



Health & Safety Policy Statement

General Statement

The company recognises that it has responsibilities relating to the health, safety and welfare of its employees whilst at work and visitors to its work premises. It is therefore the policy of the company to take all reasonable and practicable steps to prevent personal injury, and damage to property and to protect those associated with its work activities from foreseeable hazards.

The following sets out the company's policy as to the provision of a safe place of work. In particular the company will -

- Provide and maintain safe and healthy working conditions, taking account of any statutory requirements.
- Provide and maintain any equipment and systems of work that are safe and without risk to health.
- Provide such information, training and supervision to enable employees to perform their work safely.
- Accept that it is responsible for the health & safety of other people who may be affected by the company's activities such as visitors to its premises, customers and contractors.
- Avoid risks to health & safety during the use, storage, handling and transfer of items of stock and equipment.

This health & safety policy statement will be circulated to all employees in order to ensure full awareness and application of its contents. This policy will be monitored on an annual basis to ensure that objectives are achieved. Revisions and reviews will take place in line with legislation or organisational changes.

Further outline detail on employer and employee duties together with key contact information is displayed on the Health & Safety law poster sited at **Unit 14 Midland Mills, Station Road, Keighley, BD20 7DT**

Name: **Olivia Schepisi**

Date

October 2015

Organisation

Overall responsibility for health & safety rests with Olivia Schepisi who will ensure that -

- There is an effective policy for health & safety within the company.
- The policy is appraised annually to ensure its effectiveness and so that any necessary changes may be made.
- Appropriate legislation is complied with including undertaking risk assessment procedures and that effective control measures are employed such as workplace inspections undertaken to minimise risk and prevent harm to employees.
- Supervisors are adequately trained in the correct use of the company health & safety management systems.
- Sufficient resources are provided to meet the requirements of this policy.

Day to day operation of the policy will be overseen by The Service and Installation Manager who are responsible for -

- Establishing themselves as the key point of contact for plumbers and gas engineers reporting to them, related to the application of this health & safety policy and its supporting procedures.
- Ensuring that the requirements of specific risk assessments and health & safety systems employed by the company are applied by the plumbing staff reporting to them. In circumstances where further risk assessment is to be conducted then the matter should be reported to Olivia Schepisi for action prior to the work taking place.
- Ensuring that periodic workplace inspections are conducted in line with company procedures to check on compliance with the requirements of the health & safety policy and supporting procedures.
- Ensuring that staff training is carried out to support the requirements of this health and safety policy and procedures.
- Facilitating periodic tests of company systems and procedures e.g. site evacuation procedures.

The successful implementation of this policy requires commitment from all employees. Each individual has a legal obligation to co-operate in the operation of this policy by -

- Taking reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Not misusing equipment provided in the interest of safety or health.
- Ensuring that all safeguards and protective equipment etc. are used where necessary.
- Following the requirements laid down in the organisation's health and safety management systems and procedures.
- Reporting any potential hazards or defects in equipment.
- Reporting any accidents involving injury, damage to equipment including near misses.

Arrangements

Risk Assessment

All significant risks associated with the business activities have been assessed and effective control measures identified to minimise those risks. A procedure has been developed in the company to continually monitor the risks posed by a process primarily of workplace inspections. The risks have been ranked in order of their severity and priority of resources is given in order of severity to reduce the likelihood of an accident occurring.

Details of all risk assessments relating to a particular job are made available to all employees who must follow the required control measures in order to undertake the work safely. Where risk cannot be totally controlled, work is carried out under a safe system of work procedure.

COSHH Assessment (Use of Hazardous Substances)

All substances applied or created within the business have been assessed for risk to safety and health. The results of the assessments appear in the form of COSHH assessment data sheets, these are provided to plumbing staff related to the jobs carried out. Control measures have been implemented to reduce or eliminate risk and are displayed on the assessment pro forma. Employees are advised that no substances are allowed to be employed or produced outside of this authorised list.

Training

All employees within the business receive induction training on the first day of employment. Specific training in the application of specialist tasks or the use of plant or equipment is performed prior to the work activity.

All employees are instructed in and provided with the necessary and relevant information appropriate to the tasks they will perform in order for them to apply safe techniques.

Reference is also drawn to audit procedure no. 5 outlining the company procedures for reviewing and dealing with staff training arrangements.

First Aid

All employees are advised to take reasonable precautions to guard against personal injury to themselves, to colleagues or site visitors. However, because of the nature of the business all employees receive basic training in first aid procedures. A first aid kit is kept in all company vehicles at all times and risk based first aid kits are provided in business premises. These kits are subject to regular and scheduled inspection to ensure that they remain in proper condition. All injuries sustained at work should be reported to the recipient's medical practitioner.

Reference is also drawn to audit procedure no. 6 outlining the company procedures for reviewing and dealing with first aid arrangements.

Accident Reporting

All accidents must be reported to a supervisor and a suitable entry recorded in the accident book, irrespective of the severity of any injury. Every accident will be properly investigated to a conclusion and any underlying causes identified. All investigation reports must be forwarded to **Olivia Schepisi** for action. All reportable accidents or operational dangerous occurrences will be reported to the Enforcing Authority by **Olivia Schepisi**.

Reference is also drawn to audit procedures no. 3 & 4 outlining the company procedures for reviewing and dealing with accident reporting and investigation arrangements.

Fire Safety

All employees are trained in the use of fire fighting equipment which is provided strategically in business locations and in all company vehicles. Employees are instructed to ensure that suitable fire fighting equipment is nearby when conducting hot work to meet with the requirements of the company safety standards. Prior to commencement of any task on a new site,

it is a requirement that all employees avail themselves of all appropriate escape routes.

All employees must comply with the fire management procedures that are prescribed on site by others at all times including keeping fire doors closed and doorways, walkways and escape routes free of obstruction.

Reference is also drawn to audit procedure nos. 1 & 2 outlining the company procedures for reviewing and dealing with fire prevention and workplace safety arrangements.

Manual Handling Operations

All tasks involving the manual handling of loads are performed after assessment for risk. Where a task involving the manual handling of a load becomes apparent and employees have not received relevant briefing, the load should not be lifted but reported to their immediate supervisor. Loads will be lifted by mechanical means wherever it is possible. All employees are trained in safe lifting techniques.

Reference is also drawn to audit procedure no 12 outlining the company procedures for reviewing and dealing with manual handling arrangements.

Access Equipment (ladders etc.)

All employees are trained and instructed in the use of access equipment including the recognition of any defects. Employees are made aware that any defect in access equipment must be reported immediately to the supervisor and any such equipment must not be used.

Supervisors within the business make regular checks on access equipment and implement scheduled and random full inspections.

Reference is also drawn to audit procedure no 14 outlining the company procedures for reviewing and dealing with the inspection and reporting on working platforms.

Personal Protective Equipment

Employees are provided with PPE as directed by the appropriate risk assessments. Regular scheduled and random safety inspections to enforce the wearing of PPE are conducted. PPE is regularly inspected for signs of defect and where necessary is replaced. Employees are encouraged to meet their duties by reporting any defective PPE that they may become aware of.

Reference is also drawn to audit procedure no 15 outlining the company procedures for reviewing and dealing with the use of personal protective equipment.

Use of Portable Power Tools

Employees are adequately trained in the proper use of portable power tools. It is a company requirement that portable power tools are visually inspected by the user for signs of damage prior to undertaking the work. A schedule of Portable Appliance Testing (PAT) is implemented in the company to check on the safe condition of power tools. Employees must not use portable power tools showing signs of damage and must return them to the office without use for repair or replacement.

Reference is also drawn to audit procedures no. 7 & 8 outlining the company procedures for reviewing and dealing with the use of electric and non electric portable power tools.

Performance Monitoring

All activities within the business are subject to a programmed schedule of inspection to monitor unsafe acts. Random inspections also occur by way of management safety tours. Suitable pro forma for use during these inspections are as laid down in the company manual of safety procedures.

The results of all inspections are brought to the attention of Olivia Schepisi who analyses them to identify if a work process modification or review is required.

All workplaces where the business is the duty holder are inspected in a similar format to identify unsafe conditions hazards.

The company operates a diligent accident reporting and investigation procedure the statistics of which are also subject to close monitoring. Where a requirement for health surveillance is identified this will be brought to the attention of Olivia Schepisi who will pursue guidance from the nominated doctor.

Policy Review

Consequent to the ongoing review of safety performance via the monitoring process, where an immediate review of safety procedures is required, this will take place. All persons within the company would at that instance be briefed upon the modifications.

The safety policy is subject to annual review.