



## **HEALTH AND SAFETY POLICY**

Issue: 5

Date: 17/05/2022

Next review date: 17/05/2023



## **INDEX**

- **PAGE 1: Health and safety policy**
- **PAGE 2: Responsibility for maintaining Health & safety**
- **PAGE 3: Managing Director/s**
- **PAGE 4: Employees**
- **PAGE 5: Peripatetic Workers**

## **ARRANGEMENTS IN FORCE IN ORDER TO CONTROL**

- **PAGE 6: Plant & Machinery**
- **PAGE 7: Fire Precautions**
- **PAGE 8: Protective Clothing**
- **PAGE 9: First Aid Arrangements**
- **PAGE 10: Stacking & lifting of materials**
- **PAGE 11: Welding**
- **PAGE 12: Highly flammable liquids**
- **PAGE 13: Electricity/portable tools**
- **PAGE 14: COSHH**
- **PAGE 15: Induction & Training**
- **PAGE 16: Legionnaires disease**
- **PAGE 17: RIDDOR**
- **PAGE 18: Risk Assessments**
- **PAGE 19: PPE**
- **PAGE 20: Waste disposal**



- **PAGE 21: Consultation with employees and sub-contactors**
- **PAGE 22: Non compliance**
- **PAGE 23: Safe work in confined spaces**
- **PAGE 24: New site procedures**
- **PAGE 25: Noise**
- **PAGE 26: Asbestos**
- **PAGE 27: Manual Handling**



## **HEALTH AND SAFETY POLICY**

The Company recognises its duty to ensure, so far as is reasonably practicable, the health and safety of the Company's employees and of others that may be affected by its operations, and to ensure the safety of its assets.

The Company requires employees at all levels to exercise a duty of care and to co-operate in establishing and maintaining safe and healthy working conditions and to avoid any action, which may be detrimental to the health and safety of themselves and others.

It is the Company's policy to comply with legal safety and health requirements as a minimum standard and with relevant Codes of Practice, where appropriate.

Each individual Director, Manager and Supervisor is expected to take care of the health and safety of employees, and will be held accountable for accidents or dangerous events within his area of responsibility.

Policy statements will be brought to the notice of the employees. All policy statements will be regularly reviewed, revised as necessary and any revisions brought to the notice of employees.

Signed

Director  
Rachel Bayliss

Date: 17/05/2022



## **RESPONSIBILITY FOR MAINTAINING**

### **OVERALL RESPONSIBILITY**

Miss Rachel Bayliss

### **DELEGATED RESPONSIBILITY**

### **CONTACT DETAILS**

07713 010463

### **FIRST AID**

Miss Rachel Bayliss



## **MANAGING DIRECTOR/S**

- a) Establishing an effective policy for health, safety and welfare at work for the company and seeing that the law is complied with.
- b) Continuous appraisal of the effectiveness of the policy and ensuring that any necessary changes are made.
- c) Demonstrating personal involvement and support in health, safety and welfare matters.
- d) Ensuring that subordinate responsibility is being adequately assigned to meet company requirements.
- e) Responsibility for the safe operation and a safe place of work.
- f) Each delegated employee is responsible for the health and safety performance of their department.
- g) To contribute to and completely support the company health and safety policy.
- h) To ensure that employees understand the company health and safety policy.
- i) To ensure that employees know their safety duties and follow approved procedure where laid down.
- j) Ensure periodic checks are made to see that safe working procedures are being carried out.
- k) To assist employees in resolving any health and safety problems they refer to him.
- l) To maintain interest and enthusiasm for health and safety among all employees.
- m) To be aware of legislation and common law affecting health and safety.
- n) To ensure all premises occupied by MCC Projects have been notified to HSE.



## **EMPLOYEES**

The Health & Safety at Work Act 1974 requires all employees and self employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions and to co-operate with the Company by observing the Company's procedures, so enabling the Company to comply with its statutory duties.

- a) Shall make themselves familiar with and conform to the Safety and Health policies of both the company and its clients at all time.
- b) Shall observe all MCC Projects or clients site rules, permit to work etc at all times.
- c) Shall wear appropriate safety equipment and use appropriate safety devices at all times, i.e. eye protection, ear defenders, etc. and report all defects to their supervisor.
- d) Keeping all personal tools and equipment in good condition.
- e) Shall conform to all instructions given by the management and others with a responsibility for health and safety.
- f) Shall, in the interests of safety and accident prevention, report any defect or apparent health hazard to his supervisor who shall then make an appropriate report to the client's representative.
- g) Shall report all accidents and damage to the supervisor whether persons are injured or not, and to appropriate client representative on site.
- h) Taking a pro-active role in assessing the Company's health and safety performance and suggesting ways (via their immediate manager or safety committee) in which improvement can be made.
- i) Must report all hazards to the supervisors.
- j) Must ensure a high personal housekeeping standard on all client sites.

N.B It is important that all employees feel capable of doing the tasks to which they are assigned. If any person is in any doubt, then he/she should inform his/her immediate supervisor. **DO NOT TAKE CHANCES.**



## **PERIPATETIC WORKERS (Service Engineers Etc, And Contractors)**

- a) Shall observe both MCC Projects and the client's safety rules and any instructions given by persons enforcing these company safety policies.
- b) Shall not carry out any works on a customer's property unless he has read the relevant safety rules and understands them.
- c) Shall take appropriate measures to protect any other person, including other employees, occupants or members of the public from risks to their health and safety from hazardous work.
- d) Shall not work in any area until he has reported to the supervisor, manager or responsible person of that area, and obtained permission, including any permit to work required.
- e) Shall maintain a high standard of housekeeping while on a customers premises.
- f) Shall ensure that all plant and equipment is isolated and made safe before engaging in any works and left in a safe condition upon completion of works.
- g) Shall not operate any type of plant or machinery unless qualified and authorised to do so and is in good safe working order.
- h) Shall report to either client or his own Supervisor any unsafe working conditions on any site.
- i) Shall report at regular intervals to his supervisor or client representative if working in isolated or remote areas or travelling long distances e.g. emergency call out.
- j) Shall report all accidents and dangerous occurrences to the client representative and his supervisor. To seek assistance from clients nominated first aid personnel if required whilst on client's premises.
- k) To report all accidents and dangerous occurrences that may occur on the clients premises to his supervisor.



## **PLANT AND MACHINERY**

a) All machinery is provided with guards to maintain them in a safe condition, and such guards must be in position whilst the machines operate.

b) All electrically operated equipment should be inspected daily by the employee who is using the equipment and every three months by a Maintenance Engineer. *ALL FAULTS* must be reported to supervision immediately.



## **FIRE PRECAUTIONS**

- a) All fire extinguishers are inspected and maintained by an approved organisation. All premises will be approved by the local fire authority.
- b) The company Area Manager is responsible for ensuring that used equipment is re-charged.
- c) The company fire orders are displayed and are complied with at all times.
- d) All peripatetic workers will make themselves familiar with all site fire regulations and ensure compliance.



## **PROTECTIVE CLOTHING**

- a) This is issued by the Manager.
- b) Personal issues must fit, are to be properly adjusted and kept in good order.
- c) Lost or damaged equipment will be replaced by the company but any unreasonable neglect will be investigated and action taken in accordance with company policy.



## **FIRST AID ARRANGEMENTS**

- a) First aid box is located on company premises.
- b) A record of all injuries and treatment is to be kept in the official Accident Book.
- c) Arrangements are made to ensure that requirements of the First Aid at Work Act 1981 are met.
- d) All peripatetic workers must familiarise themselves with the first aid arrangements on site.



## **STACKING AND LIFTING OF MATERIALS**

- a) All materials must be stored in a safe condition and in a state so as not to cause danger to employees.
- b) Any fault in the arrangements for stacking of materials must be reported to the Manager or Supervisor.
- c) Only authorised personnel can operate the overhead cranes.
- d) Operators are responsible for safely slinging loads.
- e) All faults in lifting tackle and equipment must be reported to the Supervision immediately.



## **GAS WELDING**

- a) All full acetylene and oxygen cylinders/bottles must be stored in an upright position and secured in the storage area. Empty cylinders/bottles must not be placed in a horizontal position on the ground.
- b) All valves including safety cut out valves must be checked at the commencement and finish of the work shift and also at the start and finish of any welding or cutting operation.
- c) Ensure that all hoses and connections are correct and leak proof.
- d) Keep hoses clear of ladders, gangways and doors.
  - e) Do not allow traffic to pass over hoses.
- f) Ensure that hoses do not become entangled; keep clear of abrasive sharp edges and hot metal.
- g) Makeshift repairs to damaged hoses, using rubber patches or self adhesive tape, using rubber patches or self adhesive tape are a source of danger.
- h) Report any defect immediately.
- i) Personal protective clothing including eye protection must be worn.
- j) Extraction units must be used whilst welding is in progress.
- k) Non combustible protective sheeting must be used to protect any adjacent flammable materials from accidental ignition.
- l) When welding in situations where accidental ignition of flammable materials is possible a fire watcher should be posted with adequate means of extinguishing fire.



## **HIGHLY FLAMMABLE LIQUIDS, ACIDS AND ALKALIES**

- a) No smoking is allowed on sections where flammable liquids, acids and alkalies are stored and used.
- b) All items should be stored in their respective storage area. The maximum amount allowed in the working area at any one time is limited to 50 litres.
- c) All acids, alkalies and flammable liquids are to be handled with care ensuring that all control measures such as the wearing of appropriate protective equipment are adhered to.
- d) All faults in storage or during the use of materials must be reported immediately to the Manager or Supervisor.



## **ELECTRICITY/PORTABLE TOOLS**

- a) All electrical portable tools including kettles and water boilers must be examined regularly by a competent person and records kept of these.
  
- b) No power point must be overloaded. All plugs must be removed from sockets at end of job or shift.



## **COSHH**

### **a) Local Exhaust Ventilation**

This must be examined regularly for efficiency and records kept of these examinations to comply with the COSHH regulations 1994.

### **b) Personal Respiratory Protection**

This must be of the correct type for the hazardous substance being used. If a reusable type is chosen records must be kept of its issue and subsequent periodic examination for defects and condition.

### **c) Safety Data Sheets**

All safety data sheets for any substance used within the company will be obtained and be made available to all employees concerned.

### **d) Risk Assessments**

A risk assessment will be made for all hazardous substances and their safe method of use will be laid down. These will be made available to all employees concerned.



## **INDUCTION AND TRAINING**

All new starters will be given induction training.

All employees will be trained to safely carry out any operations connected with their job.

All employees will be provided with such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the Health and Safety at work of all employees.

Records of training will be held at the office.



## **LEGIONNAIRES DISEASE**

It is the company's policy to comply with the ACOPS guidance note HS (G) 70 in the Environmental Hygiene Series issued by the HSE. Copies of which are available at the office for reference as required by any person.



## **RIDDOR**

It is the company's policy to comply with RIDDOR.

Accidents are reportable where they arise out of, or in connection with work, and results in the death of specified major injury of any person (whether employed or not), or in the case of employees, if the accident results in the employee being incapacitated from normal working form more than 3 consecutive days, excluding the day of the accident.

Where the accident results in the death of, or specified major injury to any person, a responsible person is required to notify the enforcing authority by the quickest possible means (telephone) and within 7 days send a report on the approved form (F2508) to the enforcing authority.

Reporting of fatalities generally related to those fatalities which occur at the time of the accident or within a few days. If the death results from an injury previously reported but occurs after some delay the need to report it depends on whether the person was at work and how long since the accident.

If the person was employed and dies within 12 months from the date of the accident, the employer must inform the enforcing authority about the death in writing as soon as it comes to his knowledge.

If the person was not an employee and subsequently dies from injuries reportable under the Regulations there is no need to report the death.

All accidents must be investigated and action taken to prevent recurrence.



## **RISK ASSESSMENT**

The company recognises its duty under the Management of Health and Safety at Work Regulations 1992 to identify hazards associated with the work activities undertaken by employees and contractors.

An assessment of the risks involved will be made and appropriate control measures introduced. The results of Risks Assessments will be communicated to those involved with the relevant activities.

Risk Assessments will be carried out by the supervisor on the first visit to the site and results returned to the contract file with any recommendation for improving safety discussed with the client.

The following hazardous circumstances are subject to specific risk assessments wherever they occur.

1. Electrical work involving live circuits
2. Hot work
3. Working at heights (except for work off ladders, stepladders, and scaffold platforms less than 2 metres in height)
4. Working with Polychlorinated Biphenyls (PCBs)
5. Working in confined spaces

In these cases work is to proceed only following specific assessment.



## **PERSONAL PROTECTIVE EQUIPMENT**

The need for PPE will be determined from the Risk Assessments and the company will ensure the equipment provided is suitable. The issue of PPE will be organised so that dates of issue are recorded, as are the persons it is issued to. Employees are responsible for looking after PPE and ensuring it is checked for suitability and any defects are reported to the supervisor. Employees are instructed on the limitations, correct use and storage of PPE.



## **WASTE DISPOSAL**

All waste disposals will be carried out in accordance with the company's Environmental Policy which ensures compliance with the Environmental Protection Act 1990.

The company are registered carriers of waste but if required to use a contractor then only those that comply with current legislation will be used.



## **CONSULTATION WITH EMPLOYEES AND SUB-CONTRACTORS**

The company recognises the benefits of employees being involved in the company's health and safety procedures, their role in providing feedback on actual performance and in identifying hazards that have previously been missed.

The company will encourage employees to participate and contribute their opinions on health and safety matters and will ensure a formal consultation process is in operation.

Specific opportunities to discuss health and safety matters are available at regular engineer/management meetings.

### ***SUB-CONTRACTORS***

The company will provide sub-contractors with details of significant risks that may be encountered at each particular location.

All sub-contractors will receive a copy of Rules for Contractors.

When contractors are submitting their proposals to the company they will be asked to provide information regarding any significant risks their work will produce. These will be subject to an agreed method statement and, if required on C.D.M. projects an amendment or addition to the project safety plan.



## **NON-COMPLIANCE WITH THE HEALTH AND SAFETY POLICY**

For non-compliance of Health & Safety policy, procedures, legislation and local site rules, the following disciplinary action may take place:

- a) A verbal warning - recorded within personnel file
- b) A written warning - one copy retained by offender, one copy enclosed within personnel file
- c) Final written warning - advising that further breaches of these rules will render you liable to dismissal. One copy retained by offender, one copy enclosed
- d) Dismissal - with or without notice depending on the severity of the offence An appeal against disciplinary action taken against an individual can be put forward, by applying within two working days, in accordance with the appeals procedure. At all stages of the disciplinary procedure, personnel will:
  - a) Be given the right of reply to all allegations made against them before any decision or disciplinary action is taken
  - b) Have the opportunity to be represented by a fellow employee.



## **SAFE WORK IN CONFINED SPACES**

Suitable and sufficient assessments of the risks for all work activities for the purpose of deciding what measures are necessary for safety.

What is a confined space?

It can be a space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen)

Some confined spaces are fairly easy to identify, e.g. enclosures with limited openings:

- storage tanks
- silos
- reaction vessels
- enclosed drains
- sewers

Others may be less obvious but can be equally dangerous for example

- open-topped chambers
- vats
- combustion chambers in furnaces etc;
- ductwork
- unventilated or poorly ventilated rooms

It is not possible to provide a comprehensive list of confined spaces. Some places may become confined spaces when work is carried out, or during construction, fabrication or subsequent modification.

What are the dangers from confined spaces?

Dangers can arise in confined spaces because of:

- A lack of oxygen

This can occur:

- where there is a reaction between some soils and the oxygen in the atmosphere;
- following the action of groundwater on chalk and limestone which can produce carbon dioxide and displace normal air
- in ships' holds, freight containers, lorries etc as a result of the cargo reacting with oxygen inside the space;
- inside steel tanks and vessels when rust forms



Poisonous gas, fume or vapour

These can:

- build-up in sewers and manholes and in pits connected to the system
- enter tanks or vessels from connecting pipes
- leak into trenches and pits in contaminated land, such as old refuse tips and old gas works
- Liquids and solids which can suddenly fill the space, or release gases into it, when disturbed. Free flowing solids such as grain can also partially solidify or “bridge” in silos causing blockages which can collapse unexpectedly.
- Fire and explosions (e.g. from flammable vapours, excess oxygen etc).

Residues left in tanks, vessels etc, remaining on internal surfaces which can give off gas, fume or vapour.

- Dust may be present in high concentrations, eg in flour silos.
- hot Conditions
- leading to a dangerous increase in body temperature
- if access to the space is through a restricted entrance, such as a manhole, escape or rescue in an emergency will be more difficult

For work in confined spaces this means identifying the hazards present, assessing the risks and determining what precautions to take. In most cases the assessment will include consideration of:

- the task
- the working environment
- working materials and tools
- the suitability of those carrying out the task
- arrangements for emergency rescue

If the assessment identifies risks of serious injury from work in confined spaces, highlighted above, then the Confined Spaces Regulations 1997 apply. These regulations contain the following key duties:

- avoid entry to confined spaces, e.g. by doing the work from outside
- if entry to a confined space is unavoidable, follow a safe system of work; and
- put in place adequate emergency arrangements before the work starts.



## **NEW SITE PROCEDURES**

### *On site Induction Training*

The Manager in charge of the project/site or delegated representative will carry out induction training either before or on arrival at site informing the team of the significant risks identified within the scope of the particular project, together with the site's emergency and first aid procedures. He will also cover:-

- Significant risks and precautions to be taken and safe working methods to be followed.
- The PPE requirements
- Where/how to obtain additional PPE as required
- Details of site emergency procedures
- Details of site welfare arrangements
- Details of any method statements relevant to the actual work the person is involved in.
- The site rules in general
- Where applicable, the arrangements, rules and safe working procedures contained in the Health and Safety Plan.



## **NOISE**

Noise is measured in decibels, weighted to the 'A' scale or referred to as dB(A) or in Pascal's a unit of sound pressure or energy. For most work exposure, noise levels are 'averaged' over a period of time to take into account the fluctuating noise levels throughout the day.

This averaged figure is expressed in the term Lepd meaning the equivalent noise level of daily personal exposure, when all fluctuating levels are averaged out.

There are two levels of noise described in the regulations, which are levels at, or above which employers are required to take certain actions:-

First Action Level 85dB(A) LEP,d

Second Action Level 90dB(A) LEP'd

The Noise at Work Regulations 1989 requires employers to:-

- a) Carry out an assessment of the noise levels to which employees are exposed
- b) Reduce noise levels wherever practicable
- c) Identify any items of plant/equipment with noise levels which cannot be reduced to below 85dB (A) LEP'd
- d) Provide suitable hearing protection for employees required to work in noise levels in excess of 85dB (A) (together with storage facilities, cleaning facilities etc)
- e) Provide adequate information, instruction and training about the risks to hearing and what precautions employees must take.
- f) Enforce the wearing of hearing protection if the noise level exceeds 90dB(A) LEP'd



## **ASBESTOS**

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the supervisor for further instruction.

Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos. If, during your works, you see a fibrous material that you think may be asbestos,

You should :

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- evacuate the immediate area and prevent access by others e.g. the public
- inform those responsible for the premises and supervisor, so that the necessary sampling can be arranged
- do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.



## **MANUAL HANDLING**

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely