



HEALTH & SAFETY POLICY

Health & Safety Policy

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SECTION 1.0 HEALTH AND SAFETY POLICY STATEMENT

This document contains the Policy Statement of Year Building Services Limited, joinery, shopfitting and building contractors, of 3 Mayflower Close, Chandlers Ford SO53 4AR. It has been prepared after due consultation with those involved in its operation, and has the full backing and authority of the Directors.

Section 1.1 GENERAL STATEMENT

- 1.1.1 It is our policy to perform work in the safest practicable manner, consistent with good practice. The health and safety of our employees and all those likely to be affected by our operations is the responsibility of management, and as a priority it ranks equally with our business objectives. Adequate resources will be made available to ensure the success of this policy.
- 1.1.2 It is the duty of management to provide safe systems of work and do everything practicable to prevent injury and ill health by controlling the risks arising out of our work activities. Equally it is the duty of each employee to exercise personal responsibility for his or her own safety and that of others and co-operate with his or her employer in matters of health, safety and welfare.
- 1.1.3 The company will provide and maintain safe plant and equipment and ensure the safe handling and use of hazardous substances. Management will provide the necessary information, instruction and training and will ensure the competence of all employees and contractors.
- 1.1.4 All employees are to be aware that, in the event of any conflict between the demands of business and safety, they will receive management support if they reasonably choose the safety of employees or third parties as the priority.
- 1.1.5 It is our policy to adhere completely to the requirements of the Health and Safety at Work etc. Act 1974; the Electricity at Work Regulations 1989, the Management of Health and Safety at Work Regulations 1999; the Construction Regulations and all other Acts, Regulations and Codes of Practice, which affect our operations.
- 1.1.6 The attention of all employees is directed to this Safety Policy and its Appendices. Any revisions will be incorporated when necessary, and these will also be brought to the attention of all personnel.

Section 1.2 GENERAL PRINCIPLES

It is the intention of this Company that its work will be carried out in accordance with the relevant statutory provisions and that all reasonable practicable measures are taken to avoid risk to its employees or others who may be affected.

Management and Supervisory staff have the responsibility for implementing this Policy throughout the company and must ensure that Health & Safety considerations are always given priority in planning the day-to-day supervision of work.

All employees and sub-contractors have a legal responsibility under the Health & Safety at work act and as such are expected to co-operate with the Company in carrying out this policy. They must ensure that their own work, so far as is reasonable and practicable, is carried out without risk to themselves or others.

The Directors have appointed Mr T C Waters (Managing Director) as having particular responsibility for health, safety and welfare and to whom reference should be made in the event of difficulty arising in the implementation of this Policy.

The operation of this Policy will be monitored by the management and staff of the Company. To assist them in this respect, the Company has appointed George Waters as Health & Safety Manager to visit sites and workplaces and give advice on the requirements of the relevant statutory provisions and safety matters in general.

This Statement of Company Policy will be displayed Prominently at all sites and workplaces.

The organisation and arrangements for the implementing this Policy will also be available at each site and workplace, for reference by any employee as required

Section 1.3 GENERAL POLICY

It is essential that all of Vear Building Services Limited employees and sub-contractors are aware of these safe working practices, and apply them during their construction and /or maintenance activities.

It is the intention of Vear Building Services Limited to ensure that all employee's and sub-contractors operate a safe system of work and maintain a safe working environment for all personnel undertaking activities within the area of our operations.

The responsibilities of all personnel, whether directly employed or otherwise, are laid out within this document.

All other Health & Safety Policies and requirements, from whatever source, or requirements of the contract in this respect, will be read in conjunction with this document. Where conflict occurs the clause that affords greater protection to all parties concerned will take precedence.

It is the responsibility of this Company, irrespective of whether we are employed as the Prime/Principal Contractor, or otherwise, to ensure that risk to all personnel under our control is minimised this may be achieved by following the 'Safe System of Work' outlined in this document.

Section 1.4 SAFE SYSTEMS OF WORK

A safe system of work has been defined and all considered methods of working that take proper account of potential hazards to employees and others working in vulnerable situations This provides a formal framework to ensure that all of the steps necessary for safe working have been anticipated and implemented.

The key to achieving a 'Safe System' for each operation is through assessment of risk and effective planning, prior to the work commencing.

Therefore, the following steps are necessary to meet legal obligations and ensure that safe systems are achieved.

1. Eliminate hazards wherever possible or control risk to Health & Safety.
2. Assess and define health & safety hazards well in advance of work commencing.
3. Integrate into the work plan optimum use of safety devices, isolation procedures, protective equipment, means of access etc.
4. Provide clear instructions and ensure that all those involved are adequately trained.
5. Ensure that responsibilities are clearly defined, the work has adequate resources and is supervised.

The use of formalised procedures will help to achieve the above goals, method statements and job safety reviews are crucial in this. Details of the application of these systems are defined in the Procedures section of this Policy.

Section 1.5 LEGISLATION

The Company will comply with all present and future statutory legislation at all times.

All parties involved in work undertaken by the Company must provide appropriate safety information to attest that their employees or sub-contractors comply with statutory legislation, to allow adequate assessments to be made to ensure that they have the necessary knowledge and training to carry out their duties safely. This will ensure personnel working with them are made aware of any risk caused by their activities, and thereby avoid them.

Section 1.6

C.D.M. REGULATIONS

The Company have prepared a Health & Safety Guide incorporating C.D.M. regulations and this guide should be read in conjunction with the Company Health & Safety policy. This will ensure that all personnel involved in Tendering Design Construction and handover to the Client are fully aware of the consequences of their actions and the legal implications under the new legislation.

SECTION 2.0 RESPONSIBILITIES

Section 2.1 RESPONSIBILITIES BOARD OF DIRECTORS

The Board of Directors are responsible for approving and maintaining the Company Health & Safety Policy. They are also responsible for:

- Preparing instructions for the organisation and arrangements for carrying out the Company Health & Safety Policy.
- Administrating the Policy throughout the Company by the appointment of an individual Director responsible for Health and Safety.
- Be aware of the appropriate statutory requirements affecting the Companies operations.
- Ensure a system of risk assessment of work being undertaken is in place and the relevant staff are trained to carry out such assessment.
- Ensure that relevant competent persons are nominated to assist in meeting the requirements of the statutory requirements.
- Ensure that provisions are made at tender stage to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage. Ensure sub-contractors provide evidence of their ability to work safely.
- Insist that sound working practices are observed as laid down by Approved Codes of practice and that work is planned and carried out in accordance with the statutory provisions, and that appropriate safety equipment is provided and used.
- Ensure that appropriate training is given to all staff as necessary.
- Ensure that there is liaison on health and safety matters between the Company and others working on the site.
- Instigate liaison with external accident prevention organisations, encourage the distribution of safety literature throughout the Company.
- Set up systems of disciplinary procedures for cases where breach of this Policy occurs or where duties are not properly performed.
- Arrange for regular meetings to take place between Management and staff to discuss Company accident prevention, performance, possible improvement trends etc.
- Arrange for funds and facilities to be available to meet the requirements of the Company Policy.
- Set a personal example when visiting sites by wearing the appropriate protective clothing.

Section 2.2 MANAGEMENT RESPONSIBILITIES

The responsibility of Managers and supervisors within the Company shall be:

- To read and understand the Company Health & Safety Policy to ensure provisions are effectively carried out.
- To bring the provisions of this Policy, insofar as they affect the personnel, to the attention of the employees under their control.
- Plan work in accordance with Company Policy including the order and method of work, co-ordinate responsibilities between the Company and others working on or visiting the site, welfare, fire and emergency procedures, training requirements, existing services and temporary provisions.
- Assess the risk associated with the work activities and ensure control measures are effective to eliminate or minimise those risks, to ensure that employees, or others concerned are instructed and trained in the operation of control measures in accordance with statutory requirements.
- Provide written instruction in situations not covered by the Company Policy to establish working methods and sequences, and obtain method statements from sub-contractors for work activities performed by those persons. This will also include sub-contractor risk assessments where appropriate.
- Inspect machinery, plant and equipment regularly, and ensure that any defects discovered are remedied immediately.
- To prevent access by the workforce or any other personnel to any defective machinery, plant, equipment or structure until the fault has been remedied.
- To ensure that employees are adequately instructed in the safe operation of equipment and machinery.
- To arrange for all necessary insurance's, certificates, etc., appropriate to the site's size and function.
- To arrange for the reporting of incidents to insurers where appropriate.
- To arrange for the appropriate fire certificates for each site, the proper maintenance of appropriate fire fighting equipment, regular fire drills and adequate access to the fire fighting services, as appropriate.
- Ensure that adequate first-aid facilities are available and adequately maintained.
- To ensure that all accidents are reported in accordance with the provision of the Company Policy.
- Ensure that no unnecessary risk is taken by any employees in the pursuance of their duties.
- Set a personnel example when visiting sites by wearing the appropriate safety clothing.

Section 2.3 SITE MANAGEMENT RESPONSIBILITIES

It is the responsibility of Site Managers and Supervisors to:

- Read and understand the Company Health & Safety Policy and ensure that it is brought to the notice of all employees, particularly new ones. Carry out all work in accordance with its requirements and bring to the notice of the relevant Company Manager any improvements or additions which are felt necessary.
- Organise sites so that work is carried out to the required standards with the minimum of risk to employees, other contractors, the public, equipment or materials.
- Where necessary issue written instructions setting out the method of work. Check that sub-contractors engaged in high risk activities are working in accordance with agreed method statement.
- Know the requirements of the Construction Regulations and other relevant legislation and ensure that they are observed on site.

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- Ensure that assessment of all work activities has been carried out and that appropriate control measures, training, instruction, protective clothing etc. Have been provided, and are used or followed.
- Keep all registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of Regulations are available and Statutory Notices are prominently displayed.
- Ensure that “competent personnel” are appointed to make the necessary inspections of scaffolding, cradles, excavations, plant etc. And that they have the necessary training to make such inspections.
- Ensure that staffs under their control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Ensure that any electrical supply is installed and maintained in a safe and proper manner.
- Ensure that all information available relating to underground services on the site is obtained and that services are located, marked and plotted accurately before any excavation work starts.
- Do not allow any mechanical excavators within the limits of the underground services laid down by the Service Authority or Company Policy.
- Protect all overhead services in accordance with the Service Authority’s recommendations and Company Policy before work starts.
- Plan and maintain a clean and tidy site.
- Implement arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare, and also include the relevant emergency procedures.
- Check all machinery and plant on site, including power and hand tools, are maintained in good condition and that all-temporary electrical equipment is not more than 110 volts.
- Ensure that adequate supplies of protective clothing and equipment are maintained on site and that equipment is suitable. Display signs on site where safety helmets must be worn.
- Ensure protective clothing is issued and that records are kept of issue.
- Ensure that adequate first aid facilities are on site and that all personnel on site are aware of their location and procedure for receiving treatment for injuries.
- Ensure that systems are organised in the event of an emergency for applying first aid and calling an ambulance.
- Accompany HM Inspectors on site visits and act on their recommendations. In the case of the Inspector issuing a notice (Prohibition or Improvement), contact the Contracts Manager immediately after complying with any requirement to stop work.
- Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
- Examine drawings and soil investigation reports to determine excavation support requirements in advance and provide in accordance with Company Policy.
- Set a personal example by wearing the appropriate protective clothing on site.
- Ensure that any accident on site, which results in an injury to any person (not just employees) and/or damage to plant or equipment, is reported in accordance with Company Policy.

Section 2.4 SITE FOREMEN RESPONSIBILITIES

The responsibilities of the Site Foremen are to:

- Read and understand the Company Policy on health and safety and ensure that it is brought to the notice of operatives under your control. Carry out work in accordance with its requirements.
- Know the Construction and other relevant Regulations applicable to the work on which your operatives are engaged and insist that these Regulations be observed.
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Do not allow operatives to take unnecessary risks.
- Ensure that new employees are shown the correct method of working and all safety precautions.
- Ensure that young persons (under 18 years old) do not drive and item of plant or operate any type of toll or equipment except under direct supervision.
- Commend operatives who, by action or initiative, eliminate hazards.
- Do not allow “horseplay” or dangerous practical jokes and reprimand those who persistently fail to consider their own safety or that of others around them.
- Report immediately any defects in plant or equipment.
- Report any accident, however minor, to Supervision immediately.
- Set a personal example by wearing protective clothing and carrying out your own work in a safe manner.
- Look for and suggest ways of eliminating hazards. Bring to the notice of supervision any improvements or additions to the Company Policy, which you feel, should be made.
- Inform Management of any medication that you are taking, which could affect your capacity for work or treatment following an accident.

Section 2.5 MACHINE/PLANT OPERATIVES RESPONSIBILITIES

The responsibilities of Those personnel operating plant/machinery are:

- Read and understand the Company Policy on Health and Safety.
- Know the legal requirements affecting the use of any machine and ensure that the machine is used in accordance with those requirements.
- Ensure that defective machinery is reported to a supervisor. Do not continue to operate the machine if the defect affects its safe use.
- Never try to use the machine for work it was not designed for. If in any doubt ask your supervisor.
- Wear suitable protective and safety clothing, inclining ear protection devices to ensure that gradual loss of hearing is not suffered.
- Suggest ways of eliminating hazards or improving your work methods.
- Ensure that when operating machinery other persons are clear of the danger zone.
- Report all accidents or damage, however minor, to your supervisor.
- Ensure that if your machine is used for lifting purposes it is sighted on a firm, level and well consolidated base.

- Inform Management/Foreman of any medication which you are taking, which could affect your capacity for work or treatment following and accident.

Section 2.6 GENERAL OPERATIVES RESPONSIBILITIES

The responsibilities of general operatives are:

- Read and understand the Company Policy on Health and Safety and carry out your work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Tools must be kept in good condition (including handles) – do not use if damaged
- Only use tools for the task they were designed for
- Keep tools sharp where relevant
- Wear the appropriate PPE
- Ensure tools are stored safely

Power tools / Electrical Equipment

Prior to use you must ensure the following:

- You have checked that there is no visible damage to equipment / tool or lead
- The correct guards are fitted and in place
- You have no loose clothing
- You are not standing on a wet surface
- There are no trailing leads that could create a tripping hazard
- Don't stretch leads

All electrical appliances and power tools that are used whilst at work, including personal equipment, must be tested (Portable Appliance – P.A. Tested) by a qualified PA tester to ensure safe to use.

All power tools that are used on site should be 110 volts where practically possible; where this is not possible the supplied RCD must be used. You must ensure the correct plug is fitted with the correct fuse installed.

- Wear the necessary protective clothing and safety equipment provided, e.g., safety helmets goggles, etc.
- Keep tools and equipment in good condition.
- Report to your supervisor any defect in plant, equipment or machinery.
- Work in a safe manner at all times. Do not take unnecessary risks that could endanger yourself or others. If possible, remove hazards yourself e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
- Warn other employees, particularly new employees of particular known hazards.
- Do not play dangerous or practical jokes or engage in “horseplay” on site.
- Report to your supervisor any person seen abusing welfare facilities provided.
- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- Report any damage to plant or equipment.
- Suggest safer methods of working.
- Inform your supervisor of any medication which you are taking which could affect your capacity to work or treatment following an accident.

Section 2.7 SUB-CONTRACTOR RESPONSIBILITIES

- All sub-contractors will be expected to comply with the Company Policy on Health and Safety and must ensure their own Company Policy is made available whilst work on site is carried out.
- All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site and the general public.
- Scaffolding and cradles used by sub-contractors employees (even when scaffolding is erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Approved Codes of Practice.
- Sub-contractors employees are not permitted to alter anything provided for their use or interfere with any plant or equipment on the site, unless authorised by the Company's Site Representative.
- All plant or equipment brought on site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our Company Manager before work commences.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must conform with British or European standards.
- Any injury sustained, or damage caused by sub-contractor's employees, must be reported immediately to this Company's Site Representative.
- Sub-Contractor's employees must comply with any safety instructions given by this Company's Site Representative.
- This Company has a Safety Manager to inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action. Sub-contractors will provide the Site Agent with the name of the person they have appointed as their Safety Supervisor.
- Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this Company's facilities in which case a certificate will be issued detailing facilities provided (F).
- Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health, which will be used on the site, must be provided to our Company Manager.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- All operatives, sub-contractors, visitors, etc. on the Company's sites will wear appropriate protective clothing and equipment and equipment at all times other than in areas specifically designated as "no risk" areas by site management. Sub-contract personnel must comply with signs erected on site saying that safety helmets are to be worn.
- A detailed Method Statement showing the relevant risk assessments and control measures to be adopted will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The Method Statement must be agreed with our Company Management before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained., Suitable risk assessments for all other work activities must be provided where relevant.
- Sub-Contractors will notify this Company's Site Representative of their presence, when they are working on site.

SECTION 3.0 REPORTING PROCEDURES

Section 3.1 REPORTING

1. No matter how small the injury appears the injured person whether he/she is directly employed by the company or a sub contractor the occurrence must be reported to his/her immediate supervisor. In the event that the supervisor is not available then the injured person must report the incident to a trained first aider, foreman or site agent who will report the matter to the site supervisor.
2. Should the accident involve contact with electrical equipment, noxious substances or a fall the injured person should not be moved nor shall any person in the vicinity take any unnecessary risks until such time as a trained first aider or the emergency services are present.
3. Details of the accident shall be entered in the accident records book (BI510).
4. This applies to all injuries of subcontractors' visitors and the general public.

Section 3.2 DUTIES

The Site Supervisor is legally bound to report accidents that fall in the following categories;

1. A fatal or major injury
2. A dangerous occurrence
3. A noticeable disease.

Should any accidents occur that are in the categories above. The site supervisor must instigate the following procedure:

1. Contact the Company Health & Safety Manager with details of the accident immediately, who will inform the H.S.E, this in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1985.
2. The details of the accident must be confirmed in writing within seven days on Form F2508 or F2508A.
3. Should the accident result in the employee losing time off work then the Company Safety Officer will inform Head Office of the incident so the company insurers can be notified.

Section 3.3 ACCIDENT BOOK

All accidents must be entered in the accident book with the following information.

1. Time and date of accident.
2. Location of accident.
3. Name(s) of injured person(s) and occupation(s).
4. Nature of accident and name(s) of witness(es).
5. The extent of the injuries sustained and treatment given.
6. Whether the Health & Safety Executive were informed.

The accident book and forms shall be maintained on site and be available for inspection by either the H.S.E/Client or the company safety officer. All accident books and forms shall be returned to the company head office at the end of the contract for analysis filing.

Section 3.4 FIRST AID FACILITIES

All sites and workstations will have the following;

1. An adequate number of first aid trained personnel as required by the Health & Safety (First Aid) Regulations 1981 and Approval Code of Practice (ACOP 42). The numbers required and the extent of training will be dependent on the type of work and the numbers of personnel involved.
2. The appropriate Contract Manager in accordance with ACOP 42 will assess the numbers required at the planning stage for each contract.
3. All first aiders must hold a current certificate issued by an organisation approved by the H.S.E. In exceptional cases emergency first aid courses may be appropriate these would typically be when the employees are working some distance from the company base or a qualified first aider.
4. Signs and clear directions for locating the First Aid personnel and facilities will be displayed in a prominent position on site
5. A list of important numbers e.g. Company Safety Officer, Emergency Doctors and services will be maintained at each First Aid post.

Section 3.5 WELFARE FACILITIES

The Company will ensure that the physical welfare of the employees is promoted by :

1. Provision of adequate cleaning and sanitary facilities.
2. Provision of adequate fire fighting and other safety equipment.
3. Provision of adequate protective clothing.
4. Provision of adequate training in safe working practices both at induction level and refresher courses.
5. Where sub contractors are working on site consultation by the Site Manager will take place and when relevant use of Shared Welfare Facilities will be negotiated to maintain a high level of cleanliness. This practice will also apply when the company is working as a sub contractor.
6. Suitable basic facilities will be arranged when the provision of huts and mobile units is not practical e.g. drinking water, means to boil water, hand cleanser, clothes storage facilities, first aid equipment etc.

The company will ensure that suitable and sufficient welfare facilities are provided, including toilets, washing facilities and an area for rest with the facility to heat water and prepare meals.

This will generally be either through shared welfare facilities on larger sites, or by making use of client facilities by arrangement. Temporary facilities will be provided where neither of the above is possible.

Under CDM 2007, the following must be provided where reasonably practicable:

Washing Facilities

Near the toilets, clean hot and cold or warm running water, soap, towels, adequately ventilated and lit.

Drinking Water

Clean drinking water, labelled and with cups if necessary.

Accommodation for clothing including drying facilities where required and facilities for changing if necessary.

7. Rest facilities including the means of boiling water and suitable arrangements for meals to be prepared and eaten.

Section 3.6 PRE-CONTRACT PLANNING

The Company will take the following into account at tender or negotiation stage before work commences on any site.

- Where work aspects are not covered by the Company Policy on Health & Safety then suitable risk assessments will be carried out and the procedures documented.
- Certification will be obtained from sub contractors regarding their site competence in such areas as Fork Lift Trucks, Scaffolding, Abrasive Wheels etc. This certification must be approved or adequate measures taken to ensure that sub contractors safety procedures meet with the Company's Health & Safety Policy.
- Sub contractors must provide safety records to substantiate a safe working history, these will be taken into account when contracts are being negotiated.
- Notifications will be sent to the relevant authorities e.g., Health & Safety, Local Authorities Emergency Services relevant Utilities (overhead and underground).
- Requirements for the protection of the public especially children.
- All Site Managers will be issued with Site Notices, Safety Policy, Risk Assessments, Substance Assessments, Regulations etc. prior to work commencing on site.
- All employees will be issued with the Company Booklet regarding Health & Safety which they will sign to confirm acceptance of the policy.
- When it is practical the Company Safety Officer will hold a pre-contract safety induction course to ensure all employees are made aware of their duties and responsibilities both to the company and themselves.
- Consultation with other contractors for the provision of emergency procedures, should the need arise, to evacuate the site. Suitable personnel will be nominated to control these procedures, a list which will be kept in the Site Manager's Office.

Section 3.7 RISK ASSESSMENT

Risk assessment will be conducted at the pre planning stage of every contract to ensure that all possible hazards and risks are taken into account. Actions to be taken are summarised as follows:

- Assessment of all work activities which could represent a risk to the health and safety of personnel involved in site activities this assessment will also include contractors and temporary staff. Procedures will be drawn up to eliminate or minimise that risk.
- Where the risk is considered to be significant, then this will be recorded in writing and where relevant specific personnel will be identified as being at risk.
- Risk assessments will be monitored and altered accordingly and should the circumstances change.
- Provide health surveillance where there is an identifiable disease or adverse health condition.
- Establish emergency procedures to be followed in the event of serious and imminent danger. Sufficient competent personnel will be appointed to implement emergency evacuation procedures.
- Information regarding high risk areas will be made available, this will include the control measures required, the names of appointed emergency personnel and emergency procedures.
- Information regarding risk areas will be shared between employers on site to ensure all such areas are readily recognised.
- Training will be provided to employees in respect of:
 - a) Duties and tasks allocated to them.

- b) Induction training on commencement of employment.
- c) Transfer to new sites or new responsibilities.
- d) Changes in work methods or equipment.

The training will be monitored to take account of changes in circumstances.

Section 3.8 SAFETY INSTRUCTIONS

Safety instructions are to be posted in communal areas both in the workshop and on site containing the following details:

- 1. Nominated person(s) for emergency procedures.
- 2. Person(s) to whom accident reports should be made.
- 3. Name(s) of qualified First Aiders.
- 4. Location of First Aiders.
- 5. Location of First Aid Facilities.
- 6. Location of Accident Book.
- 7. Procedure for notifying the emergency services.
- 8. Accident reporting procedure.
- 9. Location of relevant safety information including C.O.S.H.H. assessments safety policy etc.
- 10. Any other specific instructions required.

Section 3.9 TOOLBOX TALKS

Information on health and safety is passed onto our staff using a variety of other methods including; safety videos, safety training, safety inductions on each contract, specific training on site equipment and plant to be used on site, display of safety posters, provision of employee handbooks and display of health and safety policy. We also run a programme of weekly site based toolbox talks for all staff and talks are given on specific issues as requested or in response to observed incidents.

A copy of the contents sheet from our Toolbox Talk manual is included in Appendix 5.7

Section 3.10 MULTICULTURAL WORKERS

The Induction, and Health and Safety Training of Multicultural workers is currently undertaken using the Computer-aided program as supplied in the Croner's training guide Manuals.

Further linguistically needs that are identified at the initial job interview, (or in the case of agency workers first Induction) will be addressed using the following solutions:-

- i/ Pictorial induction –using the Croner Electronic Health and Safety Training Modules
- ii/ Purchase the multilingual leaflets as supplied by the HSE
- iii/ Use all of the above in conjunction with the Safety Videos obtained from the HSE
- iv/ Operate a 'Buddy' system- utilising in-house multilinguists-Arabic, French, Polish, Russian
- v/ Engage a translator during normal working hours together with specialist emphasis on Company Health and Safety Policy translations where it is reasonably practical to do so.

SECTION 4.0 ENVIRONMENTAL POLICY

COMPANY ENVIRONMENTAL POLICY STATEMENT

Year Building Services Limited Board of Directors are fully committed to providing a safe and healthy working environment for its employees and all personnel connected with the company. It has recognised that legislation and public opinion have made a major impact over the past few years and the environmental and pollution laws have made environmental management a necessity. The company has always supported a management policy designed to protect the environment, and is actively studying its scope of operations to ensure that environmental and health issues and legislation are maintained. The Directors are committed to taking appropriate action through their policy of :

- Compliance with all statutory regulations controlling the industry/manufacturing processes and sites which the company and its subsidiaries (The Year Group) operate, this includes construction and outfitting sites.
- Co-operating fully with the relevant authorities in meeting the companies' legal obligations.
- Endeavouring to minimise any disturbance to the environment and the quality of life of the local communities in which the Year Group operates and to be a good neighbour to those communities.
- Taking into consideration local community interest and keep the public informed when planning new developments.
- Taking positive steps to conserve resources, with particular regard to those which are scarce and non renewable.
- Maintaining the safety of the Year's group standards to the highest standard.
- Taking full management responsibility and accountability for any environmental harm arising out of or caused by any of the Year Group's industrial/manufacturing processes.
- For any new activities assessing in advance as far as is as possible the environmental effects of any significant new developments and taking steps to minimise any adverse effects on man or the environment.
- Having particular regard as far as is reasonably practicable for the preservation of fauna and flora.
- Encouraging good environmental practice amongst the Year Group's employees at all levels.

The above statement has been achieved by the following procedures:

- All waste both toxic and non-toxic is disposed by a licensed contractor.
- All processes have been assessed to minimise the risk of injury.
- All suppliers of timber and timber products have been assessed on their ability to comply with current environmental legislation.
- All employees and work areas are checked on regular basis to comply with health surveillance requirements.
- All sites are checked prior to commencement of contract to ensure that no toxins or pollutants are present, in the event of contamination being present disposal measures are in accordance with statutory requirements.
- All pre contract meetings have Health & Safety and environmental issues on the agenda.
- All contracts are maintained in accordance with statutory requirements with a particular emphasis on C.D.M. 2007.
- All plant and machinery is maintained checked in accordance with statutory requirements.
- Training programmes are in place to alert all supervisory staff to the inherent dangers of their actions and the actions of others.



VEAR BUILDING SERVICES LIMITED
RISK ASSESSMENT SHEET

FORM I

HAZARD
PERSONS AT RISK
DESCRIPTION & LIKELY CONSEQUENCE
EXISTING PROTECTIVE MEASURES
FURTHER ACTION REQUIRED
COMMENTS



VEAR BUILDING SERVICES LIMITED
EMERGENCY TELEPHONE NUMBERS

FORM 2

THE NEAREST TELEPHONE	
is located at:	
EMERGENCY SERVICES	999
WATER	
GAS	
ELECTRICITY	
VEAR HEAD OFFICE	
VEAR SITE MANAGER	
SITE FIRST AIDER	
LOCAL DOCTOR	
HOSPITAL	
HEALTH & SAFETY EXECUTIVE	
VEAR Health & Safety Manager - George Waters - TEL 07887 712973	



**VEAR BUILDING SERVICES LIMITED
FIRE PRECAUTIONS**

FORM 3

NOMINATED PERSON FOR EMERGENCY PROCEDURES	
LOCATION OF FIRE PROCEDURES	
FIRE WARNING MEANS	

WHERE ARE THEY?

TYPE OF EXTINGUISHER	COLOUR	NUMBER	LOCATION
WATER			
CARBON DIOXIDE			
FOAM			
DRY POWDER			

WHICH TO USE? - NOTE MAY BE RED ALL OVER WITH COLOUR LABEL.

TYPE OF EXTINGUISHER:	COLOUR	TYPE OF FIRE
WATER	RED	PAPER AND WOOD
CARBON DIOXIDE	BLACK	ELECTRICAL EQUIPMENT
FOAM	CREAM	FLAMMABLE LIQUIDS
DRY POWDER	BLUE	DIESEL EQUIPMENT



**VEAR BUILDING SERVICES LIMITED
FIRST AID FACILITIES**

FORM 4

NAME OF SITE	
NUMBER OF OPERATIVES (INCL. SUB. CONTRACT)	
FIRST AID ROOM	LOCATION:
FIRST AIDER NAMES	
FIRST AID KIT	
No.1 Location:	
No.2 Location:	
FIRST AID ROOM (MINIMUM CONTENTS)	<p style="text-align: center;">SINK WITH RUNNING WATER</p> <p style="text-align: center;">DRINKING WATER & CUPS</p> <p style="text-align: center;">PAPER TOWELS</p> <p style="text-align: center;">SMOOTH WORK SURFACE</p> <p style="text-align: center;">SUPPLY OF DRESSINGS & MATERIALS</p> <p style="text-align: center;">A COUCH</p> <p style="text-align: center;">A CHAIR</p> <p style="text-align: center;">STORAGE FOR FIRST AID MATERIALS</p> <p style="text-align: center;">SPECIAL EQUIPMENT</p> <p style="text-align: center;">ACCIDENT BOOK</p>



VEAR BUILDING SERVICES LIMITED PERMIT TO WORK

Permits to work will be required for, but not restricted to, the following activities;

1. Confined Spaces
2. Hot Work
3. Inside Occupied Areas
4. Working on Live Services

The permit to work document covers two pages, sample enclosed.

1. Page one is to be completed by the site manager with details of the specific work task to be undertaken.
2. This is to be countersigned on page 2 by the senior operative of the contractor carrying out the task, accepting the conditions laid down.
3. Page one is to be kept in their possession through out the timescale covered by the permit.
4. Page two will be kept in the file pending completion of the task, or cancellation of the permit.
5. The relevant page two section is to be completed, cancelling the permit. Page one & two must be clipped together.
6. The clearance is to be signed by the operative in "2" above.
7. The cancellation is to be signed by the Site manager.
8. Once cancelled, the permit cannot be reused. A new permit must be issued in line with the above.

Completed permits must be retained and included within the site file. This file will be returned to the Head Office on completion of the Project.



**VEAR BUILDING SERVICES LIMITED
PERMIT TO WORK**

PROJECT:	
DOCUMENT REF NO:	
TASK:	DURATION OF PERMIT:
THIS PERMIT IS ISSUED FOR THE FOLLOWING. NO WORK OTHER THAN THAT MUST BE CARRIED OUT:	
IS WORK TO BE CARRIED OUT WHEN PLANT, EQUIPMENT OR SYSTEMS ARE IN OPERATION: YES / NO	
LOCATION OF WORKS:	
DESCRIPTION OF WORK:	
METHOD OF MAKING SAFE:	
EXTRA PRECAUTIONS TO BE TAKEN IF PLANT, EQUIPMENT OR SYSTEMS ARE IN OPERATION:	
ADDITIONAL PERMITS: <ul style="list-style-type: none"> • HOT WORK • ELECTRICAL • CONFINED SPACE • OTHER 	
AUTHORISATION	
NAME OF PERSON ISSUING PERMIT:	
DESIGNATION:	
SIGNATURE:	
TIME:	
DATE:	



**VEAR BUILDING SERVICES LIMITED
PERMIT TO WORK**

RECEIPT

I HEREBY DECLARE THAT NO WORK OTHER THAN THAT STATED ABOVE WILL BE CARRIED OUT, AND ALL PRECAUTIONARY MEASURES WILL BE ADHERED TO:

NAME OF PERSON INCHARGE
OF WORK:

DESIGNATION:

SIGNATURE:

COMPANY:

DATE:

TIME:

CLEARANCE

I HEREBY DECLARE THAT THE WORK STATED ABOVE HAS / HAS NOT BEEN COMPLETED. (Delete as appropriate)

DETAILS IF NOT COMPLETED:

NAME:

DESIGNATION:

SIGNATURE:

DATE:

TIME:

CANCELLATION

ALL COPIES OF THIS PERMIT TO WORK ARE CANCELLED.

NAME:

DESIGNATION:

SIGNATURE:

DATE:

TIME:



VEAR BUILDING SERVICES LIMITED METHOD STATEMENT REGISTER

- All Vear Building Services personnel will have read and understood the Company Safety Policy.
- All personnel who are to use metal cutting saws and grinders will have been appropriately trained.
- Ensure sparks do not affect other persons, obtain a hot work permit before work starts.
- All personnel will have attended a site induction and will be aware of all fire and hot work permits procedures. All site personnel involved in these operations must wear the appropriate PPE.
- All personnel will have been trained in the installation of -----as laid out in the attached -----method statement.
- In the event of an accident you must notify the nearest first aider,.
- All accidents must be reported to your supervisor
- All substances used by Vear Building Services Personnel have been checked to be safe when the appropriate P.P.E. is worn. If any doubt check the main health and safety file, which is situated in the site file, held by the site foreman. COSHH data sheets to be issued with substances
- When working on site please bear other members of site personnel in mind.
- Please leave your work areas clean safe and tidy. ALL AREAS MUST BE LEFT TIDY.
- If you have any doubts about any aspect of Health and Safety or any matter concerning your work please bring it to the attention of your Foreman.
- If you notice anything of an unsafe or hazardous nature please bring it to the attention of your foreman or any Main Contractor representative.



VEAR BUILDING SERVICES LIMITED

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NOTE

These toolbox talks are provided purely for use as an aid in promoting safety awareness in construction. They are not a substitute for the statutory regulations and may not address all the safety issues on a specific site.



VEAR BUILDING SERVICES LIMITED 2008