



# AMW Contractors Ltd

## Health and Safety Policy

April 2011

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## HEALTH AND SAFETY POLICY STATEMENT

It is the policy of AMW Contractors Ltd., to provide the necessary resources and training to implement and maintain the requirements of a sound Health and Safety Policy both at its own premises and whilst on other sites.

It is the Company's policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public in so far as they come into contact with the Company and its products and services.

**AMW Contractors Limited regard the promotion of health and safety measures as a mutual objective at all levels. In particular, the Company recognises the responsibility to:**

- Provide and maintain safe and healthy working conditions, taking account of statutory requirements.
- Do it's utmost to ensure that suitable persons are selected and employed and are competent, to carry out their work safely.
- Provide training and instruction to enable employees to perform their work safely and efficiently.
- Make available to all employees, essential personal protective equipment and clothing where necessary.
- Co-operate and adhere to a customer's specific safety instructions and comply with any safe systems of work or special permits to work that are in force while working on a customer's premises or site.
- Ensure that visitors to the Company or its sites are aware of all possible hazards and that they are suitably protected and comply with safety rules.

This Policy will be reviewed annually by the Managing Director

## Responsibilities

1. Overall and final responsibility for health and safety is that of Mark Walker, Managing Director.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Mark Walker.
3. To ensure health and safety standards are maintained/improved, Diane Walker is responsible for the main office.
4. Employees have a duty to co-operate in the operation of this Policy by:

Working safely and efficiently and by meeting their obligations under the Health and Safety legislation and by adhering to the arrangements made for that implementation of the Policy with regard to:

- Reporting accidents.
- The reporting of incidents that have led to, or may lead to personal injury or damage to plant or property.
- The creating and maintaining, within the Company or customer's premises and/or sites of a safe working place, adhering to all Company and customer's safety and fire rules.
- The use and maintenance of protective equipment and clothing supplied by the Company.

## Arrangements

### 1. Accident Reporting and Investigation

#### Accident and incident reporting

An accident is any event where the member of staff concerned requires medical treatment either by a company first aider or subsequently by a nurse or doctor at either a hospital or local surgery. In this event it will be necessary to complete a record in the Accident Book which is kept by Dianne Walker in the main office. These records will be detached from the accident book and kept in a secure area complying with the requirements of the Data Protection Act.

An incident is any event which could have resulted in the need for medical treatment as defined above but did not. These should be recorded in the Accident Book.

If an accident occurs which does not correspond with the definition above but the casualty believes it is necessary to record this accident in the Accident Book, an entry should be made.

## **Accident investigation**

In the event of an accident/incident being recorded in the accident book, Mark Walker should carry out an accident investigation and record the findings.

## **Reporting of injuries, diseases and dangerous occurrences**

In certain circumstances an accident/incident which is recorded in the Accident Book must be reported to the local enforcing authority or the Health & Safety Executive. These requirements are found in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

After an accident/incident is recorded in the Accident Book the Managing Director will need to establish if the accident/incident is reportable under the RIDDOR regulations. A summary of these requirements can be found on the HSE website.

The most common cause of RIDDOR reports within this industry sector is as a result of any accident at work which has resulted in the member of staff taking more than 3 days off as a direct result of that accident.

If an accident or dangerous occurrence takes place on public premises, both the local authority and the Health & Safety Executive enforcing authorities must be informed.

Mark Walker is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **2. Alcohol and Drugs**

It is a responsibility of all employees to ensure that whilst on duty they are fit for work, and not under the influence of alcohol, drugs or solvents. It is the joint responsibility of all employees to ensure that their colleagues are fit and safe to work. Should an employee notice any other member of staff under the influence of such substances it must be brought to the attention of the supervisor.

Anyone considered to be under the influence of the above, will be suspended from work, pending an enquiry and possible disciplinary action.

The consumption of alcohol and/or non medically prescribed drugs and non medical inhalants on client sites is not permitted and will be subject to disciplinary action.

## **3. Asbestos**

There are three main types of asbestos – chrysotile, amosite and crocidolite; they are usually called white, brown and blue asbestos respectively. However, they cannot be identified just by their colour.

Blue and brown asbestos (the two most dangerous forms) have not been imported into the UK for nearly 20 years and their use was banned in 1985. White asbestos was banned (except for a small number of specialised uses) in 1999.

Work with asbestos can release small fibres into the air. Breathing in these fibres can eventually lead to a number of fatal diseases. These include:

- asbestosis or fibrosis (scarring) of the lungs;
- lung cancer; and
- mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

Asbestos is likely to be in a building if:

- it was built or refurbished between 1950 and 1980 and particularly
- if it also has a steel frame; and/or it has boilers with thermal insulation.

But you also need to bear in mind that asbestos cement has also been widely used as a building material since the 1950s.

### **What should be done if the presence of asbestos is suspected?**

Any asbestos-containing materials on site should have been identified before work starts. Those responsible for the building have a legal requirement to provide their supervisor/employer with information on the location and condition of these materials.

Work with asbestos insulation, asbestos coatings and asbestos insulating board must normally be carried out by an HSE-licensed contractor. Before starting work ask the building manager or supervisor 'Has the site been checked for asbestos?' If there is asbestos, and a likelihood of coming into contact with it, get advice from those in charge.

If there is any doubt about whether the material being worked with contains asbestos, STOP WORK, and find out. If any hidden or dusty materials are discovered which are suspected of containing asbestos, stop work and get advice.

The person in charge of the job must find out if there is any asbestos on the site or assume that anything that looks like asbestos is asbestos.

Identification of asbestos-containing materials is not easy and the only way to be sure they are asbestos if they have been tested by a specialist laboratory.

### **What should those in charge of the job do?**

They must:

- decide whether or not the work needs to be carried out by a specialist asbestos removal contractor
- assess the risk to health from any work to be done, and decide what precautions are needed
- prevent exposure to asbestos or reduce it to the lowest level possible by using suitable controls, banning the use of power tools, dampening the material, enclosing the work and using dust extraction equipment

- provide information, instruction and training so that the risks are known and the precautions which should be taken
- supply clean protective clothing to wear when working with asbestos
- ensure proper training in use of respirator masks (if needed) is provided, that it is known how to fit one properly and that they are in good working order, are kept clean and stored in a safe place
- consult the Health & Safety Consultant about the control measures to be taken.

#### **4. Competency for Tasks and Training**

Induction training will be provided for all employees by Mark Walker, and job specific training by Grant Litherland and Malcolm Hendrie. The induction training will cover the range of subjects below:

- employers legal responsibilities and duty of care
- employees legal responsibilities(to themselves and others including co-operation with their employers)
- the significant risks identified from the risk assessments
- the control measures devised
- the Health & Safety Policy, organisation and arrangements
- emergency and fire arrangements
- prohibitions, rules, do's and don'ts
- accident and ill health and other incident reporting arrangements
- first aid arrangements
- arrangements for the provision and use of personal protective equipment/clothing
- supervision arrangements
- arrangements for the safe use of equipment and machinery
- the arrangements for the protection in relation to the use of any hazardous substances
- the use and storage of personal protective equipment.
- Safety rules e.g.
  - it is forbidden to consume alcohol or drugs on site or be under their influence
  - no children allowed on site
  - safety devices must not be interfered with
  - all accidents or dangerous incidents must be reported to the Managing Director
  - it is prohibited to indulge in horseplay, fighting or malicious damage.

Specific jobs requiring special training are:

- Use of display screen equipment

- Fire and emergency procedures
- Manual handling

If a new employee has to operate a specific piece of equipment, which is of a hazardous nature, they must receive specific instructions pertinent to the safe operation of the equipment.

It must be pointed out to all employees under the age of eighteen that it is an offence under the Health & Safety at Work etc. Act to dismantle or clean hazardous equipment unless they have received adequate training and are supervised closely.

Training will be identified, arranged and monitored by Diane Walker and records kept in the main office.

## **5. Consultation with Employees**

The Company believes in the value of consulting widely on policy, problems and good practice. Consultation with employees is provided by direct consultation with the Managing Director. In conjunction with staff, the Managing Director will examine the implications of risk assessments, accidents and dangerous occurrences and the necessary remedial action.

## **6. Display Screen Equipment**

Complies with the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992. Diane Walker in conjunction with the Health & Safety Consultant will identify all staff classed as a 'Display Screen User'.

The Company will provide the following requirements for all 'Display Screen Users':

- a) Workstation assessments which will identify any requirements in line with the standards specified within the regulations.
- b) Free eye tests at an Optician or Vision Screening as required.
- c) Financial assistance towards the purchase of corrective appliances if required.
- d) Health & Safety Training.

All 'Display Screen Equipment Users' will contact Diane Walker before any eye tests or vision screening is organised. An eye voucher system will be used to pay for any optical services required.

## **7. Electrical Equipment, Fixed Electrical Installations and Systems**

All electrical systems will be maintained and tested in accordance with the 'Electricity at Work Regulations 1989'.

All portable electrical appliances should be visually inspected before use. Routine inspection and preventative maintenance are essential if accidents are to be avoided.

All new appliances brought onto site, even for test or other temporary purposes, must be tested prior to use. This shall include privately owned electrical goods, which should not be brought onto AMW Ltd. premises without prior authorisation.

Suitably qualified and competent people will carry out testing, either in-house or on a sub-contract basis. Records of all tests will be retained at AMW Ltd., together with a planned re-test plan. The re-test interval, will be determined by the use and function of the item, e.g. a hand held power tool 6 months, an office fan 1 year, a computer lead 3 years.

Mark Walker is responsible for organising the maintenance and testing of all portable electrical appliances.

AMW Contractors will be responsible for the regular maintenance and testing of all fixed electrical installations and systems. The best way to find out if electrical equipment is safe is to have it inspected and tested by a person who is competent to do so. A competent person, eligible to carry out inspections on a periodic basis, must be qualified by having successfully passed the examination in accordance with the 17th edition of the Institute of Electrical Engineers Regulations (British Standard, BS7671:2008).

Every installation and major alteration to an existing installation shall on completion be inspected and tested and the results provided in the form of a Completion Certificate as prescribed in the IEE Wiring Regulations. The certificates are to be retained in the main office.

Every installation shall be similarly inspected and tested at 5 yearly intervals from the date of issue of the Completion Certificate. The results of these tests will be recorded in the form of Inspection Certificates as prescribed in the IEE Wiring Regulations. These certificates are to be retained in the main office.

If electrical contractor services are required to undertake all necessary inspections, the company should be a member of the National Inspection Council for Electrical Installation Contracting - NICEIC.

## **8. Emergency Procedures**

AMW Contractors are responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by Mark Walker monthly.

Fire extinguishers are maintained and checked every year by a competent person appointed by AMW Contractors.

Emergency evacuation will be tested every 6 months.

**Classes of fire**



Class A - All carbonaceous material such as wood, textiles and paper. Also certain types of plastic and rubber.



Class C - Flammable gases such as methane, propane, butane, acetylene, and natural gas.



Class B - Flammable liquids e.g. petrol, oils, greases, paints, solvents and fats. Many plastics can also be included in this class.



Class E - All fires, which are complicated by the presence of live electrical equipment or wiring.

**Types of fire extinguisher**



Water – Red body

Suitable for use on Class A Fires, wood and paper etc. Not suitable for combustible liquids, cooking fats etc. Not safe to use on fires involving electricity. Extinguishes by cooling.



Foam – Red Body with Cream label

Suitable for Class A and B Fires. Not suitable for use on fires involving electricity. Extinguishes by cooling and sealing the surface of a burning liquid.



Dry Powder – Red body with blue label

Best on Class B fires but safe to use on any type of fire. Works by chemically interfering with the combustion reaction.



CO<sup>2</sup> – Red body with black label

Best on Class B and C fires but safe to use on any type of fire. Safe to use on fires involving electricity. Extinguishes by reducing oxygen levels and cooling.

**9. Fire Evacuation Procedures**

**On discovering a fire**

Should you spot a fire, the following action must be taken:

- Activate the fire alarm system at the nearest call point.
- Dial 999 for the emergency services. When the exchange operator answers, ask for FIRE SERVICE and provide your telephone number.  
When connected to the Fire Service state slowly and distinctly:  
"This is AMW Contractors Ltd" and provide your address. State "We have a fire".  
Do not replace the receiver until this information has been correctly acknowledged.
- If trained to do so, tackle the fire.
- Notify the senior person present that you have called the Fire Service.

## **On hearing the alarm**

Leave the building when told to do so and do not stop for personal belongings.

Evacuate the building by the nearest available exit and proceed to the evacuation assembly point.

Dianne Walker will act as the Assembly Controller and take a roll call to establish that all members of staff and visitors have evacuated the building.

Do not return until advised it is safe to re-enter the building.

Fire procedures are displayed throughout the site for your information.

## **10. First Aid**

First aid is:

- any treatment given to save life and minimise the consequences of injury until qualified medical help can be obtained
- any treatment given to minor injuries that do not require qualified medical assistance, or that would otherwise remain untreated.

The Health and Safety (First Aid) Regulations 1981 require employers to ensure that there is adequate first aid provision for employees who are injured or become ill at work. A person should be appointed to take responsibility for first aid provision. A suitable person is someone who has undergone training and has obtained a qualification approved by the Health & Safety Executive.

The first aid box is kept in the Kitchen area and the appointed first aider is Natasha Beattie.

First aid boxes will be kept on all company vehicles and spares can be obtained from Natasha Beattie.

## **11. Information, Instruction and Supervision**

The Health & Safety Law poster is displayed in the main office.

Health & Safety advice is available from Aegis Safety Consultancy Ltd.

Mark Walker is responsible for ensuring that AMW employees working at locations under the control of other employers are given relevant health and safety information.

## **12. Manual Handling**

In accordance with the Manual Handling Operations Regulations 1992, AMW Contractors recognises the risk to employees from work activities associated with the manual handling of persons and loads. In compliance with legislation the Company will, so far as is reasonably practicable, avoid the need for its employees to undertake any manual handling task which involves the risk of injury. Where this is not reasonably practicable, the Company will undertake a risk assessment and take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable through safe systems of work, the provision of suitable equipment, and all necessary information, instruction, training and supervision.

It is equally the responsibility of all employees to take reasonable care for the health and safety of themselves and others, and to co-operate with the Company in discharging its statutory duty. Therefore, employees have a responsibility to make full and proper use of any equipment or system of work provided to avoid or reduce the likelihood of a manual handling injury.

### **Safe Working Methods**

Injuries caused by lifting goods or materials are a major source of lost time and long-term pain to workers. This risk can be significantly reduced by observation of the points below:

- ensure that any formal systems of work designed to reduce manual handling are followed. (e.g. work instructions, risk assessments.)
- always use any lifting equipment provided (do not operate the lifting equipment yourself if you have not been trained and authorised to do so)
- use the legs and knees to bend and lift, do not stoop or bend
- obtain assistance when heavy or irregular objects are to be lifted or moved
- avoid tasks that require stretching or twisting, by the use of equipment such as steps, ladders or mobile scaffolding
- ensure that the walkway or the route along which the items are to be carried are free from obstructions
- ensure that there are no sharp, hot or cold surfaces on the object to be lifted or in the vicinity that could cause injury whilst carrying the load
- if an operation requires continuous or repetitive lifting, ensure that regular rest breaks are taken to avoid injury and to prevent the onset of fatigue
- when storing heavy items try to keep them between hip and shoulder height to avoid high risk lifting and stretching

- get assistance or report any manual handling operations to your direct supervisor.

## **Lifting sequence**

This sequence is for simple straightforward manual lifting. If you have any doubts DO NOT attempt to lift and seek advice or assistance:

- stop and think – plan the lift. Do you need help? Is the area free from obstruction? Is there mechanical handling provided for the operation, if so use it.
- place feet apart – leading leg forward
- get a firm grip – keep your arms inside the boundary formed by the legs
- do not jerk – lift with legs not the back
- move the feet – do not twist the body
- keep close to the load
- put down and adjust if necessary.

## **13. Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will carry out health and safety inspections of the working environment at regular intervals. An annual external safety audit will be undertaken to monitor management procedures and arrangements.

## **14. Personal Protective Equipment**

AMW Ltd. will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE.

AMW Ltd. acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. AMW Ltd. will seek to give information and training to enable a fuller understanding of these issues.

## **Training**

AMW Ltd. will give sufficient information, instruction and training to ensure the health and safety of workers using PPE, which includes temporary staff, persons gaining work experience with the company and contractors, as well as those in direct employment.

## **Risk assessment**

An assessment of any personal protective equipment supplied for use at AMW Ltd. will be made to establish that it is able to satisfy the following characteristics:

- effective in control of risk
- appropriate for conditions of use
- CE marked
- fit OK
- ergonomics ok
- compatibility ok
- additional risks adequately controlled
- employees consulted.

## **Personal Protective Equipment issue records**

When any PPE is issued to a member of staff, this will be recorded.

All personnel are required to acknowledge receipt of the personal protective equipment. They will agree to wear the PPE issued, look after it and not to use it if it becomes damaged.

All staff must report any loss or damage.

## **15. Risk Assessment**

The Management of Health and Safety at Work Regulations 1999 imposes the requirement for risk assessments to be carried out on any potentially hazardous activity, which may affect staff or visitors/contractors. The process of risk assessment involves the identification of the potentially hazardous activity, the nature of the hazard involved and the provision of suitable control measures to minimise any associated risk.

Risk assessments will be undertaken by AMW Contractors and the findings of the risk assessments will be reported to Mark Walker. Action required to remove/control risks will be approved by Mark Walker and he will be responsible for ensuring the action required is implemented. Mark Walker will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

### **Types of risk assessment**

A method to implement the various assessments as required by the legal provisions outlined in various regulations has been devised for:

- general risks
- fire
- personal protective equipment

- manual handling
- display screen equipment
- hazardous substances (COSHH)
- new and expectant mothers.

## Site specific risk assessments

Site specific risk assessments will be carried out using the Site Specific Risk Assessment form obtained from the main office, and will be carried out by a competent person whose experience and training is suitable for the assessment undertaken.

If required, the Malcolm Hendrie will contact the Health & Safety Consultant to prepare a new risk assessment.

## 16. Safe Handling and Use of Hazardous Substances

Employers must identify all hazardous substances used in the workplace.

Substances are classed as hazardous if they are categorised as:-

- Irritant
- Harmful
- Corrosive
- Toxic
- Very Toxic



- Harmful to the Environment

The hazard category can be established by either checking the Material Safety Data Sheet provided by the supplier, or by identifying the hazard warning symbol on the substance container.

The employer should obtain a Safety Data Sheet from the suppliers of the hazardous substances listed.

International symbols will replace the familiar European symbols above but this will be phased in during a long transition period up to 2015.

AMW Contractors will be responsible for identifying all substances which need a COSHH assessment and undertaking such COSHH assessments as is necessary.

Mark Walker will be responsible for ensuring that all actions identified in the assessments are implemented and that all relevant employees are informed about the COSHH assessments.

AMW Contractors will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

## **17. Safe Plant and Equipment**

AMW Contractors will be responsible for identifying all equipment/plant needing maintenance and for ensuring effective maintenance procedures are drawn up. Mark Walker will be responsible for ensuring that all identified maintenance is implemented. A record of equipment maintenance is to be kept in the in the main office.

Any problems found with plant/equipment should be reported to Mark Walker.

AMW Contractors will check that new plant and equipment meets health and safety standards before it is purchased.

No plant or equipment should be operated without the authorisation of site manager/supervisors. Where necessary training will be given in order to ensure competency.

If staff have any doubt about the equipment they are using, either in their competency to operate or in its condition, this matter must be reported immediately to their supervisor.

All equipment is to be inspected by the operator prior to being used.

Always ensure that equipment (where applicable) has the guards in position.

## **18. Visitors and Sub Contractors**

### **Visitors**

A visitor is any person visiting a Company site who is not directly employed by the Company.

All visitors must report or be directed to report to reception on arrival. Visitors are not allowed within the Company premises unless a responsible Company employee accompanies them. The responsibility for health and safety matters for a visitor is that of the employee designated to look after them while on site.

In the case of a fire or other emergency the designated employee must know of the whereabouts of their visitors.

## **Health and Safety competence of contractors**

All sub contractors will be required to demonstrate their competence to work safely on any Company site.

## **19. Working Alone**

Lone working can be defined as a situation where a member of staff is working independently without any easily accessible means of assistance.

Some staff may work alone in the course of their activities and do so without much risk. However, there are circumstances of potentially greater risk, particularly for field/site based staff.

The principal control measures for lone working are the provision of mobile telephones; 'buddy' systems – where two employees work together to monitor each other's safety – and signing in and out systems, which record where employees are at any given time and when they are expected to return.

No member of staff should work alone in circumstances where there is a specific and identifiable risk (as opposed to a general possibility) of accident, illness or assault.

Further information on prohibitions, lone working procedures, arrangements for lone workers and missing employees can be found in the AMW Lone Working Policy.