

HEALTH AND SAFETY POLICY

(Hereafter called The Policy)

for

S. Clift Building Contractors Ltd

(Hereafter called The Company)

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Following the risk assessment of S Clift Building Contractors Ltd it is considered that the Company should be separated into 3 distinct work sections as far as Health and Safety at Work are concerned :- Company Offices and Siteworks (Principle Contractor and Domestic Contractor). This Policy therefore comprises information contained under the aforementioned sections and each section is to be read in conjunction with the “General” part of the policy.

1. General

WORK SECTIONS.

2. Company Offices.
3. Sites under the control of the Company
 - 3.1 As Principal Contractors
 - 3.2 As Domestic Contractors

1. General.

Statement of Policy.

It is The Policy of The Company to provide and maintain safe and healthy conditions, equipment and systems of work for all of our employees, associates and personnel working with or under the control of The Company. We will provide the necessary training and supervision and guidance to ensure that all activities are carried out safely. This practice will be applicable to all operations undertaken on our own premises or on locations either under or not under our control so far as is reasonably practicable.

The Company recognises that it has a continuing duty to assess risks within the workplace and to introduce appropriate safe systems of work when required. The Company also owes a duty of care to non-employees who may be affected by it’s activities.

The continued effectiveness of the policy depends upon the co-operation of all company employees and associates. They will be made aware of their responsibilities within the policy with respect to the health and safety and welfare of themselves and of others who could be effected by their actions or omissions whilst at work.

The allocation of duties for safety matters and the arrangement made to ensure effectiveness are detailed in the statement of organisation reference sheet 1.

The Company will also allocate sufficient resources of money, time and personnel to implement the policy effectively.

The policy will be kept up to date to take account of changes in the nature of the business, new legislation or national and international standards of good practice. Any changes in policy will be brought to the attention of all employees and interested parties associated with the company.

Signed
S. Clift
Director for Safety

SAFETY & HEALTH REPORT CARD.

Complete the card if you have either a suggestion or report of a safety or health hazard.

S	afety	F	ill
A	lways	I	n
F	alls	R	eport
E	ventually	S	heet
T	o	T	oday
Y	ou		

NOTIFICATION OF DANGEROUS SITUATION &/OR OCCURRENCE.-

LOCATION : DATE :

NAME OF SENDER :

OCCUPATION : FOREMAN :

DETAILS :

WHAT ACTION HAVE YOU TAKEN?

.....

WITH WHOM HAVE YOU SPOKEN :

.....

SIGNED :

ACCOUNTABLE EMPLOYEE :

SAFETY MANAGER'S COMMENTS :

REMARKS TO SENDER :

DATE :

2. Offices.

During office hours the office will be manned by Mrs L Bladon or Mr S Clift.

The overall and final responsibility for carrying out the policy will rest with :

S. Clift - Director / Safety Manager.

In the absence of the above, such responsibility is held by :

Mr Craig Gandy

The Directors role is to give their fullest and continuing support to the policy by :

1. Providing adequate resources, human and financial.
2. Agreeing policy objectives.
3. Making sure the objectives are met.
4. Reviewing accidents and ensuring corrective action is taken.
5. Ensuring everyone working for and with the company is aware of their responsibilities.
6. Monitoring, reviewing and updating the policy when required but at least on an annual basis.
7. Consulting with all employees on matters of health and safety.

The Directors will also take on the Manager's role by actively and personally supporting the policy and it's objectives by :

1. Familiarising themselves with the policy.
2. Advising others under their control of the safety objectives.
3. Ensuring all relevant statutory requirements are met.
4. Ensuring employees are suitably trained for their tasks.
5. Investigating any accident and ensuring remedial action is taken.
6. Providing safe equipment, substances and adequate Personal Protective Equipment and so far as is practicable ensure that this is worn by employees.
7. Ensuring defects to equipment is rectified.
8. Ensuring the Health and Safety of people under their control who enter their premises.
9. Ensuring safe systems of work are introduced where there is a need.

The Safety Director/Managers role will include :

1. Ensuring safety inspections are carried out at least monthly.
2. Liaise with employees and carry out risk assessments as necessary.
3. Identify H & S trends and employ competent external expertise and take proactive action.
4. Liasing with the enforcing authority applicable which is
Environmental Health Officer, Portland Road Centre, 304 Portland Road,
Edgbaston, Birmingham B17 8LY

All Employees and Associates

The Health and Safety of all employees is a joint responsibility of everyone working for the company and a duty of care should exist accordingly. All employees and associates of the company are reminded of their statutory duties under the Health & Safety at Work Act 1974 :

1. Take reasonable steps to ensure the Health & Safety of themselves and any persons who could be affected by their actions
2. To co-operate with their employees as far is necessary in all matters concerning Health & Safety and Welfare.
3. Not to interfere with or misuse anything provided in the interests of Health & Safety and Welfare, reference H.S.A.W.A. 1974 Section 7 & 8.
4. Always use PPE and safety equipment where provided and report any defects to management.
5. Report any accidents on form B1 510 as required by RIDDOR 1995.
6. When at customer's premises abide by their site rules and procedures.

A copy of Health & Safety Law Leaflet - "What you should know" is given to each employee and confirmation received in writing that they understand this leaflet is obtained.

All employees and Associates will also be informed of Regulation 12 of the Health & Safety Act 1992 where employees have a duty to notify the company of any shortcomings in their policy. A Health & Safety Report Card is to be used for the reporting of such instances.

Control of substances dangerous to health (C.O.S.H.H.)

This covers substances listed under COSHH Regulations 2002 (with amendments). An inventory of all substances purchased, used and stored on the premises will be maintained. Hazard Data Sheets and COSHH assessments are displayed :

1. On the wall in the main office.

Control of Visitors

1. They will be under the control of the employee who they are visiting and will be escorted on and off the premises after signing the Visitors Book.

First Aid Box

1. This will be under the control of the Director/Safety Manager and will be replenished as necessary. The names of the nearest doctor and hospital are on the notice board and on the First Aid Box.

Safe Systems of Work (SSW)

1. The nature of the operation at the company does not require a formal SSW although this will be reviews as necessary.

Personal Protective Equipment (P.P.E.)

To comply with PPE at Work Regulations 1992.

After assessing an operation PPE will be worn as last resort if the operation cannot be redesigned so that PPE is not required. Considerations will be given to :

1. Appropriate work involved.
2. Environment and conditions at the place where exposure may occur.
3. Individuals who will wear it.
4. Compatibility with other PPE.

Display Screen Equipment.

To comply with Display Screen Equipment (DSE) Regulations 1992 where used each work place will receive a suitable and sufficient assessment :

1. When VDU's are used staff are entitled to an eyesight test at regular prescribed intervals.

Manual Handling

The company follows the principles of the Manual Handling Operations Regulations 1992. A policy has been introduced to avoid loads which could cause musculoskeletal disorders. Copies of ROSPA leaflet "Don't Strain Yourself" has been given to each employee and written confirmation has been received that the contents of the leaflet are understood.

Provisions and Use of Work Equipment.

All work equipment including second hand and hired used by the company will comply with the Provisions and Use of Work Equipment Regulations 1992. Tests will be carried out to ensure that equipment is operating correctly.

Noise.

The company is not involved in work of a noisy nature and therefore the Noise at Work Act does not apply.

Risk Assessment - General.

For the purpose of this policy risk assessment has been defined as follows :

1. Hazard.
As the potential of something to harm.
2. Risk.
As the likelihood that the hazard will harm.
3. Control Measures.
As a means of reducing the chances of harm.

The following areas have been investigated in accordance with accepted Risk Assessment Procedures and as recommended by Croner's Management of Construction Safety.

RISK ASSESSMENT RATING GRID

SEVERITY/CONSEQUENCE - (S/C)

	1	2	3	4	5	
1	1	2	3	4	5	
2	2	4	6	8	10	LIKELIHOOD
3	3	6	9	12	15	
4	4	8	12	16	20	
5	5	10	15	20	25	

L = LIKELIHOOD

S/C = SEVERITY/CONSEQUENCE

1 = VERY UNLIKELY
 2 = UNLIKELY
 3 = LIKELY
 4 = VERY LIKELY
 5 = CERTAIN

1 = NEGLIGIBLE (TRIVIAL INJURY)
 2 = SLIGHT (MINOR INJURY)
 3 = MODERATE (MAJOR - 3 DAYS LOST)
 4 = SEVERE (DEATH TO ONE PERSON)
 5 = VERY SEVERE (MULTIPLE DEATHS)

Decisions are taken on a scale of 1 - Low Risk and 25 - High Risk taking into account what is reasonably practicable. Any work on or above 4 is reviewed for alternatives to design and appropriate action taken including providing PPE if an alternative method is not possible.

RISK ASSESSMENT RATING.

1. Paint Cupboard in store - Rating 3
2. Storage of timber in store - Rating 6
 Action to be taken :
 The amount of timber/furniture will be removed on a monthly basis and at all times will not be stacked to cause danger and to maintain a safe walking area into and from store.
3. Storage of general cleaning materials - Rating 2.

SECTION 4.1

SITES UNDER THE CONTROL OF S. Clift AS PRINCIPLE CONTRACTORS.

Statement of Policy

The Policy of The Company is to provide and maintain safe and healthy conditions, equipment and systems of work for all our employees, associates and personnel working with or under the control of The Company. We will provide the necessary training and supervision and guidance to ensure that all activities are carried out safely. This practice will be applicable to all operations undertaken on our sites.

The Company recognises that it has a continuing duty to assess risks within the workplace and to introduce appropriate safe systems of work when required. The Company also owes a duty of care to non employees who may be affected by it's activities.

The continued effectiveness of the policy depends upon the co-operation of all company employees and sub contractors. They will be made aware of their responsibilities within the policy with respect to the health and safety and welfare of themselves and others who could be effected by their actions or omissions whilst at work.

The allocation of duties for safety matters and the arrangement made to ensure effectiveness are detailed in the statement of organisation reference sheet site 1.

The Company will also allocate sufficient resources of money, time and personnel to implement the policy effectively.

The policy will be kept up to date to take account of changes in the nature of the business, new legislation or national and international standards of good practice. Any changes in policy will be brought to the attention of all employees and sub contractors.

A copy of this policy is to be handed to and counter signed by each sub contractor as confirmation that they and their employees have read and understood the policy. This is to be read in conjunction with the Office Policy of the Company dated 08-01-02.

Where the policy of any sub contractor is at variance with the policy of the Company this is to be brought to the attention of the company.

Every employee and/or direct worker will be given a copy of ROSPA publications :

1. The Supervisor's Guide to the Construction Regulations. An abridged pocket edition of the Construction Regulations Handbook (IS 043)
2. Working Safely with Ladders (IS 355)
3. Don't Strain Yourself.
A guide to Safety and Easier Handling (IS 043)

The Company hereby states that it will comply where reasonably practicable via this policy with all legislation contained in the following which is deemed to directly effect operations on site.

- Health and Safety at Work Act 1974
- Construction Design and Management Regulations 2007
- Health and Safety Management at Work Regulations 2002
- Personal Protective Equipment at Work Regulations 1992
- COSHH Regulations 2002
- Control of Noise Regulations 2005
- Work at Heights Regulations 2005
- Vibration at Work Regulations 2005
- Hazardous Waste Regulations 2005
- RIDDOR Regulations 1995
- Control of Substances Hazardous to Health Regulations 2002
- Health and Safety (First Aid) Regulations 1981
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Manual Handling Regulations 1992
- Electricity at Work Regulations 1989

Signed

S. Clift
Director for Safety
Date

Countersigned by Sub Contractor

.....
Position and Date
.....

It is not the policy of the company to simply list relevant legislation that applies to the company's operation but to take a proactive role in Health & Safety and specific details are listed relating to operations by risk assessment procedures. However this policy is based upon the following legislation.

1. Health and Safety at Work Act 1974
Work sections to include Safe Method Working (SMW) items are expanded and brought to the attention of employees/operatives and covers information as mentioned in the following legislation.
 - a. ACOP (L54) for Managing Construction Health and Safety.
 - b. Designing for Health and Safety in Construction - (CIAC).
 - c. A Guide to managing Health and Safety in Construction.
 - d. Successful Health and Safety Management - HSE (HS(G)65).
2. Construction Design and Management Regulations 2007
3. Management of Health and Safety at Work Regulations 1992 including
 - a. Health and Safety Management.
 - b. Work Equipment Safety.
 - c. Manual Handling of Loads.
 - d. Workplace Conditions.
 - e. Personal Protective Equipment.
 - f. COSHH Regulations.
 - g. Control of Noise Regulations 2005.
 - h. Gas Safety Regulations.
 - i. Electricity at Work Regulations.
 - j. Reporting of Injuries, Diseases and Dangerous Occurrences 1995.

The Company will where reasonably practicable :

1. Take reasonable steps to ensure co-operation between all contractors for the purposes of Section 9 so far as is necessary to enable each contractor to comply with the prohibitions imposed upon him under the relevant statutory provisions relating to construction work. The Company will ensure that it is aware of all updates to legislation and inform employees accordingly by means of Policy updates.
2. Complies with the Health and Safety Plan so far as is reasonably practicable.
3. Take reasonable steps to ensure that only authorised persons are allowed into any premises where construction work is taking place.
4. Display where a project is notifiable under Regulation 7 a copy of the Notice of the contract.
5. Provide relevant updates on information to the Planning Supervisor.
6. Give reasonable instructions to any contractor to enable the Principle Contractor to comply with his duties.
7. Carry out construction work where reasonably practicable so as not to prejudice the Health and Safety Plan.

8. Co-ordinate, co-operate and share information with all operatives to ensure the provisions of Health and Safety at Work are met.
9. Prepare risk assessments where necessary of a building operation and introduce SMW procedures.
10. Allocate resources to enable Health and Safety requirements to be met.
11. Provide necessary training for the operation of any site equipment to enable it to be used in a safe manner.
12. Ensure any equipment is maintained in a safe working order as necessary.
13. Appoint an “Authorised Person” to co-ordinate, control and supervise the project.

a. Health and Safety Management :

See General Section.

b. Work Equipment Safety :

See General Section.

c. Manual Handling of Loads :

Refer to provided copy of “Don’t Strain Yourself”.

Manual Handling :- You must

1. Avoid handling where there is a risk of injury
- Assess the risk of injury before lifting.
- Reduce the risk of injury before lifting.
- Consider automation or mechanisation.

Lifting by Machine :- You must

1. Plan what you are doing.
2. Assess the weight, centre of gravity, attachment requirements and who is in control.
3. Ascertain safe working loads.
4. Consider rehearsing lifts if necessary.

d. Workplace Conditions : See General Section and RIDDOR 1995.

e. Personal Protective Equipment - PPE :

Personal Protective equipment is provided only as a last resort where the danger cannot be “designed out”. As part of our risk assessment PPE is considered and included in any SMW statement and provided as necessary.

- Selection and Use :- You must
1. Consider who is exposed to risk.
 2. For how long.
 3. To how much.
 4. Make sure it fits for the purpose and for use in connection with any other PPE.
 5. Ensure you have received the necessary training.
 6. Ensure the PPE is correct for the task.
 7. Maintain the PPE.

f. COSHH Regulations 2002 (with amendments)

1. Consider if an alternative non COSHH material is available.
2. Read the Hazard Data Sheet and booklet EH40 - Occupational exposure limits.
3. Store as necessary and use only in amounts required.
4. Consider who is exposed and when and make contingency plans for accidents.
5. Wear PPE if necessary.
6. Wash as necessary after exposure.
7. Carry out a risk assessment for the task.

g. Control of Noise Regulations 2005

The companies policy is that no operation on site should be above 85 dB without noise control measures being introduced. This is reviewed as necessary when working in occupied areas when separate risk assessments are carried out.

- Assess noise output :- You must
1. Consider decibel reading - If you are standing approximately 2 metres away from an operative and you cannot hear him the decibel level is not acceptable.
 2. Keep noise levels within the limit as “A” (85 dB) and if there is a possibility of exceeding this limit consult the Safety Manager.
 3. Assess risk and consider an alternative time if noisy operations effect other operatives.
 4. Wear ear protection of the correct type - minimum protection Arco Earplugs.
 5. Wear other PPE if necessary.
 6. Reduce exposure.
 7. Refer to specific instructions in the Health & Safety File.
 8. Carry out a risk assessment for the task.

h. Gas Safety (Installation and Use) Regulations 1994

It is the policy of the company to only use CORGI registered operatives who are current members and who have been assessed by an approved CORGI Inspector. Details taken from Safety and Safety Regulations by Flame.

Contractors must :-

1. Be suitably qualified, trained and supervised as required under Part B - Gas Fittings - General Provisions and comply fully with the Regulations.
2. Always have suitable fire extinguishers at hand whilst working.
3. Carry out a risk assessment for the task.

i. Electricity at Work Regulations 1989

It is the policy of the company to only use Electricians who are registered with N.I.C.E.I.C.

They must :-

1. Be suitably qualified, trained and supervised.
2. Always have suitable fire extinguishers at hand whilst working.
3. Carry out a risk assessment for the task.
4. Use 110 Volts where reasonably practicable.
5. Provide a safety device whilst working.
6. Avoid overloading.
7. Use correctly fused equipment.
8. Keep mains readily accessible whilst working.
9. Do not allow any operative near the place of work whilst operations are taking place.
10. Maintain their equipment and keep records of maintenance. Remove and label faulty equipment - DO NOT USE
11. Switch off tools before they are plugged in.
12. Unplug tools and appliances before cleaning, adjusting or servicing.
13. Do not work under overhead cables without seeking advice from the Electricity Board.
14. Be trained in First Aid for treating shocks.
15. Display an "Electric Shock Placard"
16. Consult the Electricity Board for details of cables.

j. RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences 1995.

It is the policy of the Company to maintain RIDDOR as directed in HSE Publications HSE 24 - 12/92. The responsibility for reporting occurrences are as contained on Sheet 1.

Forms F2508 will be used for injuries and dangerous occurrences and F2508A for reporting diseases. All details will be recorded in the Accident Book - B1 510. For site occurrences the matter will be reported to the HSE and for Office occurrences to the Environmental Health Officer.

Immediate Notification Type A - Fatal injury to employees or others in an accident connected with the company.

Immediate Notification Type B - Major injury to employees or others in an accident connected with the company - Resulting in absence from work of 3 days which would normally be working days.

Immediate Notification Type C - Dangerous Occurrence which may or may not cause injury connected with the company to include prescribed diseases.

Full records will be kept of all Records and Inspections, Examinations and Special Tests on Scaffolding and entered into Scaffold Logs as HSE Publication F91 (Part 1).

Document Revised – 05.01.2006

Signed
S. Clift Building Contractors Ltd.

Date

SECTION 4.2

SITES WHERE S. Clift WORK AS DOMESTIC CONTRACTORS.

Statement of Policy.

The Policy of the Company is to provide and maintain safe and healthy conditions, equipment and systems of work for all of our employees, associates and personnel working with or under the control of the Company or the Principle Contractor. We will provide the necessary training and supervision and guidance to ensure that all activities are carried out safely. This practice will be applicable to all operations undertaken on our sites.

The Company recognises that it has a continuing duty to assess risks within the workplace and to introduce appropriate safe systems of work when required. The Company also owes a duty of care to non-employees who may be affected by its activities.

The continued effectiveness of the policy depends upon the co-operation of all company employees and sub contractors and operatives from the Principle Contractor. Our operatives will be made aware of their responsibilities within the policy and Principle Contractor's Policy with respect to the health and safety and welfare of themselves and of others who could be effected by their actions or omissions whilst at work.

The allocation of duties for safety matters and the arrangement made to ensure effectiveness are detailed in the statement of organisation reference sheet site 1.

The Company will also allocate sufficient resources of money, time and personnel to implement the policy effectively.

The policy will be kept up to date to take account of changes in the nature of the business, new legislation or national and international standards of good practice. Any changes in policy will be brought to the attention of all employees and sub contractors.

A copy of this policy is to be handed to the Principle Contractor as confirmation that the company operates a policy. This is to be read in conjunction with the Principle Contractors Safety Policy and the Planning Supervisor's Health and Safety Plan.

Where the policy is at variance with the policy of the Principle Contractor this is to be discussed and resolved accordingly to ensure that Health and Safety matters are not prejudiced. Company operatives will complete the company's Safety and Health Report Card where necessary.

Every employee and/or direct worker will be given a copy of ROSPA publications :

1. The Supervisor's Guide to the Construction Regulations. An abridged pocket edition of the Construction Regulations Handbook (IS 043).
2. Working Safely with Ladders (IS 355).
3. Don't Strain Yourself.
A guide to Safety and Easier Handling (IS 043).

The Company will comply fully with the Regulations listed in their policy until they are revoked. The Company will also read the policy of the Principle Contractor and Planning Supervisor and notify where necessary all Company operatives. If a matter of concern is discovered by the Company the Principle Contractor will be notified verbally and in writing on Company Report Card.

Document Revised 15.10.13

Signed*S. Clift*.....

S. Clift

Date15.10.13.....