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HEALTH & SAFETY

POLICY & PROCEDURES MANUAL

FEBRUARY 2011

RECORD OF AMENDMENTS

Date	Issue	Amended By	Details

Employees are encouraged to bring to the attention of their manager, any aspect of this policy which in their opinion is inadequate or unworkable. All such comments will be considered and evaluation prior to the policy being updated. The policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

Signed Benjamin Sturges Position Partner Date 7th Feb 2011

GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Reliable Pat Testing is a professional and safety conscious company which values the effective management of health, safety and welfare throughout all stages of a project. The clear objective is to minimise harm to persons and property by adopting a proactive approach to effective risk and safety management. All work will be carried out in accordance with best practice, to the relevant statutory provisions with all reasonably practicable measures being taken to avoid risk to employees or others that may be affected.

Management staff have the responsibility for implementing the policy throughout the company and must ensure that health and safety considerations are always given priority in planning.

Reliable Pat Testing will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance as issued by the Health and Safety Executive.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety or environment related matter.

All employees will be provided with the necessary instruction and training in safe methods of work and the safe and efficient operation and maintenance of tools and equipment.

Management has overall responsibility for all Health, Safety, Welfare and Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities.

ORGANISATION

The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work, whether in the office or on site are carried out with due consideration for safety and with minimum risk to health.

Company management will ensure that the policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content.

Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

To assist the company in fulfilling its duties and obligations, an in-house competent person will be appointed to provide health and safety advice and assistance to employees of Reliable Pat Testing. The contact details for this person will be clearly displayed at the company offices.

IMPLEMENTATION OF THE POLICY

Whilst overall responsibility for the implementation of the Health and Safety Policy is vested within the company management, responsibility for the day to day application of the policy is vested to all individuals employed and they are expected to:

Take all reasonable care for health, safety and welfare of themselves, fellow personnel and anyone else who may be affected by their acts or omissions.

Co-operate with others in the discharge of their duties.

Work in accordance with all safety procedures.

At the planning stage, full account is to be taken of those factors that help to eliminate injury, damage and waste. Specific and precise arrangements will be developed and implemented, as the case may be, to enable the Policy and Procedures to be implemented. Safe systems of work, incorporating where applicable, safety reviews and hazard identification/risk

assessments, are to be established, implemented and monitored so as to ensure appropriate standards of safety at all times. High standards are to be applied in complying legislation regarding the health and safety of members of staff and others affected by our acts and omissions, proper attention will also be paid to environmental issues.

High standards of cleanliness, hygiene and housekeeping are to be maintained at all times, while safe, adequate and clear means of access and egress to places or work will be provided and maintained.

All members of staff will be provided with appropriate and suitable personal protective clothing and equipment, appropriate to the work which is to be undertaken. Full training and instruction in the use, maintenance and storage of such equipment will be provided.

All accidents, no matter how minor, are to be reported and recorded in the company's accident book. Significant accidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent a recurrence as appropriate.

The company's accident book is located at the company's main office.

All accidents and incidents should be reported to Benjamin Standing (company partner)

The policy is to be explained to all new staff as part of their induction training, before they start work and a copy of the policy will be made available for reference by any member of staff.

An annual review of the Health and Safety Policy and Procedures Manual will be carried out in conjunction with our safety advisors to ensure that the procedures and controls remain valid and relevant to our work activities.

Further reviews may be carried out as and when required.

All updates and amendments to the documents will be circulated to all of the company's personnel.

RESPONSIBILITIES

Company Partners/Management:

The overall implementation of the company's Health and Safety Policy to prevent injury, ill health, damage and wastage.

Ensuring that adequate financial provisions are made available for the implementation of the policy.

Agreeing targets for the reduction of accidents.

Ensuring senior management are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of the policy throughout the entire company.

Encouraging training for all levels of employees.
Ensuring that safety directives (new legislation etc) are conveyed through all management levels down to site.

Knowing the appropriate statutory requirements affecting the company's operations.

Knowing and promoting the company's policy for Health and Safety and ensuring that it is brought to the notice of employees.

Ensuring that appropriate training is given to staff as necessary.

Insisting that best working practices are adopted throughout the company, as laid down within Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.

Ensuring that tenders are adequate and allow for sufficient welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.

Promoting the liaison on health and safety matters between the company and others working on site, including the principal contractor, designers and other contractors.

Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying

with all site rules and ensuring that the site management teams are made aware of any potentially unsafe conditions or practices which he may come across.

Arranging for regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, contractor performance and future possible improvements etc.

Monitor the effectiveness of the company's Health and Safety Policy against the safety performance of the company.

Receiving information on new safety legislation or changes in the existing legislation.

Informing the HSE of all notifiable accidents, Assisting in the investigation of notifiable accidents or dangerous occurrences and recommending means of preventing re-occurrence.

Providing written instructions in unusual situations not covered by company policy to establish working methods and sequences.

Office Staff:

Reading and understanding the company's Safety Policy and carrying out all work in accordance with its requirements.

Not trying to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Any defects should be reported immediately to management.

Identifying the position of the First Aid Box, fire fighting equipment and emergency exits.

Reporting any accident or damage, however minor to the management.

Ensuring that all corridors, office floors, doorways etc are kept clear and free from obstruction.

Not attempting to lift or move, without assistance, articles or materials so heavy as likely to cause injury and not to attempt to reach items on high shelves unless using steps or a properly designed hop-up.

Co-operating with the employer on all safety matters.

Suggesting ways of eliminating hazards and improving working methods.

Warning new employees, particularly young people, of known hazards and office procedures.

Employees and Sub-contractors (Including Labour Only Contractors)

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Regulations 1974, including in particular the following:

It shall be the duty of every employee, while at work, to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work.

As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the company and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

Read and understand the company Health and Safety Policy.

Use the correct tools and equipment for the job.

Keep tools and equipment in good condition.

Wear safety footwear and use, where necessary, all protective clothing and safety equipment provided.

Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible remove site hazards yourself.

Warn other employees of particular known hazards.

Do not use plant or equipment on work for which it was not intended or if you are not trained or experienced to use.

Report to your manager any damage to plant or equipment.

Do not play dangerous practical jokes or “horseplay” on site.

Report to management any person seen abusing welfare facilities provided.

Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.

Suggest safer methods of working.

Health and Safety Consultants

Reliable Pat Testing may from time to time appoint Health and Safety Consultants with responsibility for the following:

Advising management of any new safety legislation or changes in existing legislation.

Providing general assistance to the company in the fulfilment of its obligations and duties as set out in statutes and by clients/principal contractors.

Providing assistance in the formulation of safe systems of work and project specific method statements.

Providing an interpretation of safety legislation so that the management fully understands the actions required in order to meet the legislation.

Assisting, where required, with the initial implementation of the changes required by changes to safety legislation.

Investigating notifiable accidents or dangerous occurrences and submit to the company a written confidential report.

Carry out pre-arranged site inspections as required by the company.

Safety Committee & Employee Consultation

At present no safety committee exists. To help the company in accordance with the Health and Safety (Consultation with Employees) Regulations 1996, all staff are encouraged to openly discuss any safety issue with management and to participate in the establishment of a positive safety culture.

Health and safety information will be communicated to staff in a number of ways, including safety signs/posters, information being displayed on the company's notice board, through site safety briefings/toolbox talks and through the issue of memos and procedures to each employee.

Communication of Health and Safety Information.

The effective communication of our Health and Safety arrangements is essential to maintain good health and safety standards on site. We fully appreciate that construction processes, culture, legislation and materials may differ between countries and therefore migrant workers or those with a poor understanding of the English language may not comprehend the job specific requirements. It is important to ensure that all workers are clear about what is expected of them and that they are aware of any specific safety rules and requirements etc.

GENERAL ARRANGEMENTS & PROCEDURES

This section details the arrangements and procedures that we will use to help implement our Health and Safety Policy and ensure compliance with current Health and Safety Legislation.

Tendering and Planning

At planning stage the requirements of this company policy and any client specific safety management requirements must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by the management and written procedures defined. If necessary pre-contract meetings will be held and specific safety matters discussed.

Where a Health and Safety File or Health and Safety Plan exists, its contents shall be reviewed and any pertinent information extracted and communicated to those planning the works.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

Contractors & Sub-contractors

Prior to the award of any contract or package of works to any sub-contractor, Reliable Pat Testing will first carry out a full competence and resources assessment to ensure that each organisation appointed has the necessary skills and resources required to successfully carry out the required works. A competence and resources questionnaire will therefore be issued to all such organisations, the contents of which will be reviewed by management. From time to time checks may be made to ensure that the assessment remains valid. All sub-contractors shall be issued with a copy of the company's Health and Safety Policy.

Training

All staff shall receive appropriate training in their responsibilities as defined in the policy, training will be updated when ever changes in legislation or working methods require.

Sub-contractors are required to demonstrate that their employees have undergone similar appropriate training and are competent to undertake the specific work.

Notifications

The management will make any necessary notifications to the Fire Service, Ambulance Authority and HSE. The management will satisfy itself that the Health and Safety Executive has been informed of all new sites which are notifiable under the CDM Regulations.

Protection of Public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974 and in particular, the recommendations contained in HSE Guidance Note GS 7 – Accidents to Children on Construction Sites. Consideration will be given at the planning stage to any operation for the protection of the public. All working areas should be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

Documentation

The manager will ensure that a complete copy of, or where appropriate relevant extracts from the company Health and Safety Policy are made available at the site/workplace for reference. A copy of the current Employers Liability Insurance Certificate and Principal Contractors site rules should also be issued for display.

All necessary statutory notices, regulations, registers and accident report forms will be issued to and maintained on site.

The manager must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to the office for safe keeping upon completion of the contract and kept on file for a minimum of three years.

Monitoring Policy

Employees are encouraged to bring to the attention of their manager areas in which, in their opinion, this policy appears inadequate. All such comments will be passed for consideration and review.

CDM Notifiable Projects

Reliable Pat Testing will ensure that the client is fully aware of his duties under the Construction Regulations 2007 (CDM). Where necessary the manager will provide the client with further information in this respect.

Reliable Pat Testing will on all notifiable CDM projects not commence the construction phase of the project until a satisfactory Construction Phase Health and Safety Plan has been prepared.

Display Screen Equipment (DSE)

The risk posed to office staff using DSE shall be assessed and controlled in accordance with the Health and Safety (DSE) Regulations 1992 and the Management of Health and Safety at Work Regulations 1999. The aim of such assessments is to prevent work related upper limb disorders (WRULD), lower back problems, eyestrain, stress and repetitive strain injury (RSI).

Company Offices

All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Fire precautions shall be provided and maintained in accordance with the requirements of Regulatory Reform (Fire Safety) Order 2005 and recommendations given by the Fire Service.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits etc will be kept clear of materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

Fire Precautions

Fire precautions will be provided and maintained to the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Regulations 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and the management of Health and Safety At Work Regulations 1999.

A fire assessment will be completed for each of the premises, including any temporary site offices. The fire assessment will be reviewed to ensure that it remains valid and that the specified control measures are effective and are being implemented.

Safe Systems of Work – Office

The manager will undertake the specific duties outlined earlier in this policy. In summary these include:

Instigate procedures for safe evacuation of all offices in the event of emergency.

Ensure this procedure is executed in such an event.

Summon the emergency services when an incident is reported.

All emergency exits are checked daily.

Check fire alarms and that fire extinguishers undergo periodic testing and inspection by a qualified engineer.

Safe Systems of Work – Site

The manager will undertake the specific duties outlined earlier in the policy. In summary these include:

Instigate a procedure for the safe evacuation of all buildings on site in the event of emergency.

Ensure this procedure is executed in such an event.

Summon the emergency services when an incident is reported.

When conditions require, fire extinguishers of a suitable type will be kept on site and adjacent to any activity which may lead to a fire outbreak.

Instruct staff in the use of portable fire extinguishers.

Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

Accident Reporting

All injuries resulting from accidents on site or in other workplaces however minor will be recorded in the accident book.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Health and Safety Executive must be notified by telephone immediately by the Manager.

Form 2508 should then be completed and sent to the Health and Safety Executive within seven days.

An accident book will be available and maintained at the company office to ensure any injured employee can record details of his/her accident.

Welfare and First-Aid

The Construction Regulations 2007 specify minimum requirements for welfare facilities on sites. The Workplace Regulations 1992 specify minimum standards for offices.

The Health and Safety Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first-aid equipment, facilities and personal required, depending on the type of work and numbers of persons affected at each site or workplace.

All work will be planned to take into account the requirements of the above regulations.

The Workplace (Health and Safety And Welfare) Regulations 1992

These regulations do not apply to construction sites, reference should be made to the Construction (Design and Management) Regulations 2007 already referred to within this policy. They do however, apply to all other workplaces.

The Workplace (Health, Safety and Welfare) Regulations 1992 replace the main requirements of the Factories Act 1961 and the Offices, Shops and Railways Act 1963.

Further information is contained in the appropriate Approved Code of Practice. The regulations cover the working environment, general safety, facilities for washing, eating, changing and good housekeeping. The company's safety consultants will provide advice on the requirements as required.

Health and Safety Signs

The Health and Safety Regulations 1996 require employers to provide and maintain safety signs where there is significant risk to health and safety that has not been avoided or controlled by other means. They also require the use of road traffic signs in workplaces to regulate road traffic and pipework markings where pipework contains dangerous substances.

Young Persons

It has been recognised that young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of existing risk or immaturity.

Reliable Pat Testing will never leave a young person to work alone or with another young person. Definition of a young person is someone who has not yet reached the age of 18.

Control of Noise

Noise is covered by the Noise at Work Regulations 2005 and also the Health and Safety at Work Act.

All tasks and work activities will be planned and arranged to take the regulations into account.

Health Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, eg:

The control of Asbestos Regulations 2006

The control of Lead at Work Regulations 2002

The construction Regulations 2007

The control of Substances Hazardous to Health Regulations 2002

The management of Health and Safety at Work Regulations 1999

The personal Protective Equipment at Work Regulations 1992

The Chemicals Regulations 2009

The General Guidelines to be applied are covered in the HSE Guidance Notes.

EH18 Toxic Substances, a Precautionary policy

EH26 Occupational Skin Diseases Health and Safety Precautions

EH40 Occupational Exposure Limits

EH44 Dust in the Workplace: General Principles of Protection

All work will be planned to take the above standards into account.

Asbestos

If any worker suspects that a material he is working on or is about to work on may contain asbestos, then he should stop work immediately and inform his manager so that further investigation may be carried out.

Personal Protective Clothing and Equipment

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

The Personal Protective Equipment at Work (PPE) Regulations 1992

The Provision and Use of Work Equipment Regulations 1998

The Construction Regulations 2007

The Construction Regulations 1089

The Control of Asbestos Regulations 2005

Noise at Work Regulations 2005

Control of Lead at Work Regulations 2002

All work will be planned to take into account the above standards.

All persons with PPE are responsible for maintaining it and must immediately report to their manager any loss or defect.

Manual Handling and Lifting

The following apply to the manual handling or lifting of materials:

The Manual Handling Operations Regulations 1992

The Lifting Operations and Lifting Equipment Regulations 1998

All work will be planned to take into account the above standards when necessary.

Construction Design and Management

Reliable Pat Testing will fulfil its duties under the Construction Regulations 2007 (Known as CDM), this maybe as the client, Principal Contractor, Designer, CDM co-ordinator, In most cases it is likely our involvement will be as a contractor working for the Principal Contractor/Client.

The company will also ensure that all sub-contractors are competent and adequately resourced for any work allocated to them.

The management will ensure that all necessary precautions have been taken to comply with the legislation when necessary.

Electrical Risks

In accordance with the Electricity at Work Regulations 1989, electrical risks must be assessed and controlled by the use of:
Statutory inspections and testing of portable electrical equipment whether used on sites or within the company's premises.

5 yearly statutory inspection and testing of fixed installations, the company having a duty to ensure that the landlord of the premises complies with his duty regarding this matter in order to protect the safety of employees.

Any power tools used are to be of low voltage type and must be stringently inspected and maintained.

Prohibition of any employee to access live electrical installations.

Control of Vibration at Work

Reliable Pat Testing will comply with its duties under the Control of Vibration at Work Regulations 2005 as part of its risk assessment procedures and advise staff when necessary.

Working at Height Regulations 2005

Reliable Pat Testing will comply with its duties under the Work at Height Regulations 2005 as part of its risk assessment procedures and advise staff when necessary.

Lone Working

In the event of employees being required to work alone, the following is mandatory:

Access to contacting assistance via mobile phone

The employee is required to inform his immediate manager of where he is going and for how long

No employee shall enter a void site alone if there is significant risk of the site being occupied by unauthorised persons liable to commit acts of violence if disturbed

No employee shall enter a void site alone if the state of the premises is unknown and a risk of falling due to unsound structural materials exists
Employees are required to call the office on a regular basis to confirm their whereabouts.

Use of Method Statements

Method statements are used as a means of demonstrating that the hazards and risks associated with a particular task or series of tasks have been properly considered and evaluated, with appropriate risk control strategies having been implemented.

Management provide method statements for the day to day tasks of site staff and in situations where a day to day method statement does not apply a manager will provide one after evaluation of the situation and task or tasks to be completed.

Drug and Alcohol Policy

The purpose of this policy is to:

Show our responsibility and commitment to ensure a safe and healthy workplace for all staff.

Ensure that the staff at Reliable Pat Testing can work in an environment free of alcohol and drug use or abuse.

Outline the company's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.

Provide an opportunity to staff members with a substance use problem to get well rather than provide grounds to terminate the employment.

This policy applies, at the workplace, to all staff members of Reliable Pat Testing (referred to as the “Company”) and also includes visitors and subcontractors inside and outside of normal scheduled working hours. All individuals working at Reliable Pat Testing are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the wellbeing of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment. The Company therefore wants to emphasise that it has zero tolerance for staff who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.

The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property. To this end, the Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are on Company property or in a Company facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

It is the responsibility of all staff to identify concerns about an individual’s immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise a supervisor who will remove any staff member who is suspected of breaching this policy from Company premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Here is some guidance on how to administer this policy; however, not every situation can be predicted.

If a staff member, visitor or contractor arrives at the workplace, (on company property) and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the work environment. If you have any doubt about

whether they are, or are not impaired, you should err on the side of caution and remove him/her from the work environment.

Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.

Staff who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their team leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.

If a staff member or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their management.

In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy. Any staff member, co-worker, contractor or supervisor not complying with this is enabling the dependence.

Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

The disciplinary procedure will follow a three step progression:

Warning with 1 week suspension

Warning with 2 weeks suspension

Termination

Any updates to the policy will be notified as described previously in this policy.