supervisor immediately, to enable action to be taken.

MEMBERS OF THE PUBLIC

The Board of Directors accept their responsibilities towards those persons who may be affected by the Company's operations, and will take all appropriate action, so far as is reasonably practicable, to ensure they are not put at risk to their Health and Safety.

COMPANY HEALTH & SAFETY POLICIES

Accident / Incident Procedures

All operatives will be informed about the requirement to report accidents and incidents (near misses) on site during site induction.

Accidents / incidents (near misses) will be reported to the office and recorded in the accident book retained in the office or on site.

The Safety Co-ordinator will ensure that all accidents / reports are filed securely in the accident record file in the office in accordance with the requirements of the Data Protection Act 1998.

Accident / Incident Investigation

The Company views accident investigation as a valuable tool in the prevention of future accidents / incidents. In the event of an accident resulting in any injury other than a minor injury, or a significant incident which may otherwise could have resulted in a serious injury, the accident will be investigated by the Contracts Managers and Safety Co-ordinator with the following information recorded on a company accident report form:

- The circumstances of the accident / incident including photographs and diagrams whenever possible
- The nature and severity of the injury sustained, where applicable
- The identity of any eyewitnesses
- The time and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident / incident as reasonably practicable. Any person required to give an official statement has the right to have a lawyer or other representative present.

The completed report will then be analysed by the Contracts Managers and Safety Co-ordinator to discover the underlying or root causes and what action should be taken to prevent a recurrence.

A follow up report will be completed after a reasonable time examining the effectiveness of any new measures adopted.

Reporting Accidents and Incidents to the HSE

In the case of an over 7 day injury the Safety Co-ordinator will ensure that the HSE Incident Contact Centre is notified within 15 days of the incident using the online form at website. www.hse.gov.uk/riddor/report.htm

In the case of an occupational health condition which is reportable under RIDDOR the Safety Co-ordinator will ensure that the HSE Incident Contact Centre is notified as soon as possible after diagnosis of the occupational health condition using the online form at website. www.hse.gov.uk/riddor/report.htm.

In the case of a fatality or specified injury to worker the Safety Co-ordinator will ensure that the HSE Incident Contact Centre is notified as soon as possible by phone on 0345 300 9923 or using the online reporting facility www.hse.gov.uk/riddor/report.htm. In the case of notification by telephone, a report must be submitted within 10 days.

In the case of a dangerous occurrence or injury to the public requiring immediate treatment at a hospital, the Safety Co-ordinator will ensure that the HSE Incident Contact Centre is notified as soon as possible using the online reporting facility www.hse.gov.uk/riddor/report.htm.

The Safety Co-ordinator will ensure a copy of any reportable injury, disease or dangerous occurrence report is kept on file in the office and retained for a minimum of three years. The report will include the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

The Company accepts that failure to report these types of accidents or incidents could result in a criminal prosecution.

Supervisory staff will be responsible for ensuring that all accidents occurring at work are:-

- Recorded,
- Investigated and remedial action installed to prevent recurrence.
- Risk management documents reviewed or revised.
- The Safety Liaison Manager advised

The Safety Liaison Manager will record/provide incident statistics and where necessary, ensure incidents are report to the Health and Safety Executive as required by the Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR)

On all external sites incident investigation will be carried out in liaison with the client to ensure –

- That all hazards are immediately controlled
- That the client complies with their legal reporting duties.

First Aid

The company will provide first aid in accordance with the Health & Safety (First Aid) Regulations 1981 and ensure that first aid box's are available within:-

- **Company vehicles**, (It will be the responsibility of all drivers to maintain first aid boxes fully stocked, at all times.)

- **Established Sites** -where the duration of work does not exceed 48hrs (an appointed person will maintain the first aid box fully stocked & available, at all times)
- **CDM Sites** (Cover will be determined within the health & Safety Plan)

Health

Staff Supervision, incident investigation, employee's complaint, etc. may identify the need for health surveillance. The type of health issue may include:-

- Breathing restriction,
- Vibration damage,
- Hearing loss,
- Sight restriction,
- Disease or illness, etc.

Whenever this is the case the situation will be fully investigated, and records of any health surveillance, medical or other individual health record will be kept securely in personnel files held by the company. A Health Surveillance questionnaire will be given to each employee on a yearly basis.

Welfare

In all work locations the company will ensure appropriate welfare facilities are provided as required by the Workplace (Health & Safety at Work Regulations and Construction (Health, Safety and Welfare) Regulations 1996,or agreements made with the client, or principal contractor for the provision and use of facilities.

Personal Protective Equipment (PPE)

The company will provide appropriate, adequate and comfortable PPE and uniforms and ensure it is worn by all employees whilst on company duties. It will be purchased in accordance with the Personal Protective Equipment Regulations 1992, and conform to the "CE" mark or British Standard.

The provision of PPE will be dictated by the hierarchy of control measures and risk assessment, as a minimum all employees will wear safety boots, a uniform (and a hardhat & fluorescent jacket on all established sites) at all times.

Access equipment and Working at Height

As far as is practicable no work will be undertaken that exposes employees to risk of falls, where this is not practicable a site specific risk assessment and or method statement will be undertaken, and appropriate control measures installed as required by Working at Height Regulations 2005.

The company will ensure that access equipment provided for work will be safe to use, appropriate for the purpose and only used by trained/competent employees.

Mobile Scaffold Towers – are only to be erected, altered or dismantled by trained/competent persons and in accordance with the manufactures instructions. A competent person (site supervisor) must inspect all towers before first use to ensure that they are suitable for the work to be carried out.

Ladders and Step Ladders - All employees should be trained in the safe use of ladders and step ladders, which should be used for access only, Any ladder used for short term workplaces must be specifically designed and the operations subjected to risk assessment or its use detailed within a method statement.

Mobile Elevating Working Platforms (MEWP's) - will be "hired" and may only be operated by suitably trained and competent persons, and set on suitable, stable ground.

MEWP's brought to site by an external hirer must be accompanied by a current Certificate of Safety.

Small Plant and Tools

The company will ensure that all tools and equipment provided for use of work will comply with the requirements of the Provision and Use of work Equipment Regulations 1998.

The Supervisor responsible for the work will ensure that all plant or tools supplied or hired for use at work are provided with relevant information including safety inspection certificate in order to comply with the supplier's obligations under section 6 of the Health and Safety at Work etc. Act 1974

Electrical Safety and Live Services

The supervisor, when working in existing premises will ensure that all electrical systems will be proved dead before works starts. NO assumptions about the state of any system are to be made without positive verification – all circuits must therefore be assumed to be live unless it is established they are dead

Before an excavation is to be carried out (including insertion of metal stakes etc), the ground must be subjected to detection and or appropriate research undertaken with the appropriate services to ascertain the location of any underground buried services before the commencement of work. If identified, their position must be marked and a suitable management plan put in place to render them safe

Permits to Work

The company will operate a "permit to work" system for any work that involves;-

- Working in confined spaces
- Electricity safety -isolation of live service
- Headings excavation

Chemical and Substances

All substances and or chemicals used by the company should be safe and not dangerous (as specified within the Control of Substances Hazardous to Health Regulations 2002). If this aim can not be achieved the Safety Liaison Manager will obtain the chemical or substances technical data sheet (TDS), which will be used to advise employees on the storage, use, and safe handling, etc.

If the details within the TDS are not easily understandable the site supervisor should liaise with the Safety Liaison Manager to transfer the information onto a company risk assessment.

Any necessary work with new materials or substances rated as hazardous will not commence until the necessary information has been obtained or the material has been analysed, and an assessment made of the risks involved in the operation. Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the TDS/assessment and its significant findings, together with details of the method of work.

Fire Safety

The Company will ensure that all premises and sites under the control of the company are assessed in accordance with the requirements of the Fire Regulatory Reform (Fire Safety) Order 2004, and the Construction Regulations.

This will include provision of:

- Written emergency evacuation procedure that is practised by staff at regular intervals
- Adequate means of escape in the event of a fire
- Ensuring that escape routes are kept clear
- Induction training in fire prevention and escape procedures for new staff
- Installation and maintenance of 'early warning' fire detection equipment
- Provision of appropriate extinguishers / fire blankets and the like
- Existing escape routes and emergency vehicle access routes will be identified and safeguarded, etc.

Supervisory Staff will ensure that adequate fire fighting equipment is available on site and will liaise with the client to ensure that adequate fire and emergency procedures are in place before the start of the contract.

All materials classified as highly flammable will be kept in a secure/locked/fire protected store when not in use. Management, use, and storage of all highly flammable liquids and substances will be under the direct control of supervisory staff.

Asbestos containing materials (ACM)

Prior to commencement of any site work the company will ascertain if the workplace, and or any associated building contains any materials that may contain asbestos. (If confirmed, the client must be advised to remove and or make the area safe before commencing work, and provide evidence of action taken).

Employees will not be required to work with or alter any asbestos material, they will be:-

- Provided with awareness training,
- Instructed to cease work if they suspect an ACM, & advise their supervisor

Supervisory staff will request further investigation by the client, before commencement of operations

We will fully comply with The Control of Asbestos regulations.

Manual Handling Operations

The Company's primary objective is to avoid manual handling that will cause harm, where reasonably practicable, and provide appropriate advice, training and guidance to all employees.

Where operations contain a specific hazard to health associated with lifting and carrying, it will be subjected to a site specific assessment.

Use of Lifting Equipment

The Company will comply with the legal requirements of the Lifting Operations and Lifting Equipment Regulations 1998 with regard to the use of any hoists and mobile elevated working platform brought to the site, and will ensure the equipment is;

- Fit for the purpose with load capacity clearly marked positioned and installed to minimise risk of injury
- Used only by competent work people, with supply of a banksman (where appropriate)
- Subjected to regularly inspected and confirmed as safe to use, etc.

Supervisory staff will ensure hired-in equipment is appropriate to the work in-hand, and that appropriate inspection certification/records are provided, and staff either competent or trained by the hire company

Lone working

The Company recognises that by the nature of the day to day maintenance repair contracts, operatives will be required to work alone. These circumstances are considered hazardous in consequence telephonic/physical contact must be made with their supervisor at:-

- Commencement of the working day,
- End of the working day, and or when leaving their workplace to return directly home

In other contract areas lone working will only be allowed after a risk assessment has been carried out to assess the nature of the work, the workplace and the specific risks to the lone worker.

In regards to out of hour call out, once a job has been completed, our operative will call back the call centre and advise them of this. If, within a reasonable amount of time, the call out centre does not hear back from our operative, they must call the out of hour call out number to speak to the operative. Failure to get hold of the operative, the Contacts Manager and/or Office Manager will be called.

Confined Spaces

Confined spaces such as ducts, manholes, sewers and deep excavations, must not to be entered until a risk assessment has been carried out and a permit to work system developed and brought to the attention of every person likely to enter.

The safe system must include details of atmospheric monitoring and the provisions for emergency evacuation.

Visual Display Units

In accordance with the Health & Safety (Display Screen Equipment) Regulations 1992, all members of staff who continually use a DSE for more than two consecutive hours, and or it is an essential aspect of their work performance that they use a DSE then they will be designated a 'User'.

All designated users will be:-

- Given assistance with eye tests.
- Given assistance to purchase workplace spectacles.
- Required to undertake a workplace risk assessment.

Risk assessments will be completed by the 'user' using a simple guide /checklist, on completion it must be forwarded to 'users' direct line manager who will be required to ensure all appropriate control measures are satisfied.