	Health and Safety General Statement of Intent		CSP:100 Page 1 of 1	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

General Statement of Intent

Optimum Heating Ltd. and Insight Electrical SW Ltd. (Hereinafter known as The Company) is committed to achieving high standards of health and safety not only in respect of its own employees but also in relation to clients, visitors, contractors, members of the public and members of the community that may be affected by the company's activities.

The Company is well aware of its obligations under the Health and Safety at Work etc. Act 1974 and related legislation and is fully committed to meeting those obligations.

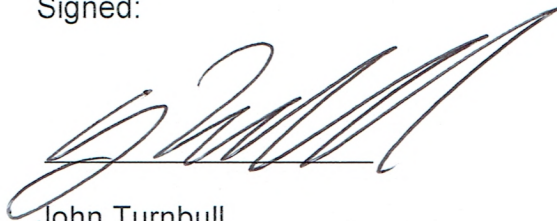
The Company recognises its responsibility for maintaining safe and healthy working conditions and providing training, instruction and information to enable employees to perform their work safely.

It is required by law that employees co-operate with management to maintain safe working conditions through safe working practices, using devised safe systems of work, reporting defective work equipment, reporting any incidents that have led to, or may lead to injury of persons and / or damage to property.


The Company supports the concept of consultation with its employees on all health and safety matters.

This policy will be communicated to all staff and will be reviewed on an annual basis as a minimum.

Signed:



John Turnbull
 1st May 2021

	Health and Safety Arrangements & Responsibilities		CSP:101 Page 1 of 4	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Arrangements & Responsibilities:

The following responsibilities exist and are in accordance with legislative guidelines:

Chairman

The Chairman accepts overall responsibility for all matters, including those regarding health, safety and welfare, and ultimate responsibility for the effective implementation of The Company safety policy. This includes:

- Ensuring that adequate resources are available to implement the health and safety policy;
- Ensuring health and safety performance is regularly reviewed at board level.


Managing Director

The Managing Director shall instruct all employees and administer The Company's safety procedures; take responsibility for the supervision of health and safety within The Company, and ensure that non-conformities in health and safety are reported directly to them so actions and/or preventative measures can be implemented. He/she will:

- Foster an understanding that health and safety is a core business function which can also bring financial and moral benefits to the Company.
- Set personal examples; including the wearing and use of personal protective equipment (as appropriate) as well as providing eye tests for those who use display screen equipment, and arrange for funds and facilities to be made available to implement the policy.
- Monitor the effectiveness of the Health and Safety policy and ensure that the policy is reviewed annually.

Health and Safety Advisor

Health and Safety Advice has been sourced from an outside organisation who will consult and advise the management on all matters concerning health and safety at work; the appropriate regulations; standards and the approved codes of practice and guidance.

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- He / she will monitor and measure the effectiveness of health and safety in the workplace using regular audit checklists.
- Non-conformities and/or observations relating to the health, safety and welfare in the workplace will be discussed with management to agree actions, controls and measures to reduce to as low as reasonably practicable, the risks to health within the workplace.
- Accident prevention is vital to business operational efficiency and staff wellbeing. To this aim he / she will insist on good working practices and keep himself informed of any incidents and / or accidents.

Operations Director:

Shall instruct all employees and administer the Company's safety procedures and be responsible for the supervision of health and safety across all of the company's activities.

In addition to any specific health and safety responsibilities that an individual Manager may be required to fulfil, the Operations Director must;

- Ensure that information and training for employees is provided in order to achieve and maintain a high standard of safety.
- Ensure that all employee's, know and accept their responsibilities for health and safety, and are trained and equipped to carry out their duties correctly.
- Ensure that they operate within the legal and company safety requirements relating to the work.
- Supply sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute to their own health and safety at work.
- Complete periodic inspections of lighting, passageways, fire alarms, fire escapes and first aid facilities on a regular basis, to ensure their efficiency and maintenance.
- Identify any hazardous operations and ensure that written warnings are clearly displayed.

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- Ensure that all employees are properly inducted and do not undertake any task without appropriate training.
- Ensure that all plant and equipment is maintained and operated in safe conditions.
- Ensure that all investigations and reporting procedures are carried out, and that remedial action is implemented without undue delay.
- Investigate and report to the Operations Director on accidents and dangerous occurrences and take prompt remedial action.
- Ensure that all protective clothing and safety equipment is readily available, issued and used at all times.
- Ensure that all visitors are accompanied by a responsible employee.


Senior Heating Managers:

They will:

- Conduct specific method statements; risk assessments (both generic and non-generic) and ensure that they are followed by all employees.
- Review all method statements and risk assessments annually (or following significant change).
- Ensure that all vehicles, plant, equipment and tools are available and safe to use, and that there is safe access and egress to and from all places of work.


All Employees

All employees have a legal obligation to take reasonable care for their own health and safety and for that of others who may be affected by their actions e.g. colleagues, contractors, clients, visitors, delivery staff.

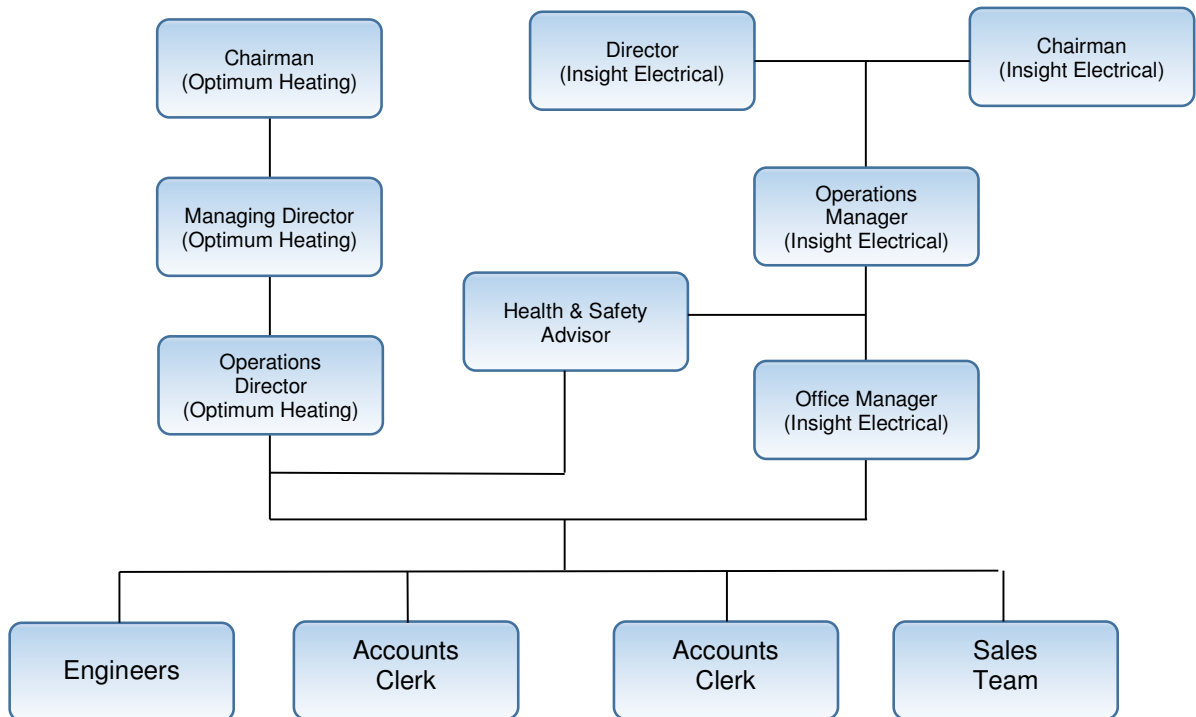
	Health and Safety Arrangements & Responsibilities		CSP:101 Page 4 of 4	Issue No: 02
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Employees are responsible for:

- Complying with company procedures and The Health and Safety Policy.
- Complying with PPE requirements.
- Behaving in a responsible manner.
- Identifying and reporting defects and other health and safety concerns.
- Reporting accidents and near miss incidents to The Operations Manager.
- Suggesting improvements to procedures or systems of work.
- Participate in the risk assessment programme.
- Co-operating with The Company on health and safety matters.
- Any employee who endangers their own health or that of others may have committed a criminal offence under the HASAW etc. Act 1974 and could face disciplinary action; prosecution and/or a fine.


	Health and Safety Policy Company Safety Organisation		CSP102 Page 1 of 1	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

COMPANY SAFETY ORGANISATION:



Persons who appear in boxes on the organisation charts have direct health and safety responsibilities for those who report to them.

N.B. The charts indicate lines of reporting only – relative positions of personnel do not necessarily signify relative status of seniority.

	Health and Safety Policy Environmental policy statement		CSP:103 Page 1 of 1	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

General statement of intent:

Optimum Heating Ltd. and Insight Electrical SW Ltd. (hereinafter known as The Company) is committed to adhering to environmental legislation, together with the achievement of continual improvement and prevention of pollution. We are aware of our responsibilities to the community as a whole and have adopted an environmental strategy which is central to our business objectives.

We believe in our responsibility to care and protect the environment. We aim to provide sustainable solutions with our energy efficient methods. We place particular emphasis on significant environmental aspects such as waste management for the protection of wildlife and habitats (where relevant).

We pursue waste management schemes, together with the recycling of waste materials and we specify, where possible, the use of environmentally friendly materials. We are committed to re-using surplus materials. Our transportation initiatives aim to eliminate the environmental impact of disposing of such materials.

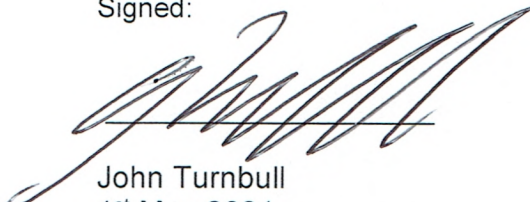
The Company seeks to deal with suppliers and sub-contractors wherever possible that carry their own environmental codes of practice and we actively encourage the adoption of sound environmental principles.

We endeavour to minimise the environmental impact of our operations and reduce, wherever possible, the effects of noise, dust, disturbance and inconvenience to others.


We are striving to improve standards throughout all areas of our operations by enhancing environmental awareness and commitment amongst our workforce and we encourage the adoption of sound environmental principles.

Careful monitoring of every project enables us to maintain consistent standards and protect the environment wherever we work.

Signed:



John Turnbull
1st May 2021

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RECORDS OF AMENDMENTS

Amendments are denoted by a > symbol containing the issue letter and positioned in the right hand margin adjacent to the change.

<u>PROCEDURE</u>	<u>ISSUE</u>	<u>DATE</u>	<u>CHANGE</u>	<u>SIGNED</u>
CSP100	2	01/05/2020	Reviewed & Updated	
CSP101	2	01/05/2020	Reviewed & Updated	
CSP102	2	01/05/2020	Reviewed & Updated	
CSP103	2	01/05/2020	Reviewed & Updated	
CSP104	2	01/05/2020	Reviewed & Updated	
CSP105	2	01/05/2020	Reviewed & Updated	
CSP110	2	01/05/2020	Reviewed & Updated	
CSP120	2	01/05/2020	Reviewed & Updated	
CSP130	3	01/05/2020	Reviewed & Updated	
CSP140	2	01/05/2020	Reviewed & Updated	
CSP150	2	01/05/2020	Reviewed & Updated	
CSP160	2	01/05/2020	Reviewed & Updated	
CSP170	2	01/05/2020	Reviewed & Updated	
CSP180	2	01/05/2020	Reviewed & Updated	
CSP190	2	01/05/2020	Reviewed & Updated	
CSP200	2	01/05/2020	Reviewed & Updated	
CSP220	2	01/05/2020	Reviewed & Updated	
CSP210	2	01/05/2020	Reviewed & Updated	
CSP230	2	01/05/2020	Reviewed & Updated	
CSP240	2	01/05/2020	Reviewed & Updated	
CSP250	2	01/05/2020	Reviewed & Updated	
CSP260	2	01/05/2020	Reviewed & Updated	

	Health and Safety Policy Procedure Review log		CSP:105 Page 2 of 2	Issue No: 02
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CSP270	2	01/05/2020	Reviewed & Updated
CSP280	2	01/05/2020	Reviewed & Updated
CSP290	2	01/05/2020	Reviewed & Updated
CSP300	2	01/05/2020	Reviewed & Updated
CSP310	2	01/05/2020	Reviewed & Updated
CSP320	2	01/05/2020	Reviewed & Updated
CSP330	2	01/05/2020	Reviewed & Updated
CSP340	2	01/05/2020	Reviewed & Updated
CSP350	2	01/05/2020	Reviewed & Updated
CSP360	2	01/05/2020	Reviewed & Updated
CSP370	2	01/05/2020	Reviewed & Updated
CSP380	2	01/05/2020	Reviewed & Updated
CSP390	2	01/05/2020	Reviewed & Updated
CSP400	2	01/05/2020	Reviewed & Updated
CSP410	2	01/05/2020	Reviewed & Updated

	Health and Safety Policy Risk Assessments		CSP:110 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To ensure that all areas of The Company and its operations are assessed for hazards and risk and that control measures are put in place where the hazard and risk is deemed to be too high.

Scope

All employees, visitors, contractors or general public who may be affected by The Company's operations.

Procedure

The Company recognises the need to risk assess all areas of their business and record all significant findings

Generic risk assessment records are kept and reviewed annually as a minimum.

Specialised or non generic risk assessments will be recorded and kept at The Company's premises. Examples could be DSE workstations, manual handling, new and expectant mothers, young persons, COSHH, noise and fire.


For the assessments to be effective we involve a number of people, with varying knowledge and experience. This could include The Managing Director; Operations Director; or Senior Heating Managers; the Health and Safety Advisor; or individual employees, if required.

All significant hazards will be documented and actions to eliminate or reduce the hazard will be agreed including a time scale for completion and the person responsible for there completion.

After actions are completed these areas are to be assessed again to review the outcome.

Risk assessments will be conducted using:

Risk Assessment form 001

	Health and Safety Policy Risk Assessments		CSP:110 Page 2 of 2	Issue No: 02
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HSE good practice INDG 163 rev4 Risk Assessment – *A Brief Guide to Controlling Risks in the Workplace*

- 1) **Identify the hazards**
- 2) **Who might be harmed?**
- 3) **Evaluate the risks**
- 4) **Record your significant findings**
- 5) **Regularly review your risk assessment**

Action required to remove / control the risks will be approved by:


- Managing Director
- Operations Director/Manager

Responsibility for ensuring the action required is implemented:

- Operations Director

Responsibility for ensuring that risk assessments are communicated to relevant persons:

- Operations Director

	Health and Safety Policy Risk to Vulnerable Persons		CSP:120 Page 1 of 3	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The Company recognises that groups of people, for one reason or another, are more vulnerable to health and safety risks. Such people include:

- Children and young persons
- New or expectant mothers
- Lone workers
- Disabled persons
- Inexperienced workers


Scope

HASAW etc Act 1974, Section: 3 places duties on employers and the self-employed in relation to persons not in their employment such as visitors, occupants of premises, neighbours or passers-by. Risks to such persons must also be considered during risk assessments with appropriate attention given to those who are particularly vulnerable.

Procedure

New and expectant mothers:

- Ensure that on receipt of written notification in the form of a copy of your antenatal appointment card, your personal letter, a certificate from your GP or midwife showing you are pregnant, we will:
- Take actions to ensure that you are not exposed to any significant risks by Carrying out specific risk assessment using risk assessment form 001 (you will be asked to help with this) and you must ensure that any advice received from your doctor or midwife, that could affect the outcome of the risk assessment, is passed on to the Operations Director;
- Ensure that the risk assessment is monitored and reviewed on a regular basis, however, If you feel you have been exposed to any risk at work, you need to discuss this with the Operations Director so the risk assessment can be reviewed;
- The Company will allow time off, with pay, for antenatal appointments provided that a copy of your appointment card or some other document showing an appointment has been made and attended.

	Health and Safety Policy Risk to Vulnerable Persons		CSP:120 Page 2 of 3	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Young Persons

The LEGAL DEFINITION of young people in health and safety law are;

- A young person is anyone under eighteen years of age;
- A child is anyone who is compulsory school age;
- A young worker is below eighteen years of age and above the minimum school leaving age (MSLA) just before or prior just after their sixteenth birthday;

The Management of Health and Safety at Work Regulations 1999, impose particular responsibilities towards young people.


- To assess risks to all young people under 18 years of age, before they start work;
- To ensure your risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks;
- To introduce control measures to eliminate or minimise the risks, so far as reasonably practicable.

The Company policy is NOT to employ young people for work:

- That may involve harmful exposure to agents that are toxic; carcinogenic; or that which is beyond his/her physical or psychological capacity;
- Where they may incur heritable genetic damage or harm to an unborn child or which in any other way chronically affect human health;
- Involving harmful exposure to radiation;
- Where they may be exposed to a risk to health from extreme cold or heat, noise or vibration;
- Involving the risk of accidents, which may be assumed, cannot be avoided by young people owing to their insufficient attention to safety or lack of experience or training.

Responsibility is that of Operations Director when employing young people to ensure that a risk assessment is carried out using Risk Assessment form 001.

- A completed copy of the Young Person's assessment form to be passed to the Health and Safety Advisor within two weeks of the young person being employed;


	Health and Safety Policy Risk to Vulnerable Persons		CSP:120 Page 3 of 3	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

- The results and any recommendations will be stored in the employees personal file;
- If the employee is below the MSLA the Operations Director will inform the parents or guardians of the key findings of the risk assessment and the control measures that have been introduced before the child starts work or work experience.

Assessments are reviewed annually unless significant changes have taken place;

- In this case the Operations Director will arrange for the Risk Assessment to be reviewed and update the risk assessment accordingly;
- If required, request the assistance of the Health and Safety Advisor to conduct the risk assessment.

Young persons under 18 years of age are not permitted to work in excess of 40 hours per week.

	Health and Safety Policy PPE Standard and Provision		CSP:130 Page 1 of 2	Issue No: 03
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To ensure that where a risk cannot be controlled to a satisfactory level or engineered out, a level of protection for persons affected by the risk is still required as identified by risk assessment, That Personal Protective Equipment of the correct type is provided to all persons affected by the risk and that full training is given to these persons for safe use and maintenance of this equipment.

Scope

All persons affected by a risk that cannot be substituted or engineered out and where a level of protection for persons affected by the risk is still required.

Procedure


It is the policy of The Company to comply with the Personal Protective Equipment (Enforcement) Regulations 2018.

All workers, who may be exposed to a risk to their health and safety while at work, will be provided with suitable, properly fitting and effective personal protective equipment.

Protective clothing and/or equipment will be supplied as required by current legislation and comply with CE certification or equivalent for the equipment, clothing, apparatus etc.

Wherever possible, The Company will strive to reduce the need for personal protective equipment by changing the process and or changing the materials or substances. When this is not possible the;

- The Managing Director will ensure that funds are available for PPE when required;
- The Operations Director will insist that all employees wear or use protective clothing when identified as necessary.

	Health and Safety Policy PPE Standard and Provision		CSP:130 Page 2 of 2	Issue No: 03
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

The Company has adopted the following code for the future supply of protective equipment;

- In specific areas, employees will be provided with uniforms suitable for a particular task.
- If employees are required to carry out a specific duty which may adversely affect their health and safety, The Operations Director will seriously consider the issue of additional protective clothing;
- Employees may be issued with protective clothing for protection against inclement weather where they are required to work in such conditions;
- Protective clothing will remain the property of The Company and its issue will be recorded;
- Employees have a legal duty under the Health and Safety at Work Act 1974 to protect their own health and safety and to wear any protective clothing / equipment issued to them.
- Employees are required to use PPE in accordance with the manufacturer's instructions and are required to store and maintain this equipment in the correct manner.
- Employees will receive training in the correct use, storage and maintenance of PPE provided to them.
- Provision of PPE will be recorded using form 027.

Mandatory PPE

Safety footwear must be worn at all times during the employees shift; under no circumstances should any activity take place until the individual is wearing the required safety footwear.

	Health and Safety Policy Accident & near miss reporting		CSP: 140 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and other responsible persons who have control over employees and work premises to notify and report to the relevant enforcing authority the following;

- 1) Accidents causing injuries, fatal and non fatal, including;
- 2) Acts on non – consensual physical violence committed at work;
- 3) Occupational diseases; and
- 4) Dangerous occurrences, even where no injury results.

Scope

To include all employees, contractors, visitors and the general public.

Procedure

Records must be kept of such injuries, diseases and dangerous occurrences for a minimum of three years from the date they were made. In addition employers must keep a GDPR compliant Accident Book.

Responsibility for the investigating and recording of all accidents or ‘near misses’, is that of the Operations Director.

Records of the incident will be recorded using the GDPR compliant Accident Book.

Investigation of an accident and ‘near misses will be conducted using the Company accident or dangerous occurrence report form 005.

Reports to be copied to the Health and Safety advisor for audit to ensure controls and/or preventative actions are satisfactory.

Major Injuries Reporting Procedure

Where any person dies or suffers a major injury as a result of, or in connection with work, you must notify by the enforcing authorities by telephone, giving details and a formal report as soon as is practically possible.

	Health and Safety Policy Accident & near miss reporting		CSP: 140 Page 2 of 2	Issue No: 02
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Over seven day injuries

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.


This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Summary of accident reporting procedure;

- All accidents or near misses must be reported to the Operations Director as soon as possible, so that action(s) can be taken to investigate the cause and to prevent recurrence.
- The Operations Director should ensure that appropriate records are completed and action(s) and / or preventative action(s) have been identified.
- Non-employees, who have an accident or near miss, must report immediately to the Operations Director so the incident is duly recorded and investigated.
- All employees must report accidents or near misses whilst carrying out working activities on behalf of the Company either on or off site.
- All accidents and near misses must be recorded on investigating & reporting accidents and near misses form 005

This form does not replace the need to complete and report accidents using the GDPR compliant Accident book (and Form F2508 if the injury is reportable as required by Reporting of Accidents Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)).

All accident and dangerous occurrence reports will be reviewed at the Company health and safety meetings.

	Health and Safety Policy First Aid		CSP:150 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To ensure that persons injured or falling ill at work receive immediate attention by a qualified first aider (or emergency services in serious cases), also to provide information to employees of who the authorised first aiders and or appointed persons are and how to contact them when required.

Scope

All employees and visitor to include contractors, temporary staff and the general public.

Procedure

During the induction programme each employee will be shown the location of the nearest first aid box to his / her work area.

Names of appointed persons and first aiders, together with information on how to contact them will be displayed on the Company notice boards.

First aid boxes are to be inspected regularly by the appointed persons to ensure that the first aid materials are in current date and there is a sufficient supply.


First aid inspections must be conducted quarterly by The Operations Director, and by the first aider or appointed person monthly.

When the premises are open for business, a minimum of one first aider will be available at all times.

All nominated first aiders and appointed persons must receive training and certification approved by the Health and Safety Executive. Certified first aiders must undergo a refresher training course approved by the HSE every three years


In the event of an accident causing injury a first aider or an appointed person must be summoned immediately.

The injured person should be cared for until the first aider or emergency services arrives, and should not be moved unless they are in immediate danger of further injury.

	Health and Safety Policy First Aid		CSP:150 Page 2 of 2	Issue No: 02
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The first aider or appointed person will take the appropriate action required and any instructions given by the first aider or appointed person should be carried out promptly.

All treatment given must be recorded in the GDPR compliant Accident book and on form 005 - Investigating & reporting of accidents and near misses.

	Health and Safety Policy Fire Prevention & Evacuation		CSP:160 Page 1 of 3	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To ensure that all possible controls are in place to prevent fires and that in the unlikely event that fire does break out all persons within the site are evacuated in a controlled manner to place of safety where they can be accounted for.

Scope

All employees including temporary staff and contractors, visitors and the general public.

Procedure

All new employees will be shown how to raise the fire alarm, their evacuation routes and assembly points.

Notice boards are used for displaying health and safety information, including written instructions in the event of the outbreak of fire.

A fire risk assessment must be conducted and any control measures identified from the assessment will be implemented and communicated to all employees.

Fire risk assessments will be reviewed annually as a minimum or where a process changes the present circumstances.


Escape routes must be checked by The Operations Director every working day, a formal recorded check will be conducted monthly.

Fire fighting equipment is provided by a recognised service provider all the equipment must be serviced annually and a record of this kept at the office. Fire fighting equipment must be inspected by The Operations Director as part of their Company inspection.

Any fire fighting equipment that is damaged blocked off or missing must be reported to The Operations Director.

Fire alarms where applicable must be tested on a weekly basis by The Operations Director

A fire drill will be conducted annually or when there is a change in the process, results of this drill must be reviewed and where required improvements implemented and communicated to all employees.

	Health and Safety Policy Fire Prevention & Evacuation		CSP:160 Page 2 of 3	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire.



- Fires and the lighting of fires for disposal of waste materials is not permitted on our premises. This applies to all employees and contractors.
- Smoking is only permitted in designated areas, using the ashtrays provided for cigarette ends;
- All hot work activities (grinding, soldering, welding, burning) must stop one hour before the close of the building, the work area must be inspected for any possible source of ignition at the end of the shift;
- Combustible materials will be kept separate from sources of ignition and accumulation of waste should be avoided;
- All waste materials will be disposed of in the correct manner using the waste containers provided;
- Gases (LPG, oxygen, acetylene) not in use to be stored in a safe manner away from ignition sources.
- Hazardous flammable and explosive substances will be stored in an identified cabinet when not being used;
- These controls are required in the aim of reducing the risk of fire and accidents

It is a disciplinary offence if the above procedures are not complied with.



Fire Evacuation

In the unlikely event that a fire breaks out employees are required to evacuate the building as follows:

- If you discover a fire raise the alarm activating the nearest fire alarm call point.
- Call the fire brigade by dialling 999 / 112 from outside of the building
- If it is safe to do so extinguish the fire using the relevant fire extinguisher
- On hearing the fire alarm you must stop work and turn off electrical equipment and machinery if it is safe to do so
- Do not stop to collect personal possessions
- Evacuate the building by the safest route closing windows and doors behind you to restrict the spread of smoke and fire (**do not lock doors**)
- Go to your designated fire assembly point
- Keep talk to a minimum and wait for the roll call to be taken

 	Health and Safety Policy Fire Prevention & Evacuation		CSP:160 Page 3 of 3	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

- Never return to the building for any reason until the all clear has been given by The Operations Director or designated Person in Charge.

 	Health and Safety Policy Electrical Safety		CSP:170 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To ensure that all electrical equipment is fit for purpose and that all persons using electrical equipment has received sufficient training.

To provide control systems to ensure that all electrical systems and appliances are maintained by qualified persons as required by the Electricity at Work Regulations 1989.

Scope

To protect all persons that may operate or come in contact with electrical systems and equipment as part of the Company's processes on and off of their sites.

Procedure

All fixed electric wiring installations will be checked at least once every five years and an Electrical Installation Condition Report obtained from the contractor completing the audit. Any identified defects will be rectified by a qualified electrician.



All Portable appliances must be maintained; this will be achieved by Portable Appliance Testing (PAT) Portable Appliance Testing must only be carried out by a competent trained persons, safety checks must be recorded in writing; each appliance will be given a reference number and a label applied to the equipment identifying who and when it was tested including the next required test date. A register of the tested equipment will also be kept by the Company; this will be provided by the persons conducting the PAT.

The type of equipment and the amount of use it receives determines the frequency of the safety checks but will be annually or bi-annual.

The Operations Director is responsible for ensuring arrangements have been made for PAT to be carried out.



The Operations Director is responsible for implementing any remedial work and/or controls.

All employees will receive instruction on the dangers of electricity during their induction training.

 	Health and Safety Policy Electrical Safety		CSP:170 Page 2 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

The following general rules should always be followed:

- Faulty appliances must not be used, SWITCH IT OFF AND ISOLATE;
- Report it immediately to The Operations Director;
- Clearly identify the faulty appliances as NOT TO BE USED. Portable appliances should be marked and removed to a lockable designated quarantine area;
- Sockets should never be overloaded; multiple sockets are not to be used at any time
- All extension leads must be of an RCD type, if they have to be used;
- Equipment with broken casings or worn cables must never be used;
- Electrical equipment must always be isolated before work on it is started;
- The correct fuse for the type of appliance must be fitted;
- Only authorised and qualified electricians are permitted to carry out maintenance or repairs on electrical equipment.

 	Health and Safety Policy Manual Handling		CSP:180 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Date Issued: 01/05/2017

Purpose:

It is The Company's policy not to place any member of staff at risk of personal injury by requiring them to lift or move any items which may affect their personal health.

Wherever possible manual handling must be avoided and mechanical handling devices i.e. Sack trucks, trolley, chain block lift etc should be used, thus reducing the risk of injury to persons.

Scope

All employees including temporary staff, contractors, visitors and the general public.

Procedure

The Company carries out risk assessments for all of its tasks. It is a legal requirement that any manual handling tasks that can be avoided should be eliminated or mechanical assistance provided where practicable.

Where such tasks cannot be eliminated and other control measures do not fully remove the manual handling hazard then individuals will receive training to reduce the risk of injury.


Although there are a number of operations which involve lifting and handling, the Company has identified higher risk areas as;

- Storage areas
- Movement of work equipment
- Movement of work pieces
- Loading and unloading vehicles
- Various maintenance and repair activities

Training for staff that may be required to lift or handle heavy or difficult items will receive training and information of safe working practices.


Responsibility for ensuring that provisions are available for training is that of The Managing Director.

Responsibility for implementing and arranging training is that of The Operations Director.

	Health and Safety Policy Manual Handling		CSP:180 Page 2 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Date Issued: 01/05/2017

Many injuries are caused by incorrect methods of handling and lifting and could be avoided by observing a few simple rules:

- Get help if the load is beyond your capability;
- Plan the lift – remove obstructions – ensure you can see over the load;
- If a two person lift is required you must agree who is controlling the lift and giving directions and agree how the lift will happen.
- Make sure the load is not off centre adjust grip to compensate as required.
- Ensure that there are no sharp edges on the load and take appropriate action if there are, this may require covering the sharp edges or using cut resistant gloves.
- Stand close to the load with feet slightly apart, one foot in advance of the other pointing in the direction you intend to move. Tuck chin in, bend at the knees keeping back straight but not necessarily vertical;
- Position elbows as close to the body as possible and grip the article using palms of the hand and base of fingers when ever possible;
- Straighten your knees – the thigh muscles do the work of lifting – lift in easy stages – floor to knee – knee to carry position. Reverse this method when setting down.

	Health and Safety Policy Working at Height		CSP:190 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To ensure that any persons required to work at height where there is a risk of a fall liable to cause injury, are provided with the correct information, training, supervision and method statements and where required Personal Protective Equipment (PPE).

Scope

All persons that may be required to work at height where there is a risk of a fall liable to cause injury.

Procedure

A place is 'at height' if a person could be injured falling from it, even if it's at or below ground level.

The Work at Height Regulations 2005 (as amended) requires that employers ensure all work at height is properly planned, organised and those involved are adequately trained and competent.


Where the risk of fall cannot be eliminated, the use of work equipment or other measures to minimise the distance and consequences of a fall, should one occur, are in place.

Before carrying out any work at height, including the use of ladders or mobile scaffold towers, a risk assessment of the work must be carried out. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel working at height and identify the measures required for protecting persons working at height.

All equipment identified by the risk assessment and provided for working at height will be safe for its intended use, free from defects, tested and examined in accordance with statutory legislation and accompanied by the relevant certificates.

Training will be provided for all persons required to use additional equipment to conduct work at height this may include safe use of ladders, fall arrest equipment etc.

It is prohibited to drop or throw anything from height (bombing).

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	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Ladders and towers supplied by the Company will be industrial quality; correct type; fit for purpose; in good condition and effectively secured to prevent movement.

Ladders and towers will be regularly inspected by a competent person and defective items will be taken out of service immediately and reported to The General Manager.

All of the Company's ladders, step ladders and mobile towers are logged on a register and inspected at regular intervals by a competent person

Each piece of equipment will have an ID number and a tag that will show its last inspection date and the date the next inspection is required

Any ladders, step ladders or towers that have gone beyond their required inspection date must not be used until it has been inspected by a competent person.

	Health and Safety Policy Workplace Inspections		CSP:200 Page 1 of 1	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

It is the policy of The Company to comply with the Workplace (Health, Safety & Welfare) Regulations 1992. Regular inspections are planned every six months to ensure that all aspects of Health Safety and Welfare are being complied with.

Scope

All employees including temporary staff, contractors, visitors and the general public.

Procedure

The Operations Director will carry out workplace inspections every six months using checklist 010. Any items requiring attention will be prioritised with a completion date and who is responsible for each action.

All workplace inspection checklists are copied to the Health and Safety Advisor for review and analysis.

Results of the six monthly workplace inspections will be communicated to all employees.


Responsibility for ensuring both internal and shared premise workplace inspections are conducted is that of The Operations Director.

Responsibility for implementing agreed controls and or / remedial work as identified by the inspection is that of The Operations Director.

Records of all workplace inspections will be filed at the premises for easy retrieval. Copies of all workplace inspections will be copied, without delay, to the Health and Safety Advisor for review and / or recommendations.

They will produce a report to identify good practices and any non conformances, and any actions required.

Workplace inspection reports should also be discussed at least once per annum at a Company safety meeting.

	Health and Safety Policy Noise at Work		CSP:210 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The Noise at Work Regulations 2005 requires employers to prevent risks to health and safety from exposure to noise at work. Assessing the risks and making sure noise exposure does not exceed the legal limits. Provide employees with hearing protection if the exposure cannot be reduced enough by using other methods.

Scope

All employees including temporary staff, contractors, visitors and the general public.

Procedure

Where there are sources of noise that are considered a risk, a risk assessment will be conducted to identify what controls may be required to ensure the health and safety of employees who are exposed to noise. This may require measurements of noise to be taken but sometimes measurements may not even be necessary.


- Identify where there may be a risk from noise and who may be affected
- Compare exposure with exposure action values and limit values.
- Identify what is needed to comply with law e.g. noise control measures, hearing protection
- Identify any employees who need to be provided with health surveillance if necessary

Risk assessments are to be reviewed regularly to ensure that all is being done to reduce noise risks to as low as is reasonably practicable.

The Noise Regulations require specific actions at certain levels these being 80dB first action level and 85dB second action level.

In areas where the daily exposure levels are 85dB or above the Company will provide occupational health surveillance for its employees.

All equipment such as air tools will be maintained as per the manufacturer's instructions.


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	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

The Company will ensure that all equipment provided is suitable for the work being done as required under the Provision and Use of Work Equipment Regulations 1998.

The Company will provide information, instruction and training to all of its employees on the potential risks to their Health & Safety when using the equipment

The Operations Director is responsible for carrying out regular inspection and maintenance of equipment and machinery to catch any increase in noise caused by deterioration through age and wear.

All PPE provided by The Company will be fit for purpose and all employees must use the equipment provided as laid out in procedure: PPE Standards and Provision - CSP130.

	Health and Safety Policy Hazardous Substances (C.O.S.H.H)		CSP:220 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To Control Substances Hazardous to Health under the (COSHH) Regulations 2002 (as amended). To carry out a formal written risk assessment arising from employee's potential exposure to hazardous substances i.e. those substances classified as toxic, corrosive or irritant.

To prevent the exposure to substances hazardous to health wherever possible by means of substitution or process change or as a last resort by means of Personal Protective Equipment (PPE).

Scope

All employees including temporary staff, contractors, visitors and the general public.

Procedure

The Operations Director will ensure that a COSHH Risk Assessment is carried out using form 011 on all of the potentially hazardous substances used in the workplace.


Risk assessments are carried out to identify risks, where possible, safer alternatives or process changes should be introduced to reduce the risk of exposure to the hazardous substance used for the process assessed. Where this is not reasonably practicable then the use of PPE may be considered.

The use of PPE is only permitted where any other (sole) means of control is not reasonably practicable. Exposure can occur through inhalation, ingestion, and absorption through the skin or contact with the skin.

The Company will strive to find safer substitutes for substances potentially hazardous to health. Exposure to substances hazardous to health will be either prevented or where this is not reasonably practicable, adequately controlled.

The Managing Director will ensure that resources and funding are available, to prevent and/or control ill health risks to persons from substances potentially hazardous to health within the workplace.

Supplier's material safety data sheets will be made available for all substances used in the workplace.

	Health and Safety Policy Hazardous Substances (C.O.S.H.H)		CSP:220 Page 2 of 2	Issue No: 02
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The Operations Director will be responsible for ensuring that the materials data sheets for each hazardous substance used within the Company are made available.

The Operations Director will be responsible for ensuring that a risk assessment is conducted for the use of all hazardous substances and wherever possible reducing the risk by using safer alternatives and or more efficient personal control measures.


The Operations Director is responsible for implementing the controls as identified from the assessments, including making staff aware of the risks associated with hazardous substances.

Employees who are likely to come into contact with potentially hazardous or flammable substances will receive adequate instruction, training and supervision in the correct use and storage of substances hazardous to health used in the workplace or any other part of the Company's operations.

Employees are not permitted to use substances hazardous to health unless they have received training of their safe use and storage

All employees should follow the safety rules set out below:

- Read instructions on container labels;
- Always read the relevant COSHH Assessment and Material Safety Data Sheet for the product being used
- Do not mix substances unless the manufacturer indicates that it is safe to do so. Where required, protective equipment/clothing must be used;
- If any employee experiences symptoms after contact with the substance or feels unwell, medical assistance should be sought and the container label and COSHH Assessment shown to the paramedic / doctor. Spillages should be cleaned up immediately.

	Health and Safety Policy Hand-Arm Vibration		CSP:230 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The Control of Vibration at Work Regulations requires that all employees are assessed against the risks of hand-arm vibration. To introduce a programme of controls to eliminate risk, or reduce to as low a level as is reasonably practicable. Also decide if any employees are likely to be exposed above the daily limit value (ELV) and if they are – take immediate action to reduce their exposure below the limit value.

Scope

All employees including temporary staff, contractors, visitors and the general public.

Procedure


The Company will carry out and record risk assessments and control actions, reviewing and updating these at regular intervals. An assessment sheet is available to assist this process control of vibration at work - form 012.

Information should be collected on the equipment and its physical use by the employee:-

- Information on equipment – make, model, power, vibration risks, vibration information etc. This should be taken from the manufacturers handbook
- List of employees who use the vibrating equipment and which jobs they do
- Note, as accurately as possible, how long employees hands are in contact with equipment whilst it is vibrating (trigger time).
- Speak to employees and gather information on equipment that seems to have high vibration and other problems they have with using it e.g. its weight.

Training for employees on how to recognise and report symptoms of HAVS and the ways to minimise risks including:-

- changes to working practices to reduce exposure;
- correct selection, use and maintenance of equipment;
- correct techniques for equipment use, how to reduce grip force etc;
- Maintenance of good blood circulation at work by keeping warm and massaging fingers and, if possible, cutting down on smoking.

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	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017


Responsibility for ensuring that provisions are available for training is that of The Managing Director.

Responsibility for implementing and arranging training is that of The Operations Director.

Responsibility for selection of equipment and assessment of vibration risks between models / manufacturers, before purchase, is that of The Operations Director and/or Senior Heating Managers

Alternative work methods will be used, wherever possible, to reduce exposure to vibration.

Equipment will be selected or allocated for tasks only if they are suitable and can do the work. Equipment that is unsuitable, too small or not powerful enough is likely to take much longer to complete the task and expose employees to vibration for longer than is necessary.

	Health and Safety Policy Display Screen Equipment		CSP:240 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To ensure that the use of display screen equipment in the workplace is monitored and control measures introduced to provide suitable conditions for the user as required by the Health and Safety (*Display Screen Equipment*) Regulations 1992

Scope

All display screen equipment users to include temporary staff, contractors, and visitors.

Procedure

The Operations Director will ensure that all items of Company Display Screen Equipment (DSE) has been risk assessed using form 034, and the assessment reviewed at least annually or when there is a change of personnel, workstation position and/or equipment being used.

Where there are multiple users operating from the same station there may be specific requirements for some users, this would be identified in the assessment.

The Operations Director will ensure that the user checklists for DSE are completed using form 034. This assists the Company in the assessment of the workstation(s).


Information and training will be provided for display screen equipment users; this will be in the form of information leaflet working with VDUs, communication of the assessment and one to one discussions as required.

Problems with the use of the display screen equipment must be reported to The Operations Director who will rectify any issues.

Additional rest breaks may be required by users who believe that their workload at a DSE does not permit adequate periods away from their screen; this must be brought to the attention of The Operations Director.

To secure the health and safety of display screen users in so far as is reasonably practicable, the Company will:


- Carry out an assessment of each workstation, taking into account the display screen equipment, the furniture, the working environment and the user;

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- Take all necessary measures to remedy any risks found as a result of that assessment;
- Take steps to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity;
- Review software to ensure that it is suitable for the task;
- Arrange for the provision of free eye sight tests (where appropriate) on request, and at regular intervals thereafter, or where a visual problem is experienced;
- Arrange for the provision of corrective equipment, such as antiglare screen filters, where these are required specifically for working with display screen equipment;
- Advise all existing and new users of the risk to health and how these are to be avoided;

Where an employee raises a matter related to health and safety in the use of display screen equipment, the company will:

- Take all necessary steps to investigate the circumstances and take corrective measures where appropriate;
- Advise the employee of the action taken;
- Where a problem arises in the use of display screen equipment, the employee must inform The Operations Director immediately

	Health and Safety Policy Safe Plant, Premises & Work Equipment		CSP:250 Page 1 of 3	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The purpose of this procedure is to ensure that all equipment and machinery is purchased from approved suppliers and should comply with the relevant EC Standard or equivalent.

Also facilitate that all premises and services are compliant with building regulations and maintained to and kept in a good state of repair.

Scope

All workplace equipment, plant and premises

Procedure

The person responsible for purchasing equipment must ensure that all equipment is fit for purpose and supplied by preferred suppliers who can demonstrate a system for providing equipment that is safe and fit for purpose.


Manufacturers must demonstrate that the following order of options for machinery safety is followed;

- i) Elimination or reduction of risks by seeking to design inherently safe machinery;
- ii) Necessary protection measures taken (e.g. safeguarding or safety devices) to deal with the risks that cannot be eliminated;
- iii) Users of residual risks are to be informed.

Persons who use work equipment must be provided with adequate training of health and safety including training in the methods of use, risk and precautions.

The following requirements apply to all machines used on Company and clients premises unless variations have been made by special regulations.

- Every moving part of prime movers and every part of transmission machinery must be securely protected;
- Every dangerous part of any machine, whether power driven or not, must be securely protected.
- If the nature of the operations make it impossible to protect a dangerous part by means of a fixed guard, it is sufficient to provide an automatic device which will effectively prevent the operator of the machine from coming into contact with the dangerous part (interlocks).

	Health and Safety Policy Safe Plant, Premises & Work Equipment		CSP:250 Page 2 of 3	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

- All protection devices and other safeguards must be of suitable construction and maintained in an efficient state of good working order and repair;
- No adjustments or maintenance to a machine shall be made by any employee whilst any working parts are in motion except where adjustments are part of the normal operation of the machine;
- Posting a notice, in itself, is not accepted as sufficient to prevent approach to unprotected dangerous machinery.

Plant, premises and/or work equipment needing maintenance is jointly shared between The Operations Director and The Senior Heating Managers (examples: machinery, lift trucks, Company vehicles, gas appliances, electrical equipment, ventilation plant, local exhaust ventilation equipment, machinery guarding, lifting equipment, doors, roofs, yard areas, interceptors, building work.)



Maintenance, repair or refurbishment work activities are only to be conducted by competent persons, these persons will have completed a Sub-Contractor questionnaire (014) and will have provided all of the relevant documentation to support the information provided prior to being hired. All external suppliers must be reputable. It is the responsibility of The Operations Director to implement these standards.

Defects must be reported to The Operations Director for actions to be taken. The Health and Safety Advisor may be consulted for advice in these situations.


Responsibility for new plant and or work equipment conformity is that of The Operations Director. To ensure that all new equipment meets the required standards. The Health and Safety Advisor will give whatever assistance is required to ensure compliance and conformity with standards.

General comments:

- Equipment must be properly maintained and (where appropriate) serviced by suitably qualified and trained personnel; a record of all maintenance work must be kept.
- All lifting equipment must be tested on a regular basis and test certificates kept at the Company premises
- Where applicable all pressurised systems must receive annual testing and certificates must be kept at the Company premises
- Any equipment found to be defective or unguarded should be clearly marked 'unsafe – do not use' and taken out of service until it has been repaired or suitably guarded;

 	Health and Safety Policy Safe Plant, Premises & Work Equipment		CSP:250 Page 3 of 3	Issue No: 02
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- All employees must be adequately trained in the use of machinery and equipment, and training records should be maintained;
- Persons under 18 years of age must not work on dangerous machines
- Persons under 18 years of age must not dismantle or clean dangerous machinery;
- All machinery must be operated strictly in accordance with the manufacturers instructions.

	Health and Safety Policy Consultation and Communication with Employees		CSP:260 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The Management of The Company see communication and information between workers at all levels as an essential part of effective health and safety management system.

The Company has a forum for communication of information this is facilitated by means of a Company meeting as often as is deemed necessary but no longer than annually. The meetings are to provide a forum in which information affecting health, safety and welfare of employees can be conveyed and employees can express any fears or concerns they might have about their jobs.

Scope

All employees including temporary staff

Procedure

Meetings are planned and scheduled for a minimum of one per year and other meetings as and when circumstances may require them.


Communication of all meetings is conducted by minutes and bulletins displayed on workplace notice boards. The Operations Director will hold meetings and discuss the meeting agenda with staff.

Regular tool box talks are held with employees to discuss day to day items including new information, incident reports or changes to systems. This is especially helpful for temporary changes to working procedures such as closing off access points etc. All tool box talks are recorded and signed for by the recipients as confirmation of understanding its content.

Communication within the Company is in the form of oral directions and statements from The Operations Director. It is also in the form of policy statements and Company rules as defined in the Company's Health and Safety Policy.


In addition to the above, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

To build and maintain a healthy and safe working environment, co-operation between employees and contractors at all levels within the Company is essential.

	Health and Safety Policy Consultation and Communication with Employees		CSP:260 Page 2 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

All employees and contractors have a duty to take reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Company.

Disciplinary action may be taken against any employee who violates safety rules or fails to perform his or her duties under this policy.

	Health and Safety Policy Information, Instruction and Supervision		CSP:270 Page 1 of 1	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To provide a two way structured system of information, instruction and supervision.

Scope

All employees including temporary staff, contractors, visitors and the general public.

Procedure

A Health and Safety Law Poster is displayed in all premises, usually near staff information and notice board.

Health and Safety Advice Is available from The Operations Director or the Company's Health and Safety Advisor

Regular tool box talks are held with all employees to relay updates with regards to Health and Safety.


Instruction and supervision is provided at all stages of works relevant to the complexity of the task and the employee's experience.

Supervision of Young Workers/Trainees;

Will be arranged, undertaken and monitored by The Operations Director and The Senior Heating Engineers.

The Operations Director and The Senior Heating Engineers are responsible for ensuring that all employees working at locations under the control of other employers are given the relevant health and safety information prior to them attending the site to ensure they are aware of any risks that may affect them and the control measures in place.

All employees are required to follow the rules of sites they may visit that are not part of The Company.

	Health and Safety Policy Training		CSP:280 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The purpose of this procedure is to ensure that a structured level of training is provided to all persons that may be at risk by Company activities.

Scope

All employees including temporary staff, contractors and visitors.

Procedure

Every employee is inducted and this is carried out by The Operations Director.

The induction process covers the health and safety policy, fire and emergency procedures, risk assessments, first aid, accident reporting and a walk around the workplace identifying any other hazards associated with the work task and areas.

Induction training will also be provided to contractors and visitors who may be required to work on the site unsupervised.

It is essential every employee in the organisation receives training relevant to their job to ensure they can conduct their work safely.

Employees have an annual performance and training appraisal, which will be carried out by The Operations Director. This provides an opportunity to discuss training needs and general performance.



Job specific training as identified from either employee appraisal assessments and / or a specific training need will be arranged by The Operations Director.

All training must be conducted by a competent person and recorded on the relevant training module for the job.


Training records for all employees are kept within the Company premises and are readily available.

Training will be identified by The Operations Director and will be based upon the performance and knowledge of employees, and/or new product and service provisions.

Training will be authorised and arranged by The Operations Director. Monitoring of training records will be annually audited for compliance by The Managing

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Director and assistance may be requested from the Company's Health and Safety Advisor.

	Health and Safety Policy Contractors and Visitors		CSP:290 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The purpose of this procedure is to ensure that all contractors and visitors including the general public are fully aware of the hazards and risk on the site.

The sole aim is to ensure that persons are accompanied by a competent person and where this is not possible they are provided with the correct information and training to conduct their business safely.

Scope

All contractors, visitors including the general public

Procedure

Customers and visitors are not to enter the work areas unless accompanied by a member of staff and must never be left unattended. Restricted work areas are to be identified by signage.

All contractors must complete a sub-contractor questionnaire – form 014 and provide evidence of their health & safety management systems prior to any contract being awarded.



Prior to any major contract work being carried out, sights of the contractors own safety policy and where applicable, risk assessments and method statements will be required.

All contractors that are conducting works on the site must receive a Company induction; this must be signed by the contractor and The Operations Director.

Any accident or incident will be reported to The Operations Director so it can be recorded and investigated.


Any visitor who in the course of his / her business has to work on the premises will have suitable Personal Protection Equipment if this is required. Equipment brought onto the premises will be checked as follows:

- i) Electrical equipment checked for current safety inspection;
- ii) Non-electric to be fit for purpose and in good working condition and not liable to cause injury.

 	Health and Safety Policy Contractors and Visitors		CSP:290 Page 2 of 2	Issue No: 02
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No member of staff should use contractors equipment e.g. ladders, tools etc. If this is done then a member of staff would have little or no insurance cover in the event of an accident.

Any persons refusing to comply with the Company's rules will be asked to leave the site and would not be allowed back to the site until said persons has agreed to comply with the Company's rules.

	Health and Safety Policy Communication of the Policy		CSP:300 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The purpose of this procedure is to ensure that The Company's Health and Safety is communicated to all persons affected by it, and have access to the most up to date version of the policy.

Scope

All employees including temporary staff, contractors, visitors and the general public.

Procedure

The Company's Health and Safety policy (and any revision of it) must be brought to the attention of all employees.

The most important time for doing this is when new employees joins The Company. Communication of the policy is an integral part of our induction programme.

Young people in particular, need to be reminded of their personal responsibilities at this stage, as well as any restrictions on what they can and cannot do.

Even experienced workers need to be made aware that they are joining a Company that takes health and safety seriously, as well as knowing what the PPE rules are and where they can obtain PPE from.


The Company's Health & Safety Policy is available to view at any time, the Company's statement of intent is displayed prominently on Company notice boards

Review of the Policy;


The policy will be revised as often as may be appropriate but as a minimum will be reviewed annually as incorporated into our operating procedures.

The Company Operations Director is responsible for ensuring that the Health and Safety policy is updated and reviewed as required, assistance may be sourced from the Company's Health & Safety Advisor.

The review may well conclude that there is no need for change but it may identify the need for revision such as:

	Health and Safety Policy Communication of the Policy		CSP:300 Page 2 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

- A new Company Managing Director should make his / her personal commitment to the statement of intent by signing and re-issuing it.
- Changes in the management structure necessitate a reallocation of responsibilities for health and safety.
- New 'arrangements' for health and safety have been established (or existing ones have been altered) and the policy needs to be amended to match this.
- The Company's Operations Director must inform the health and safety consultant of any changes that may affect the Health and Safety Policy - so it may be updated and communicated to all concerned.
- Any changes made to The Company's policies or procedures must be communicated to all employees including temporary staff, contractors, visitors and the general public as required.

	Health and Safety Policy Safe Handling & Storage of Materials & Products		CSP:310 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The purpose of this procedure is to ensure that the storage of materials and products is conducted in a safe manor including manual handling, safe stacking heights etc.

Scope

All employees including temporary staff and contractors.

Procedure

Training is to be given to all persons required to store or retrieve materials or products from the Company storage areas.

Safe manual handling practices must be adopted at all times when handling materials and products.

Products must be stored in a safe manor to ensure that they do not present a risk.

Stacking heights must be kept to a minimum so they are not at risk of falling over.

Substances hazardous to health must be stored in the appropriate way as stated on the manufacturer's instructions or safety data sheets.


The Operations Director will give guidance on actions required when handling and storing materials to avoid where practical, allowing old materials to deteriorate in storage.

All products scheduled to be supplied to a customer, must be subject to cursory inspection by the operative to make sure it is in good condition.


Obvious defects on product must be reported to The Operations Director who will decide on action to be taken.

All working areas should be kept tidy at all times.

All waste materials must be disposed of correctly. Separately marked containers must be used to segregate the waste e.g. plastic, PVC, polythene, cardboard and wood etc.

	<p align="center">Health and Safety Policy Safe Handling & Storage of Materials & Products</p>		<p align="center">CSP:310 Page 2 of 2</p>	<p align="center">Issue No: 02</p>
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All spillages must be contained and cleaned up immediately using absorbent materials provided. All items used to clear up spillages must be disposed of in the correct manner. Care must be taken to ensure spills do not reach drains.

	Health and Safety Policy Workplace Transport		CSP:320 Page 1 of 3	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The purpose of this procedure is to ensure that all workplace transport is fit for purpose maintained and only operated by trained and authorised employees.

Also there is a requirement to ensure the safety of all persons that may interact with workplace transport.

Scope

All employees including temporary staff, contractors, visitors and the general public.

Procedure

Persons responsible for purchasing or the hire of workplace transport must ensure that equipment is only ever acquired from a reputable, suitable supplier.

Suppliers must be able to demonstrate that the equipment they intend to supply is the correct type of equipment for the intended purpose, that it satisfies all the required standards.

Where test certificates are required for equipment they must be provided with the equipment; The Operations Director is responsible for ensuring that the certificates are correct for the equipment and valid.


Workplace transport must only ever be operated by trained authorised persons and there training must be regularly reviewed.

All vehicles must be subject to a pre-shift inspection by the operator in line with manufactures guidelines, these inspections must be recorded in a log along with any identified defects; these must be reported to The Operations Director.

If in doubt equipment must not be used until concerns have be rectified.

Vehicles should also be subject to a regular preventative maintenance programme carried out at predetermined intervals of time or mileage.

Maintenance of workplace transport must be carried out by a competent person.

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Selection and training procedures ensure that drivers and other employees are capable of performing their work activities safely and responsibly. There is a planned programme of refresher training for drivers and other employees.

A driver's past experience is checked prior to their employment to ensure an acceptable level of competency, there is a provision of training and information about particular hazards, speed limits, appropriate parking and loading areas, etc.

Drivers must drive with care, using the correct routes, driving within the speed limits and following all other site rules. Parking should be carried out safely and in safe locations.

There are different speed limits for vans and cars, cars may be driven at up to 60 miles per hour (mph) on single carriageways and up to 70 mph on dual carriageways. Vans may be driven at up to 50 mph on single carriageways and up to 60 mph on dual carriageways. A dual carriageway is a road that has a central reservation separating the carriageways.

If you are driving a van on a motorway the speed limit is 70 mph, like cars, unless you are towing a trailer. If you are towing a trailer the motorway speed limit is 60 mph. speed limits must be observed at all time and is the responsibility of the driver.


For more information ask The Operations Director for The Company's hand-out entitled National Speed Limits for Vans.

Employees must use safe working practices when loading/unloading, securing loads and carrying out maintenance.

Drivers and other employees including contractors and visiting drivers should be aware of site rules and their responsibilities in terms of maintaining a safe workplace and safe working practices. They will be held accountable for their responsibilities and a clear system of penalties enforced when they fail to maintain standards.

The need for reversing manoeuvres should be kept to a minimum but where reversing is necessary to be undertaken safely and in safe areas.

Non-essential personnel should be excluded from areas where reversing is common.

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Vehicles should be fitted with external side-mounted mirrors to provide optimum all-round visibility.

Drivers should take care when parking their vehicles, including their own private cars, and that they park in safe locations in designated parking areas. They should ensure that their vehicles and trailers are parked and secured before leaving them.

It is the Drivers responsibility when loading and unloading vehicles to ensure that loads are secured and arranged so that they cannot move about e.g. slide forward during sudden braking or sliding off if the vehicle has to negotiate steep inclines; they must make sure the vehicle is not loaded beyond its capacity.

The Company will plan loads so they do not exceed the vehicles gross weight.

The Company will make every effort where reasonably practical to segregate pedestrians and workplace transport to reduce the risk of injury.

	Health and Safety Policy Asbestos		CSP:330 Page 1 of 1	Issue No: 2
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To control exposure to asbestos containing materials as laid out in the Control of Asbestos Regulations 2012.

To prevent the exposure to Asbestos fibres where ever possible by means of control and planning or process change or as a last resort by means of Personal Protective Equipment.

Scope

All employees including temporary staff, contractors, visitors and the general public.

Procedure

Any work that runs the risk of disturbance of identified or suspected asbestos will result in a refurbishment or demolition survey being conducted prior to commencement of works


Disturbance or removal of any Asbestos may only be carried out by a licensed Asbestos contractor, under no circumstances are employees or sub-contractors authorised to disturb identified or suspected Asbestos containing materials.

If Asbestos is discovered or suspected during the working process then work is to cease with immediate effect and the suspected Asbestos must be reported to The Operations Director.

If accidental exposure occurs then this must be recorded as a near miss as required by the Company's procedure CSP140 Accident and Near Miss Reporting, using form 005.

Persons accidentally exposed to asbestos must wash immediately and remove contaminated clothing (never take clothing home to be washed); clothing must be double bagged and labelled this must then be decontaminated or destroyed by a licensed waste contractor.

Any Company employee or sub-contractor found working with Asbestos will face disciplinary action.

	Health and Safety Policy Environmental Procedure		CSP:340 Page 1 of 1	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To ensure that all Company employees comply with environmental legislation and achieve continual improvement wherever practicable to minimize the impact of its activities on the environment and prevent pollution.

Scope

All employees, visitors, contractors or general public who may affect the environment through their actions for or on behalf of the Company.

Procedure

All persons will receive a Company induction before they commence work for or on behalf of the Company.

Each job is planned and these plans should be considered when collecting equipment and materials to reduce transport emissions.

All materials removed from properties are to be placed into the correct skips for disposal in the correct manner; all skips are identified showing what can be put in them.

Under no circumstances are liquids to be poured into drainage systems.


Fly tipping is against the law and will be considered as gross misconduct and result in disciplinary action.

All materials that are left over from each job must be returned to The Company stores for use at a later date.

All products must be stored as per the manufacturer's instructions when not in use.

Employees are required to minimise the environmental impact of their operations and reduce, wherever possible, the effects of noise, dust, disturbance and inconvenience to others.

All Environmental complaints will be logged on an Accident and Near Miss form 005 and dealt with by The Operations Director.

	Health and Safety Policy CONSTRUCTION (DESIGN & MANAGEMENT) 2015 (CDM)		CCSP:350 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

As contractors, the Company is committed to ensuring that any construction work carried out, is done so without risk to the health and safety of its employees and others who may be affected by its work.

The Company places high importance on its co-operation with the Principal Designer (PD) and the Principal Contractor (PC) and has a proactive approach to complying with the Construction (Design and Management) Regulations 2015, with particular attention being paid to Schedule 2; part 4 of these Regulations.

This procedure will provide information and guidance to ensure a consistent approach to all projects undertaken by the Company.

Scope

All employees including temporary staff, contractors, visitors and the general public

Procedure

The Company will ensure that Clients are aware of their duties.

All employees including sub-contractors and agency workers will receive an Asbestos awareness training course, this will refreshed annually.



The Company will ensure that their sub-contractors are competent and have adequate resources for the work they are to carry out, this will be achieved using:
 Sub-contractor Assessment Questionnaire, (form 014)

The Company's Client will be responsible for the appointment of a PD. The PD will be responsible for:

- Eliminating or controlling risk throughout the design phase
- Ensuring that the PC is kept updated
- Ensuring that a Construction Phase Plan (CPP) is prepared
- Assisting the Client with the preparation of the CPP
- Make sure that the designers comply with their duties
- Preparing the Health and Safety file

The Company will provide a Contracts Manager and Supervisor for each contract. This provides a proactive route of communication between the Client; PD; PC and the workforce.

The Company's Contracts Manager and Supervisor are responsible for ensuring that all employees and contractors have received a site induction before they commence work.

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No work will take place until the PD has established the CPF and ensured that it is in place. The CPF will contain signing in sheets, site drawings, asbestos survey (where relevant), risk assessments, method statements, COSHH assessments and a fire risk assessment. During the duration of its life, the CPF will have added to it: site inspections, hot work permits electrical permits to work and any other information relevant to the works, as and when it becomes available.

The CPF will be available at all times to employees and contractors.

The Company's Contracts Manager and Supervisor is responsible for ensuring that Regulations 16 to 35 of part four of the Construction (Design and Management) Regulations 2015 are complied with.

Items listed in Schedule 2 of the Construction (Design and Management) Regulations 2015 are provided by the PC. The PD and the Company's Contracts Manager and Supervisor are responsible for ensuring that these facilities are available at all times and are maintained at an acceptable standard as required by the nature of the work.


The PC conducts regular site inspections and these will be discussed with the PD and Company Contracts Manager and Supervisor. Any relevant information will be communicated to the workforce in the form of a tool box talk.

The Company also conducts its own site inspections as detailed in H&S procedure CSP200. Any relevant information will be communicated to the workforce in the form of a tool box talk, where actions are required these will be implemented by the Company's Contract Manager and Supervisor. These inspections will be reviewed at the Company's safety meetings.

From time to time the Company will seek expert advice. For example; if there has been a suspected asbestos find, work would be suspended and the suspect material will be inspected by a competent surveyor.

Regular tool box talks covering construction site safety will be held with the workforce. These will be taken from GT 700 (tool box talks), and ensures compliance with the Construction (Design and Management) Regulations 2015. In addition, tool box talks will be used if there is new information to be communicated to the workforce.

All accidents and near misses will be recorded and investigated as laid out in the Company's H&S procedure CSP140. Copies of all reports will be forwarded to the PD and PC for discussion.

	Health and Safety Policy OCCUPATIONAL HEALTH SURVEILLANCE		CSP:360 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The Company understands that each year many thousands of people become ill because of the work they do, the purpose of this procedure is to identify areas within our work processes that may present a risk to employees. Where substitution or further control measures cannot be introduced then suitable health surveillance for employees identified as being at risk will be arranged.

Scope

All employees including temporary staff, contractors, visitors and the general public

Procedure

The Company will carry out risk assessments under the Management of Health & Safety at Work Regulations 1999 and any other applicable Health and Safety Regulations in order to decide if health surveillance is appropriate.

Where the risk assessment(s) indicate that health surveillance is appropriate the Company will:

Place affected employees under suitable health surveillance.

Consult with employees over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.


Inform affected employees and, where applicable safety representatives of the health risks and of the health surveillance procedure.

Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.

Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.


Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.

Treat an individual's health surveillance records as confidential information.

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Inform employees and, where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.

Ensure that health surveillance records are retained for statutory retention periods.

	Health and Safety Policy Smoking Policy		CSP:360 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

This Policy has been developed to protect all employees, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Scope

All employees including temporary staff, contractors and visitors.

Procedure

It is The Company’s policy that all our workplaces are smokefree, and all employees have a right to work in a smokefree environment.


Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace; this includes all Company vehicles and hired vehicles. This policy applies to all employees, consultants, contractors, customers and visitors. Overall responsibility for policy implementation and review rests with The Operations Director.

However, all staff are obliged to adhere to, and support the implementation of the policy, The Operations Director shall inform all existing employees, consultants, contractors and visitors of the policy and their role in the implementation and monitoring of the policy; they will also give all new personnel a copy of the policy.

A designated area has been created for employees wishing to smoke, this is clearly signed; a cigarette stub and ash tray has been provided and this is the only area on site that employees are permitted to smoke.

Smoking is only ever to take place in the designated area and is restricted to official break times

Appropriate ‘no-smoking’ signs will be clearly displayed at the entrances to and within the premises, and in all Company vehicles.



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Local disciplinary procedures will be followed if a member of staff does not comply with this policy.

Those who do not comply with the Smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

The NHS offers a range of free services to help smokers give up. Visit www.nhs.uk/smokefree or call the NHS

You can call the NHS Free smoking Helpline on 0800 022 4332 for further information and advice.

 	Health and Safety Policy Mobile Phone Policy		CSP:380 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

To ensure that all Company employees and visitors are not put at risk from the inappropriate use of mobile phones in its workshops and associated places of work, these include Company vehicles and customers sites.

To provide adequate control measures and training to ensure that all employees understand the risks and controls associated with the use of mobile phones in the workplace.

Scope

To protect all persons who may be affected by the use of mobile phones to include all employees, temporary staff, contractors and visitors.

Procedure

Only mobile phones issued and authorised for Company use are to be used during working hours, these are controlled by the control measures detailed in this policy.


Personal mobile phones are only to be used during the employees break times or in the event of an emergency, personal mobile phones are not to be kept near workstations.

Mobile phones are never to be used when operating machinery or mobile equipment including Company vehicles.

When operating mobile equipment or driving Company vehicles mobile phones are not to be answered until the vehicle has been stopped and parked safely, then and only then may the mobile phone be answered or a return call made if the employee could not safely park the vehicle in time to answer the phone; stopping and parking their vehicle safely must always be the top priority over attempting to answer the mobile phone even when this means the call will be missed.

Mobile phones are never to be used to make calls when operating mobile equipment or Company vehicles.


When operating machinery mobile phones are not to be answered until the machinery is in a safe condition, then and only then may the mobile phone be answered or a return call made if the operator could not safely stop the

	Health and Safety Policy Mobile Phone Policy		CSP:380 Page 2 of 2	Issue No: 02
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machinery in time to answer the phone; stopping machinery safely must always be the top priority over attempting to answer the mobile phone even when this means the call will be missed.

Mobile phones are never to be used to make or receive calls when operating machinery.

When Company employees are working on customers sites The Company mobile phone policy still applies at all times, if the customers site rules has additional restrictions these must be followed at all times by the Company's employees.

	Health and Safety Policy Lone Working		CSP:390 Page 1 of 1	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The purpose of this procedure is to ensure that all lone workers including contractors are fully aware of the hazards and risk on the site.

The sole aim is to ensure that persons working on their own understand the procedures in place to ensure their safety.

Scope

All Employees including contractors working alone

Procedure

Where lone working is to be considered, a specific risk assessment must be completed before lone working is allowed to take place, these risk assessments must involve the lone worker or their representative to assist in the process.


The Company will identify the potential hazards faced by lone workers and assess the risks involved both to the lone worker and to any person who may be affected by their work. The Company will ensure that measures are in place to control or avoid such risks.

Lone workers will be required to call a pre-arranged contact every hour to confirm there are no issues. If the employee fails to make the pre-arranged call the agreed contact will call the employee to discuss any issues, if there call is not answered they must go to the site to ensure the employee is safe and well.

The operation of machinery must be assessed and avoided where possible, if there is a requirement to operate machinery then it is important that it is only operated by a trained operator and all equipment must receive a pre-use inspection before it is used this inspection must be recorded and any faults identified are to be rectified before operation can commence.

A tool box talk will be given to all employees who are to be working alone that explains all of the above and identify potential hazards and the control measures that have been put in place.

Any persons refusing to comply with the Company's rules will be asked to leave the site and would not be allowed back to the site until said persons has agreed to comply with The Company's rules.

	Health and Safety Policy Operating Machinery		CSP:400 Page 1 of 2	Issue No: 02
	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017

Purpose:

The purpose of this procedure is to ensure that all machinery is only ever operated by trained and authorised persons.

Also there is a requirement to ensure the safety of all persons that may interact with machinery at any time.

Scope

All employees including temporary staff, contractors and visitors.

Procedure

Persons responsible for purchasing or the hire of machinery must ensure that equipment is only ever acquired from a suitable supplier.

Suppliers must be able to demonstrate that the equipment they intend to supply is the correct type of equipment for the intended purpose and that it satisfies all the required standards.

All machinery must be fit for purpose and should also be subject to a regular preventative maintenance programme carried out at predetermined intervals.


All maintenance and repairs are only to be carried out by a qualified engineer.

Machinery must only ever be operated by trained authorised persons and their training must be regularly reviewed.

All machinery must be subject to a pre-shift inspection by the operator, these inspections must be recorded along with any identified defects; these must be reported to The Operations Director.

Machinery is never to be operated if there are damaged or missing guards, all damaged or missing guards must to be reported to The Operations Director who will arrange for their replacement or repair.

If in doubt the machinery must not be used until any concerns have be rectified.

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	Issued by: Robert Priestley	Approved by: John Turnbull		Original Issue Date: 01/05/2017


Housekeeping is a very important part of machine operation and all machinery and work areas must be kept clean during operation, these areas must also be cleaned down at the end of each shift.

Tool changes are only ever to be completed by persons trained to do so, where tooling changes are not considered part of the day to day operation of the machine it is important that only operators or persons who have been specifically trained to complete a tool change do so.

Training procedures ensure that operators are capable of performing their work activities safely and responsibly. There is a planned programme of refresher training for operators.

Where operators have past experience this will be checked and then tested to ensure competency; they will then be fed into the training programme for on the job training.

All machinery must be shut down and left in a safe condition when not in use

	Health and Safety Policy COVID-19 Access and working on sites		CSP:410 Page 1 of 3	Issue No: 02
	Issued by: Keith Turner	Approved by: John Turnbull		Original Issue Date: 18/05/2020

Purpose:

To ensure that employees are not put at undue risk when accessing or working on sites during COVID-19 pandemic.

To provide adequate control measures and training to ensure that all employees understand the risks and controls associated with accessing or working on commercial sites or occupied private residences during COVID-19 pandemic.

This procedure will be regularly reviewed by the Management team to assess its effectiveness, this will be discussed with its employees and Principle Contractors Appointed Person each week.

The works Manager will be responsible for implementing any changes put in place by the government or the Principle Contractor, all changes to this procedure must be communicated to employees who will be required to sign to confirm they have read and understood those changes.

Scope

To protect all persons who may be affected by interaction when accessing or working on sites during COVID-19 pandemic.

Procedure

Any employee carrying out work must not be displaying any symptoms of the COVID-19, however mild.


Employees will be required to travel to site in separate vehicles.

Commercial sites and Voids:

Employees must sign into site using the principle contractors current signing in method, this may vary from site to site, and will be explained during the site induction.

Employees will be required to complete the principle contractors site induction prior to accessing or working on site, even if the employee has been previously inducted they may be required to attend a refresher induction as there will be new control measures in place due to the COVID-19 pandemic. Employees must always follow all control measures that have been put in place by the Principle contractor.

All employees must read, sign, and comply to the principle contractors' policies that have been implemented at site.

	Health and Safety Policy COVID-19 Access and working on sites		CSP:410 Page 2 of 3	Issue No: 02
	Issued by: Keith Turner	Approved by: John Turnbull		Original Issue Date: 18/05/2020

Currently there are no tasks that require employees to breach the two-meter social distancing rules, if this changes then the procedures will be reviewed.

If part of the process means that the two-meter social distancing rules could be breached for example providing assistance or instruction to co-workers, then suitable mask, safety glasses and disposable nitrile gloves must be worn by all employees involved in that task.

In the event of an accident or incident the first aider must put on a suitable mask, safety glasses and disposable nitrile gloves before giving assistance to the injured person, other than this normal company rules will apply.

Occupied private residences:

Prior to accessing occupied private residence employees must put on disposable gloves, safety glasses and a face mask (Type IIR surgical, FFP2 or FFP3)

If the employee believes that the customer is showing any symptoms of COVID-19 they should leave the property and contact their works Manager for advice.

Where possible customers must always be asked to occupy a different room to the employee, only when the employee has established social distancing rules of two metres minimum with the customer can they remove the glasses and mask. If at any point the two-meter social distancing rule is to be breached due to the nature of the task, IE carrying something into the property that requires a two person lift then the glasses and mask must be put on for the duration of that particular task.



If social distancing cannot be maintained because of lack of cooperation by the customer, then the employee must remove themselves from the property and call their works Manager for advice

Employees must wash their hands for a minimum of twenty seconds and or use hand sanitiser before eating or drinking

All PPE must be removed and the employee must wash their hands for a minimum of twenty seconds and or use hand sanitiser before they get back into their vehicle, this will help to ensure that the cab of the vehicle remains a clean zone.

Currently employees will take their lunch breaks in their vehicles unless other suitable facilities that allow social distancing are available.

The internal areas of the vehicle must be wiped down each day with an anti-bacterial cleaner at the beginning and end of each day

 	Health and Safety Policy COVID-19 Access and working on sites		CSP:410 Page 3 of 3	Issue No: 02
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This procedure must be applied alongside the company's current RAMS's for the works being carried out by the contractor.

All employees must ensure they are always applying government guidelines, if they have any concerns, they must contact the works Manager for advice.

Employees can also find up to date COVID-19 guidance at [Gov.uk](https://www.gov.uk)