

# REFIX MAINTENANCE LIMITED

## STATEMENT OF HEALTH AND SAFETY POLICY

The policy of the Company has always been to provide for the health and safety of all its employees no matter in what locality they are working. The policy also extends to the clients of the Company, their employees and to their property and to all other people who may be affected by the Companies activities. It is the declared intention of the Company to meet its obligations, both legal and moral, to advance high standards in health and safety within the working environment and to take all reasonable and practical steps to achieve these aims.

The Company through management at all levels, has a responsibility to ensure, as far as is reasonably practicable, the health, safety and prevention of injuries to all employees and other persons whilst at work and in accepting this responsibility it will, so far as is reasonably practicable:

1. Provide and maintain plant, machinery and systems of work that are safe and without risk to health.
2. Ensure safety and absence of risks to health in connection with the use, handling, storage or transport of all tools, plant, machinery and materials used in the performance of the Company's contract.
3. Ensure work places are in a condition that is safe and without risks to health and ensure and maintain means of access to and egress from such work places that are safe and without risk to health.
4. Ensure that work activity risk assessments are produced and put into practice and provide and instigate method statements for higher risk activities.
5. Ensure that all materials and substances used in the workplace are assessed as required by the C.O.S.H.H. regulations and that information regarding the use of harmful substances is passed to employees and others who may be affected by their use.
6. Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees.
7. Ensure that the Company employees are fit for the work that they are required to do and that a safe, healthy working environment is provided for them.
8. Ensure compliance to the requirements of the Construction (Design and Management) Regulations.

The Managing Director is responsible for ensuring that the Health & Safety Policy is implemented throughout the Company. The Company retains a consultant who provides professional advice on Health and Safety and this information is communicated throughout the Company.

Employees are reminded that they have obligations for the safety of others, to one another and for property. These obligations can be met only if employees are prepared to carry out their jobs in a safe and proper manner, using the safety equipment and facilities provided and each taking responsibility to ensure that all possible safety precautions are taken.

This policy is reviewed annually and updated as required.

Signed:

Date: 14<sup>th</sup> March 2007



C R Mansfield (Managing Director)

## **ORGANISATION AND RESPONSIBILITIES**

### **1. INTRODUCTION**

In order to achieve the objectives set out in the General Statement of policy it is necessary that all personnel should have ready access to information concerning the organisation arrangements which exist throughout the Company for implementing that policy.

### **2. RESPONSIBILITIES**

#### **(A) THE MANAGING DIRECTOR:**

- a. is ultimately responsible for the Company Health and Safety Programme.
- b. will take an active interest in such a programme and support all persons carrying it out.
- c. will seek the necessary specialist advice and assistance to ensure that the aims of the Company Health and Safety Policy are realised and that the implications of new legislation are implemented.
- d. is responsible for the provision of adequate staff and resources to meet the Health and Safety programme.
- e. is responsible for the organisation of proper training for all employees and the provision of adequate initial safety instructions to new employees before they start work.

#### **(B) THE DIRECTOR (ADMINISTRATION)**

The Director (Administration) is responsible for:

- a. organising and monitoring training in Health & Safety and in particular for ensuring that all personnel:
  - have received initial safety training and are familiar with the Company Health and Safety Policy.
  - are adequately trained and are fully aware of any hazards in their field of work.
  - are adequately trained and are able to carry out effective risk assessments on site.
  - know what to do in the event of a fire and other emergencies.
  - know the whereabouts of first aid facilities and procedure for reporting accidents and occupational diseases.
- b. ensuring compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and in particular:
  - collating reports and maintaining records.
  - reporting, as required by the regulations, to the appropriate authorities.
- c. compliance within the Refix offices.
- d. monitoring new legislation and instigating new policies, procedures or instructions as required by new legislation.

**(C) ESTIMATORS/WORKS CO ORDINATORS**

Estimators/Work Co Ordinators, as first line managers, have a responsibility to:

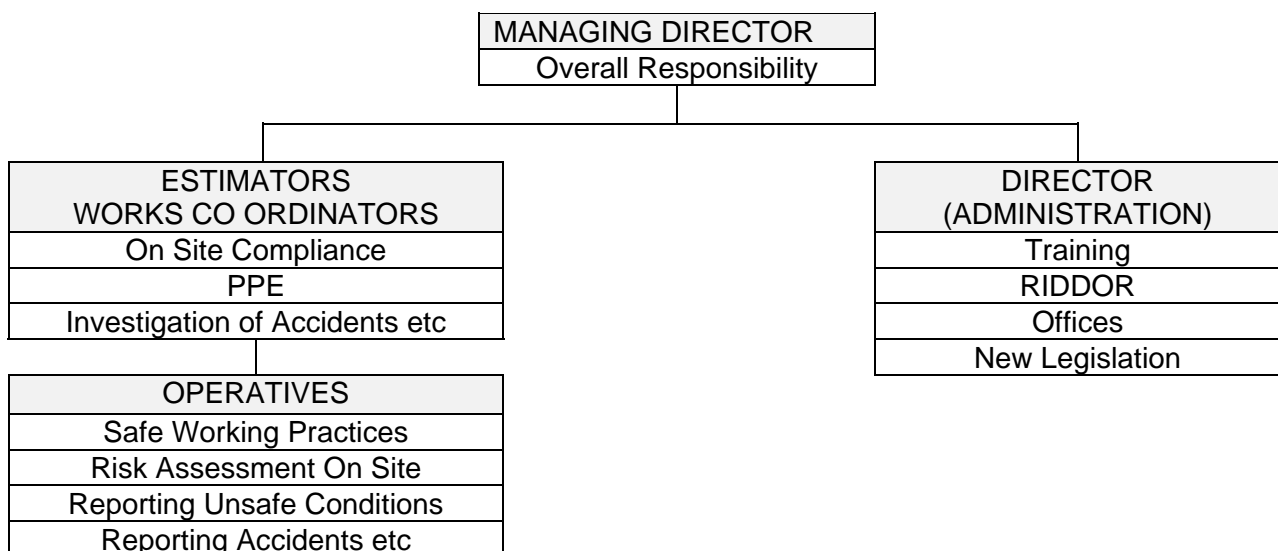
- a. assist in the training of employees and in the induction training of new employees.
- b. ensure that all safe operating procedures and instructions are known and implemented on site.
- c. ensure that protective equipment is available, maintained and is worn as required by the SPECIFIC INSTRUCTIONS.
- d. continue to develop safe practices to ensure maximum safety for all persons.
- e. investigate and submit reports on all accidents and occupational disease.
- f. ensure prompt action on any representation about health and safety matters from employees and liaise with management on such matters.
- g. ensure that equipment and machinery and vehicles are properly used, maintained and otherwise safe in all respects.

**(D) EMPLOYEES**

Employees are required to:

- a. work safely in the interest of both themselves and other staff, client's staff and all other persons.
- b. attend Health & Safety training in accordance with the Company's requirements.
- c. wear proper equipment and clothing provided by the Company (see section entitled Clothing and Protective Equipment in SPECIFIC INSTRUCTIONS) and make proper use of safety devices at all times.
- d. report to a director all accidents, occupational diseases and damage.
- e. report unsafe conditions to a manager at the earliest possible time.
- f. report any use of first aid kits and ensure that they are replenished.
- g. comply with all rules, regulations and codes of practice affecting health and safety.

**(E) ORGANISATION AND RESPONSIBILITIES - SUMMARY**



### 3. **HEALTH AND SAFETY COMMITTEE**

#### a. Objective

The promotion of co-operation between employers and employees in instigating, developing and carrying out measures to ensure the health and safety of work of all employees.

#### b. Functions

The main functions of the Health and Safety Committee are to:

- Study accident reports and recommend action to prevent the recurrence of accidents and occupational diseases.
- Assist in the on going development of safety rules and safe systems of work.
- Advise on major changes of work systems, types of work, plant, machinery or materials with regard to the safe systems of work and practices.
- Keep under constant review the adequacy of health and safety communications and publicity in the work place.
- Carry out safety inspections.

#### c. Frequency of meetings

To be held quarterly. The date of the next meeting should be arranged at each meeting to ensure the availability of committee members.

#### d. Composition

To be composed of one director, one representative from the office staff and one site worker, with others co-opted as required by the committee.  
Any representations may be made to the committee in person or by proxy by any employee.

## SPECIFIC INSTRUCTIONS

### 1. INTRODUCTION

- a. The safety of yourself and others at work is to be considered of the greatest importance.
- b. Breaking of safety rules or taking of risks which can endanger you, other staff or the public will be considered a serious disciplinary offence and disciplinary action will be taken.

### 2. CLOTHING AND PROTECTIVE EQUIPMENT

- a. Hard Hats:  
Head protection must be worn at all times unless there is no risk of injury to the head from falling objects or hitting the head against something.  
  
Head protection must be worn at all times when working with scaffolding or scaffold towers.
- b. Goggles:  
To be worn when there is any risk of debris coming into contact with the eyes. Also strongly recommended when working in dusty environments.
- c. Reinforced Toecap Boots:  
To be worn when working in any environment dealing with heavy materials e.g. brickwork, blockwork, slabbing, demolition, erection of RSJ etc.
- d. Ear Defenders:  
To be worn when working in any noisy environments or with noisy machine tools.
- e. Masks:  
To be worn in dusty environments and at all times when using power sanding, grinding or cutting tools.
- f. Gloves:  
To be worn when there is any risk of hand injury present.
- g. It is the responsibility of all staff to ensure that safety equipment is always available, properly maintained and used when necessary.
- h. Any damaged equipment should be returned to the office for replacement.
- i. The above list of uses for such safety equipment is not to be considered exhaustive, and it is the responsibility of the individual to determine when it is advisable to wear such equipment.

**3. TRAINING**

- a. All new employees will receive health and safety training as part of their induction.
- b. Training needs for all staff will be reviewed annually and training will be given as appropriate.

**4. TIDINESS**

All sites shall be kept well organised and tidy, with the public kept at a suitable distance from the work place.

**5. WORK ACTIVITY RISK ASSESSMENTS AND METHOD STATEMENTS**

- a. Work activity risk assessments will be carried out and recorded for high risk activities.
- b. Safe systems of work and method statements will be provided for higher risk activities.
- c. Risk Assessments and Method Statements will be distributed to employees and others who may be affected by their use.

**6. WORKING AT HEIGHT**

- a. It is the responsibility of all staff to ensure that access equipment is in safe working order.
- b. All access equipment should be inspected for any damage daily and/or before use.
- c. Any fault, breakage or damage must be reported to the office.
- d. When using access equipment employees must refer to and follow the instructions contained in the relevant generic Risk Assessment/Method Statement.
- e. Risk Assessments/Method Statements are available are available for the use of:
  - Steps
  - Ladders
  - Combination Ladders
  - Mobile Towers
  - Elevated Works Platforms
  - Fixed Scaffolding
- f. Job specific Risk Assessments and Method Statements must be carried out when working at a height of over 2 metres.

**7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

- a. **Refix** will endeavour to use only materials and substances which are not hazardous to health.
- b. All materials and substances used in the workplace will be assessed as required by the C.O.S.H.H. regulations.
- c. Assessments of materials and substances considered to be hazardous to health will be recorded. These COSHH Assessments will be held at the **Refix** office.
- d. COSHH Assessments will be distributed to employees and others who may be affected by their use.

**8. USE OF HEAT ON SITE**

- a. Before using any heat source or grinder on site inform the premises manager. Ask if a heat permit/permit to work is required. If so, obtain a permit before starting work.
- b. Follow any instructions issued by the premises manager.
- c. When using blow lamps or blow torches or working with any naked flame, open heat source, hot air paint stripper or grinder the following precautions shall be complied with on all occasions.
  1. The area in which the operation is to be carried out must be cleared of and free from combustible material before the operation commence.
  2. Where such precautions are impractical such material must be covered with non-combustible blankets or screens. Combustible parts of the building must also be similarly protected.
  3. Portable fire extinguishing appliances in full working order must be kept available for immediate use.
  4. Equipment must not be lighted until immediately before and must be extinguished immediately after use.
  5. Equipment which is lit or switched on must not be left unattended.
  6. Blow lamps must be filled only in the open.
  7. Use of all heat equipment must be discontinued at least one hour before leaving the site.
  8. A thorough examination to ensure that there is no possibility of fire breaking out must be made within and below the area in which the work has been undertaken half an hour after the termination of each period of work and before leaving the site.

**9. VEHICLES**

- a. Drivers are responsible for the daily checking and maintenance of vehicles. This should include checking:-
  1. Oil and water levels.
  2. Battery condition and level.
  3. Tyre condition and pressure.
  4. Security of roof rack and load.
  5. Security and loading of internal racking.
- b. Any mechanical fault or damage should be reported to the **Refix** office.

**10. TOOLS AND EQUIPMENT**

- a. It is the responsibility of all staff to ensure that tools and equipment are in safe working order.
- b. 110 volt or battery operated power tools should be used wherever possible.
- c. RCD protection must be used when using 240 volt tools.
- d. Power tools should be inspected before use for:-
  1. Chafed cables.
  2. The condition of the plug and wiring to the plug.
  3. The condition of the outer casing.
  4. The condition of switches.
- e. All tools and equipment should be inspected and power tools tested every 12 months and the results recorded.
- f. Tools and equipment which suffer any fault, breakage or damage shall be returned to the office for assessment and repair.

**11. FIRST AID**

- a. The name of Appointed First Aider is displayed in the main office at 65 New Road, Netley Abbey, Southampton.
- b. A First Aid kit is available at the main office and in each of the Company's vans.
- c. Employees requiring First Aid when in the Company's office, should report to the Appointed First Aider.
- d. Employees requiring First Aid when on site should follow the instructions set out in Appendix A, Emergency Procedures On Site.
- e. Any use of the First Aid Kits should be reported to the Appointed First Aider, who will record this in the Accident Book.
- f. First Aid kits will be replenished as required and checked and replenished annually.

**12. ACCIDENTS**

All accidents shall be:-

1. Reported the office or to a Director as soon as possible.
2. Recorded in the Accident Book in the office.
3. Brought to the attention of a Director.
4. Investigated to determine the cause of the accident.

If appropriate, action will be taken and procedures changed to prevent a recurrence.

**13. EMERGENCY PROCEDURES IN THE EVENT OF A FIRE IN THE OFFICES**

- a. Any person discovering a fire, however small, shall:
  1. Immediately raise the alarm by shouting.
  2. Ensure that everyone is aware of the danger.
  3. Inform the Contracts Manager.
- b. The Contracts Manager will:
  1. Ensure that the building is evacuated.
  2. Ensure that other occupants of the building (other businesses) are informed.
  3. Telephone the Fire Brigade by dialling 999, stating the emergency to be a fire and giving the telephone number and location of the fire.
  4. Supervise attempts to extinguish the fire with available portable appliances,  
BUT ONLY IF THIS DOES NOT INVOLVE PERSONAL RISK.
- c. Evacuation
  1. All employees and any visitors will leave the premises immediately by the nearest exit.
  2. DO check fire doors are closed on leaving.
  3. DO NOT stop to collect personal belongings.
  4. DO NOT re enter the premises
  5. Proceed to the assembly point in the car park.
- d. Fire Fighting  
Discretion is essential in deciding the extent to which any fire fighting is carried out. Portable fire fighting equipment is not designed to cope with extensive fires and it is important that any fire fighting should cease as soon as the fire threatens the means of escape or the building structure or becomes out of control. Although further action may reduce material loss, the priority must be human safety.

## **REFIX MAINTENANCE LIMITED**

### **HEALTH AND SAFETY POLICY - APPENDIX A**

#### **EMERGENCY PROCEDURES ON SITE**

##### **ON ARRIVAL**

1. Make yourself aware of the emergency procedures for the premises.
2. Ensure that you know the whereabouts of the nearest exit from the premises.
3. Ensure that you know the whereabouts of a First Aid kit and whether there is an Appointed First Aider on site.

##### **IN THE EVENT OF A FIRE**

1. On discovering a fire, raise the alarm. If the premises has a fire alarm system operate the nearest alarm.
2. Inform the Premises Manager.
3. If you have discovered a fire or if the fire alarm is sounded, leave the building by the nearest exit.
4. DO check fire doors are closed on leaving.
5. DO NOT stop to collect personal belongings.
6. DO NOT re enter the premises
7. Proceed to the assembly point, as directed by the premises staff. Do not leave the assembly point until you have been properly accounted for and have permission of the Premises Manager or his representative.
8. Follow all instructions issued by the Premises Manager or his representative.
9. As soon as is practically possible, inform the **Refix** office.

##### **IN THE EVENT OF A MEDICAL EMERGENCY / ACCIDENT**

###### **Minor Injuries**

1. First Aid kits are available in the Company's vans.
2. Treat minor injuries yourself, if necessary using the First Aid kit in the van.
3. If required contact the First Aider on site.

###### **Serious Injuries**

1. Seek the help of the First Aider on site.
2. Whenever there is no First Aider available the emergency services should be called when immediate aid is required.

All accidents dangerous occurrences and near misses must be reported to **Refix** office as soon as possible and recorded in the accident book.

Any use of the First Aid kit must be reported to **Refix** office and recorded in the accident book.