



Bradvent Supply Services Ltd

Professional Suppliers & Installers to the Ventilation Industry



HEALTH & SAFETY POLICY 2010-2011

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SECTION ONE

HEALTH & SAFETY POLICY STATEMENT

It is the policy of Bradvent Supply Services Ltd., to provide and maintain working conditions that are safe and without risk to health in accordance with The Health and Safety at Work etc., Act (1974) and within the framework of relevant statutory requirements. It is our objective to ensure the health, safety and welfare at work of all of our employees, contractors and others working on our premises or who come into direct contact with the Company's operations, so far as is reasonably practicable by: -

- Ensuring the provision of any necessary advice and supporting the policy with adequate financial and physical resources.
- Providing and maintaining safe equipment, materials, systems of work and work places.
- Ensuring that the working environment is safe and without risk to health.
- Developing and implementing safe working practices and procedures in connection with the use, handling, storage and transport of articles and substances.
- Providing appropriate information, instruction, training and supervision for employees and contractors to enable them to work safely and to meet the particular health and safety requirements associated with their job and place of work.
- Developing, implementing and regularly reviewing policies, procedures and standards to achieve safe working conditions and a safe and healthy working environment. This continuous process will be based on regular assessment of risks and controls.
- Regularly inspecting premises, equipment, fixtures and fittings and systems of work and the general working environment and taking all reasonably practical steps to remedy defects.
- Regularly consulting with employees and contractors and taking into consideration their suggestions for improvements to health and safety.
- Reviewing the Company's health and safety performance at least annually and revising policies and procedures, where necessary, to comply with changes in legislation.

All directors, managers, supervisors, employees and contractors have an essential role in co-operating with the implementation of the policy and must do everything possible to safeguard the health, safety and welfare of both themselves and of all others who may be affected by their work, acts or omissions.

John Johnson

April 2011

Signed: Date:.....
(MANAGING DIRECTOR)

SECTION TWO

ORGANISING FOR HEALTH AND SAFETY

2.1 Directors' and Managers' Responsibilities and Duties

Overall and final responsibility for health & safety in the Company lies with the Managing Director for ensuring appropriate arrangements are in place for monitoring health and safety standards and taking action in the event of any shortcomings reported to him.

The key health & safety responsibilities of directors and managers are:

- Devising a health & safety policy.
- Establishing strategies to implement the policy and integrating these into general business activities.
- Providing and maintaining safe and healthy working conditions in accordance with the policy and ensuring that the necessary resources are provided.
- Planning revisions to safe working procedures which may be necessary following risk assessments or changes in legislation.
- Identifying training needs and providing integrated safety and job training, as identified by risk assessments, legislation or where specified in the policy.
- Ensuring that levels of supervision are suitable and sufficient.
- Providing and maintaining the correct tools, equipment, personal protective equipment and devices and ensuring that individuals use them as instructed.
- Setting an example by behaving safely and making a constant commitment to health and safety risk-management.
- Ensuring that risk assessments are done; control measures put in place; and significant findings communicated to employees and contractors.
- Checking that everyone is following safe working procedures, and taking appropriate action against any individual who fails to comply with the requirements of the policy.
- To liaise closely with clients on all health, safety and environmental issues, including establishing clear lines of communication.

2.2 Employees' Responsibilities & Duties

All employees must fully co-operate with management to achieve the Company's health and safety policy objectives. In particular they must:

- Work safely and efficiently by following health and safety instructions and procedures.
 - Use the correct tools and equipment for the work, including wearing appropriate safety and protective equipment, and using all appropriate safety devices.
 - Report to their manager any observed accidents or potentially dangerous incidents or damage to property or equipment, irrespective of whether any persons are injured.
 - Report immediately any accident causing personal injury to themselves, a colleague, a contractor or visitor, so their manager can ensure that a permanent record is made in the accident book (BI 510).
 - Co-operate with management when accidents require investigation.
 - Read and obey all warnings, instructions, rules and written procedures relating to the care and use of equipment and safe systems of work.
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- Avoid improvising or taking short cuts, which would entail unauthorised and unnecessary risks.
 - Attend all training or health and safety meetings or presentations as directed by their manager.
 - Unless authorised, not enter any prohibited areas.
 - Report all apparent failures in the Company's health & safety policy to their manager who will investigate such failures and take appropriate action.
 - Take care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health, safety or welfare.
 - Take reasonable care for their own health and safety and that of others who may foreseeably be affected by their acts or omissions at work.
 - Report, before working, any medical condition or medication they are taking which could affect their ability to operate plant or equipment, drive a vehicle or in any other way affect them working safely.

2.3 Contractors' Responsibilities and Duties

The contractor and all persons under his control will:

- Conform in all respects to all legal duties and responsibilities imposed by the Health and Safety at Work etc., Act 1974 and any other statutory provisions.
- Use the correct tools and equipment for the work, including wearing appropriate safety and protective equipment, and using all appropriate safety devices.
- Ensure that all appropriate tests and examination of plant and equipment, brought on to a client's site, are carried out and supply evidence to the Company of certificates and reports as required by law.
- Read and obey all warnings, instructions, rules and written procedures relating to the care and use of equipment and safe systems of work.
- Report all accidents to the Principal contractor and co-operate with any investigations.
- Take care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health, safety or welfare.
- Take reasonable care for their own health and safety and that of others who may foreseeably be affected by their acts or omissions at work.
- Report, before working, any medical condition or medication they are taking which could affect their ability to operate plant or equipment, drive a vehicle or in any other way affect them working safely.

2.4 Health & Safety Consultant's Responsibilities & Duties

The Company employs the services of Quarter House Consultancy Ltd., to give health and safety advice and to ensure that policies and procedures comply with current legislation. Accidents, where necessary will be investigated, in conjunction with a client's own health and safety adviser, and RIDDOR reporting done. This service will be given by Director, Mrs. C Edwards BA, CMIOSH – contact 01977 616966: mobile 07881 650189.

SECTION THREE

HEALTH AND SAFETY ARRANGEMENTS, SYSTEMS AND PROCEDURES

3.1. Information, Instruction, Training and Supervision

Information

Health & safety information will be communicated to employees and contractors both verbally and by memos, leaflets, policy documents/procedures, risk assessments and method statements.

Training for Employees

All training will be done by competent persons and will take place during working hours, without loss of earnings.

Employees will sign to confirm attendance on training courses and receipt of all health and safety information.

Other training will be undertaken and guidelines and information given to employees to keep them up to date with changes in legislation, as identified by risk assessments or changes in working practices.

To supplement more formal training, health and safety information will be disseminated to employees by supervisors who will remind them of critical risks and precautions.

Training for Contractors

Only contractors who are competent and have given evidence of relevant skills training to the Company will be hired. When working on a client's site, specific induction training will include details of: -

- Significant risk assessment findings and preventative and protective measures in force.
- emergency procedures in the event of serious or imminent danger.
- evacuation procedures and persons appointed to implement them.
- the identity of First-Aiders/Appointed Persons and how to obtain medical treatment.
- arrangements for the reporting and recording of accidents, incidents and damage.
- security arrangements.

Supervision

Management will ensure that adequate supervision is given to all employees and contractors to ensure they follow all health & safety procedures to keep them safe and healthy whilst at work.

3.2 Consultation with Employees

The Company will consult with employees directly, as required by the Health & Safety (Consultation with Employees) Regulations 1996 on the following: -

- Introduction of any measures in the workplace that may substantially affect their health & safety.
- Arrangements for nominating 'competent persons' under the Management Regulations.
- Any statutory information the Company has to provide.
- Planning and organising of health & safety training.
- Health & safety consequences for employees of the introduction of new technologies into the workplace.

3.3 Selection and Control of Contractors

Before any contractor is awarded a contract the Company will identify a competent person to control and monitor all activities. As the contract or project progresses the competent person may change to reflect the skills necessary to co-ordinate activities.

Pre-Tender

The Company will provide potential contractors with adequate and comprehensible information to enable them to tender for a contract and to fully comply with all relevant health and safety requirements.

Selection Criteria

Prior to the award of a contract, a health and safety plan must be obtained from each contractor containing:

- A general description of the work
- Details of :-
 - time-scales for any stages and final completion.
 - any reasonably foreseeable risks to any persons carrying out the work or others who may be affected by activities.
 - joint health and safety inspections or other monitoring arrangements.
 - the competence of key individuals involved with the contract.
 - accident procedures and records, including RIDDOR reportable incidents.
 - the contractor's health and safety management system.
 - how the contractor will screen sub-contractors for health and safety and competency.

Copies of: -

- the contractor's health and safety policy documents.
 - employer's and public liability insurance certificates.
- and (where applicable)
- statutory test certificates for equipment.
 - certificates of competence for vehicle or plant operators.

Health and Safety Rules for Contractors

Once a contractor has been appointed, they should be issued with, and sign for, the Company's Health and Safety Handbook and any site-specific rules issued by the client.

3.4 Construction (Design and Management) Regulations 2007 (CDM)

If the Company is employed as a contractor to work as part of a project that is 'notifiable' under CDM Regulations, the Company will co-operate with other designers and the Co-ordinator at the design stage of the project to: -

- Avoid foreseeable risks.
- Combat at source risks to the health & safety of any person working on the project.
- Give priority to measures that will protect all persons at work.
- Ensure the design includes adequate information about any aspect of the project or structure or materials (including articles or substances) which might affect health & safety.

Company employees and contractors will co-operate with the Principal Contractor and the Company will provide any relevant technical information to go into the Pre-construction information pack and the Health & Safety File.

3.5 Accident Reporting and Investigation Procedures

All accidents, however minor, are to be reported and entered in the Company's accident book (BI 510) and, where relevant, an internal accident report form will be completed. When necessary, the Health & Safety Consultant will ensure RIDDOR reporting procedures are followed.

The Health & Safety Consultant will collate information from accidents and incidents to ensure causes are identified and controls put into place to prevent recurrences.

Employees or Contractors working at Client's Sites who have an accident must:

Enter all accident information in the client's accident book and also inform the Company so that, if necessary, the Health & Safety Consultant can arrange for an investigation to be conducted with the co-operation of the client.

3.6 First - Aid

The Company will ensure that it fully complies with the Health and Safety (First-Aid) Regulations 1981. Where necessary, the Company will train suitable people to be First-Aiders and medical supplies will be maintained to the levels recommended in the Approved Code of Practice.

First-aid facilities are normally provided by the client at each site. Employees and contractors are required to familiarise themselves with the location of first-aid boxes and to identify first-aiders, as detailed in the site-specific information. Any employee or contractor requiring first-aid treatment must report details of the injury to the Company.

3.7 Fire Precautions and Evacuation Procedures

Employees and contractors will be given details of fire precautions and evacuation procedures during the site induction on client's sites. Individuals must fully comply with these procedures and co-operate with the Principal Contractor to ensure fire safety is maintained. A risk assessment will be done of the company premises and employees must follow the fire evacuation procedure.

3.8 Electrical Safety Procedures

Employees and contractors using portable tools on construction sites should operate at 110 volts, supplied from a transformer centre tapped to earth, thus limiting fault currents at 55 volts. Alternatively, battery (cordless) hand tools should be used.

An inventory of all Portable Electrical Equipment will be prepared and kept up to date. The following chart provides guidance on test and inspection periods.

Equipment/Application	Voltage	User Checks	Visual Inspection	Combined Inspection & Testing
Battery operated power tools and torches	Less than 25v	No	No	No
25v portable hand lamps (confined or damp situations)	25v secondary winding from transformer	No	No	No
50v portable hand lamps	Secondary winding centre tapped to each (25v)	No	No	Yearly
110v portable and hand held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55v)	Weekly	Monthly	Before first use on site and then 3 monthly
230v portable and hand held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use on site and then 3 monthly
230v equipment such as lifts, hoists and fixed floodlighting	230v – supply fuses or MCBs	Weekly	Monthly	Before first use on site and then 3 monthly

3.9 Working at Heights

The Company will ensure that risk assessments are done and control measures put in place to ensure the safety of employees working at heights. The risk assessments will take into consideration the specific requirements of each contract being undertaken on clients' premises and method statements and site safety rules will detail all safety controls required.

3.10 Personal Protective Equipment (PPE)

A risk assessment will identify the essential PPE necessary to protect employees and the Company will provide all such items, without charge.

Prior to the start of a contract, the Company will agree with contractors the items of PPE the Company will provide and what contractors will be expected to provide themselves.

Records of all PPE issued will be kept by the Company, and all items signed for by individuals.

Details of any measures employees and contractors need to take to look after the PPE, such as cleaning or self-maintenance, will also be given.

It is essential that all PPE is stored in such a way that an individual's PPE cannot get mixed up with someone else's.

Employees and contractors must use and maintain PPE and report any lost or defective items to management so that replacements can be obtained.

3.11 Control of Substances Hazardous to Health (COSHH)

For all substances used within the workplace, risk assessments will be done using the information from up-to-date safety data sheets obtained from manufacturers.

Information such as emergency procedures, first-aid precautions, handling and storage, use of PPE etc., will then be given to employees and contractors.

Employees and contractors will be given information relating to the risks associated with substances and trained in safe working procedures. Any PPE issued will be accompanied by instructions in its correct use.

3.12 Manual Handling

The Company will ensure that all manual-handling operations are assessed to determine the risk of injury to employees and contractors as a result of the manual handling. Where manual handling cannot be avoided, suitable aids should be provided, where appropriate. All employees, required to do manual handling, will be trained in kinetic handling techniques. Contractors will be expected to provide the company with evidence of competency in manual handling techniques. The Company will keep records of all such training.

3.13 Machinery and Work Equipment Safety

The Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Supply of Machinery (Safety) Regulations 1992, set out a range of control measures intended to ensure that equipment is designed, manufactured, installed, maintained and used in such a way as to prevent access to dangerous parts or to stop movement of the dangerous part before a person can enter the danger zone.

The term 'work equipment' applies to anything from a simple hand-tool to complex multi-function machines.

The term 'use' includes all activities involving the work equipment such as starting, stopping, repairing, modifying, maintaining, cleaning, servicing and transporting of the equipment.

The term 'in use' also covers availability for use.

The Company will ensure that a risk assessment is done for all items of work equipment, machinery or other plant in use within the Company. The Company must also satisfy itself that equipment complies with any statutory requirements by obtaining relevant information from the suppliers or manufacturers.

Any equipment brought onto a client's site by contractors must be checked by the manager in control of the contractors, to ensure that there is evidence of periodic inspections, tests or replacements.

All plant or equipment hired by the Company must not be used unless evidence of relevant tests or inspections has been received.

The Company and contractors must ensure that the equipment users have received adequate information, instruction and training in the use of the equipment. In particular, users must be warned of foreseeable dangers and the actions to take if such a situation was to occur.

3.14 Lifting Operations and Lifting Equipment

The Company will ensure that the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) are complied with by ensuring that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organised and performed by competent people;
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

3.15 Vehicle Safety

The Company will ensure that all vehicles are maintained in a safe and roadworthy condition and records will be kept of all maintenance work.

Drivers of vehicles must report any defects immediately and not drive a vehicle unless it is safe to do so. Only drivers with a full licence are authorised to drive Company vehicles.

3.16 Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the Company will make suitable and sufficient assessment of the significant risks to employees whilst they are at work and to persons not in his employment who may be affected by his activities. Control measures will be put into place to minimise the risk and the assessments will be reviewed to ensure they are still valid.

In addition to general risk assessments, the Company will do specific risk assessments, relevant to the work being undertaken, as required by legislation e.g. COSHH and Manual Handling.

3.17 Environment

The protection of the natural environment can only be achieved through total co-operation between everyone on site. In general pollution can occur through:

- Spills and discharges
- Air emissions
- Waste
- Land contamination
- Nuisance (dust and noise)

Everyone must ensure that they follow the Environmental Management System (EMS) operated by the Principal Contractor on site. The Managing Director is responsible for ensuring that information is received from the Principal Contractor and that detailed instructions are given to everyone before work is started on a contract. In particular everyone must:

- Segregate wastes and use the appropriate containers
- Minimise waste production
- Switch off lights, motors, fans and machinery when not in use
- Store chemicals and oils away from surface water drains
- Report any spills immediately to your supervisor
- Know the location of the nearest available spill kit

It is essential that care is taken not to:

- Pour anything down the drain
- Put liquid waste into skips
- Mix special and general waste

- Leave lids off solvents and paints
- Store chemicals on unmade ground or in areas other than designated storage
- Connect any process into surface water drains

3.18 Hand-Arm Vibration

In accordance with the Control of Vibration at Work Regulations 2005 the Company will do a risk assessment to evaluate the level of exposure that operatives have to hand-arm vibration from using hand-held power tools.

All operatives will be given a copy of the HSE publication (Hand-arm vibration – advice for employees) which should be read. In addition, the Company will:

- Ensure all work equipment is maintained to manufacturers' recommendations, where appropriate.
- Choose replacement work equipment that is, so far as is reasonably practicable, suitable for the work, efficient and has lower vibration features.
- Plan work to ensure that operatives are exposed to several shorter periods of vibration. This requirement will be detailed on method statements, where applicable.
- Monitor the risk during site inspections.

All operatives must be alert to the early signs and symptoms of hand-arm vibration syndrome (HAVS) and report any symptoms immediately to the Managing Director. It is essential that all operatives co-operate with the Company and use any control measures put in place to reduce the risk.

3.19 Welfare

The Company will ensure that employees and contractors are provided with adequate welfare facilities as required by the Construction (Health, Safety & Welfare) Regulations 1996. In particular the provision of suitable and sufficient sanitary conveniences, washing facilities (including showers if required), storage of and changing facilities for clothing, rest facilities and an adequate supply of wholesome drinking water.