



HEALTH AND SAFETY POLICY



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Health and Safety Policy Statement

It is the policy of Affordable Facilities Limited, to ensure as far as is reasonably practicable the health, safety and welfare of its employees whilst they are at work, and others who may be affected by our undertakings, as required by the Health and Safety at Works Act 1974.

Affordable Facilities Limited will:-

- Provide and maintain a safe healthy working environment.
- Ensure adequate instruction and training is given to all personnel to enable them to perform their various tasks
- Ensuring that the necessary resources and finances are provided to carry out the Companies' Health and Safety and policy effectively.
- Ensuring that all plant, tools, vehicles, processes and equipment are designed and constructed or selected with due consideration for the health and safety of the user
- Plant, equipment and vehicles are maintained in a proper state of efficiency and repair.
- Ensure that all accidents, incidents and near misses are investigated and reported.
- Aim to achieve the commitment and active involvement of all employees through effective consultation, in order that safety awareness and positive attitudes are fostered, and continuous efforts are made to improve safety performance.

We consider safety to be a management responsibility and accept that it is the duty of management to take the necessary steps to ensure that all systems of work are as safe as is reasonably practicable and that all equipment is maintained in a safe condition and operated in a safe manner..

It is the responsibility of every individual working for Affordable Facilities Limited to:-

- Take reasonable care for the health and safety of themselves and others.
- To co operate with their supervisors or any other person so far as is reasonably necessary to enable their employment to be conducted safely.
- Follow the company and other accepted rules, procedures and codes of practice.
- Correctly use protective items provided in the interest of health, safety and welfare

As the Company Director I have overall and final responsibility for ensuring that the health and safety policy is properly implemented and that the health and safety standards are achieved and maintained

The policy will be reviewed and revised to meet the changing needs of the company and changes made by legislative requirements.

Signed:



8/4/16

Mrs Alison Withers - Director 08/04/16



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2. Organisation

Mrs. Alison Withers who is Director of Affordable Facilities Limited, 3 The Elms, Church Road, Claygate, Surrey, KT10 0JT is responsible for the overall effectiveness of the Company's Health and Safety Policy. Additionally, the Director will ensure adequate resources including finances are made available for safety measures.

Mrs. Alison Withers will be responsible for the annual review and amendment of the Policy or, as may be necessary in the light of changes within the Company. She will ensure that regular reports are made regarding the Company's safety performance, accident record and of significant events affecting or arising out of the Company's operations.

Mrs. Alison Withers is also responsible for the assessment of injury, loss or damage, risks and liabilities relating to the Company's operations and adequacy of insurance cover.

The Overall and Final responsibility for Health and Safety of Affordable Facilities Limited is down to Mrs Alison Withers, the day to day responsibility for ensuring that this policy and its content are put into practice is down to Mr Steve O'Farrell.

The management is responsible for the following:

- Having a detailed Knowledge of the Company's Safety Policy and ensuring that the Company's activities are conducted in accordance with this Policy.
- Having knowledge of the Health & Safety at Work Etc, Act 1974, particularly those requirements which impinge on Director executive responsibilities.
- Ensuring that adequate funds are made available to meet the requirements of the Safety Policy.
- Periodically reviewing and amending the Safety Policy as necessary.
- Setting a personal example.
- Ensure that persons under their control have received suitable and sufficient training to carry out the task safely without risk to themselves or others, and carry out a check of their competency level.

Employees/subcontractors are responsible for the following:

- Using the correct tools and equipment for the job, using safety equipment and protective clothing e.g. safety helmets, goggles, gloves and other personal protective equipment.
- Keeping tools and materials in good condition and regularly checking that they are suitable and safe for use.
- Reporting any defects in plant or equipment.
- Developing a personal concern for safety for themselves and others, particularly newcomers and young persons.
- Avoiding improvisation which entails unnecessary risks.
- Warning new employees/subcontractors of know hazards.
- Refraining from horse play and the abuse of welfare facilities.
- Suggesting ways of improving safety conditions.
- Using proper means of access.
- Not interfering with, or misusing scaffolding and other equipment provided for securing health and safety.
- Co-operating with the site management on all matters relating to health, safety and welfare.

3. Arrangements

Accident Reporting

Reporting of an accident will be carried out in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as amended 2013 (RIDDOR). The form F2508 will be used for reporting to the HSE any death, injury, or dangerous occurrence as detailed by the Regulations.

All accidents, no matter how small, must be reported to the Director responsible for health and safety, and the details entered in the accident book.

Report all accidents to the head office on Tel No: 0208 9713145

Any injury should receive immediate first aid treatment by a first aider, followed by hospital treatment if necessary.

Once reported the company will complete an investigation into the accident and produce recommendation from the investigation to prevent any reoccurrence.

First Aid

With reference to the Health and Safety (First Aid) Regulations Affordable Facilities Limited will provide or ensure the provisions of equipment and facilities which are relevant for enabling first aid to be rendered to employees when they are injured or become ill at work. Provisions will be made for Suitable appointed person to administer first aid, which are both trained and hold a valid approved certificate.

The Construction (Design and Management) Regulations 2015

Where Affordable Facilities Limited is employed as the contractor on a project, in order to comply with the requirements of these Regulations we will:-

- Co-operate with the principle contractor so as to enable each of us to comply with his duties under the regulations.
- As far as is reasonably practical, provide the principle contractor with any information which might affect the health and safety of any person at work carrying out the construction work, or any person who might be affected by the work of that person at work or which may justify a review of the health and safety plan.
- Comply with any instruction given to us by the PC
- Provide the PC with any information in relation to accident injury death or dangerous occurrence which he is required to notify or report to the HSE.

Instruction and Training

Induction training of all new personnel and of all existing personnel on new operations, where new procedures are necessary, will be carried out. This will be arranged by line management.

Arrangements will also be made to ensure that any safety instructions issued with the plant, substances, equipment and processes and employees/subcontractors will receive training or instruction in the operation application.

Consultation and communication

Affordable Facilities Limited will ensure that all employees are involved in creating and maintaining an effective positive health and safety culture within the Company's operations. Affordable Facilities Limited will consult with the employees, before the introduction of new procedures or technology that may affect employees and their working



practices. Consultation will also occur with the introduction of new statutory information, any training programmes and implementing emergency procedures.

The company will keep records of the consultations and any actions arising from them.

Management of Health and Safety at Work Regulations 1999:

The main theme of the Regulations is the requirement to carry out assessments for the risks to health and safety of subcontractors/employees and of anyone else who may be affected by the work activity.

The significant findings of the assessments must be recorded, together with any control measures identified as being necessary. Subcontractors/employees must be provided with clear information and adequate training on health and safety matters.

Affordable Facilities Limited policy is to provide written assessments for all hazards where the risk to health and safety of subcontractors/employees and other persons is significant. It is the responsibility of the site management to ensure that the control measures, procedures and other instructions laid down in the assessments are adhered to. If in special circumstances, the control measures laid down in the assessment cannot be complied with, a revised risk assessment must be prepared.

Manual Handling Operations Regulations 1992 (as amended):

These regulations apply to all manual handling operations which are a possible cause of injury to subcontractors/employees. Instruction and training of employees/subcontractors on safe handling is also a requirement. The practicability of moving the load mechanically will be an important consideration but clearly the cost of the provision of mechanical aids in any particular situation will have to be taken into account. Written manual handling assessments have been compiled for those operations where a significant risk has been identified. It is the responsibility of the site management to ensure that the control measures, procedures and other instructions laid down in the assessments are adhered to. It is the Company's responsibility to determine whether or not the provision of mechanical handling equipment is reasonably practicable.

Personal Protective Equipment at Work Regulations 1992:

These regulations apply to all places of work and are clearly relevant to construction operations.

PPE should be relied on only as a last resort where it is not reasonably practical to control the risks by other means.

The term 'personal protective equipment' includes:

- Head protection
- Eye protection
- Foot protection
- Safety harness
- Personal buoyancy equipment when working on or near water
- Protective clothing for the body including high visibility clothing for site workers

It is the site manager who is responsible to ensure that the necessary equipment is being used appropriately by site employees/subcontractors.

Working at Height Regulations 2005:



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These regulations encompass previous legislation and guidance from a number of sources and are the definitive document for working at height.

There is no measured height applicable to the regulations therefore any height above ground level, however small must now be considered as working at height.

The regulations apply to all work places that come under the scope of the Health and Safety at work Act etc 1974.

The company will ensure that:

Works will not be carried out at height if the works can be carried out safely otherwise than at height;

Where works are carried out at height the company will take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. To which:

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate equipment is selected and used;
- The risks from fragile surfaces are properly controlled;
- Equipment for work at height is properly inspected and maintained;
- Every parapet, permanent rail or other such fall protection measure of every place of work at height are checked on each occasion before the place is used.

To control the hazards presented by the Working at Height Environment. To which:

Every existing place of work or means of access or egress at height will:

- Be stable and of sufficient strength and rigidity for the purpose for which it is intended to be or is being used;
- Where applicable, rest on a stable, sufficiently strong surface;
- Be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work to be carried out there.
- Possess suitable and sufficient means for preventing a fall;
- Possess a surface which has no gap through which a person could fall; (Through which any material or object could fall and injure a person; or
- Giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk;
- Be so constructed and used, and maintained in such condition, as to prevent, so far as is reasonably practicable -
- The risk of slipping or tripping; or
- Any person being caught between it and any adjacent structure;
- Where it has moving parts, be prevented by appropriate devices from moving inadvertently during work at height.

To control the hazards presented by falls from height the company will:

- Avoid work at height where it can;
- Prevent falls where it cannot avoid working at height;
- Minimize the distance and consequences of a fall where the risk of a fall cannot be eliminated.

Handrails

New regulations require that hand rails have a minimum height for construction work of 950mm, increased from 910mm in old regulations. Any gap between the top rail and any intermediate rail shall not exceed 470mm.

Ladders and step ladders



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These regulations do not ban ladders but require consideration to be given to their use. They require that ladders should only be considered where the use of other more suitable work equipment is not appropriate, such as tower scaffolds, podium steps or temporary stairs. Where ladders are used they should only be used for light work of short duration.

Risk Assessment

The following hazards should be included in risk assessment involving working at height:

- The distance and potential for falling
- The frequency and duration of work
- The surface that any equipment used is being sited upon
- The environment including weather
- Physical limitations such as adjoining structures
- Access and egress
- Arrangements for emergency attendance of rescue and medical services
- The task and abilities of staff involved.

Noise

The damage to the hearing can be permanent if it left uncontrolled so it is Affordable Facilities Limited commitment to comply with The Control of Noise at Work Regulations 2005.

Where noise is perceived or deemed to be excessive, suitable steps shall be taken by management to eliminate or reduce the noise at source. If it is not possible, hearing protection shall be provided.

Welfare

Affordable Facilities Limited recognise their duty that if the company employs anyone (however short the period) that they must 'so far as is reasonably practicable', provide adequate and appropriate welfare facilities for are employees while they are at work. Due to the works that the company undertakes this responsibility is passed onto the principle contractor in control of that particular site.

Asbestos

Affordable Facilities Limited recognises their duty and this policy is to prevent any harmful asbestos exposure to Employees and any other persons who could be affected by the Company operations where asbestos is present. The Company has a duty not only to Employees, but also to the Client's Employees, other Contractors Employees, occupiers of the site being worked on, visitors, neighbours and any other persons who could be affected by operations that involve disturbing or working with asbestos.

All Company Employees will be made aware of all necessary precautionary measures and controls related to work, which may disturb asbestos. It is the duty of Company Management to ensure that Employees, who may be required to work in areas where asbestos may be present, receive Safety Awareness Training for contact with asbestos.

In the event of an asbestos incident where asbestos is suspected to be present in a location where it has not been identified, or asbestos exposure may have occurred, or non-compliance with asbestos controls etc need to be reported, the Site Manager will be informed immediately for further advice and to ensure full compliance with any emergency procedures.

Due to the nature of the works that Affordable Facilities Limited undertakes it is envisaged that at no time will Asbestos be present. If however Asbestos is found to be contained within the location of the works, any operative being put to work will have completed Asbestos awareness course as a minimum.

Sub Contractors

Sub- contractors will be controlled. At appropriate points before the job, meetings should be held to agree safety needs and rules. Safety shall be monitored during the contract. The Sub-contractor should be required to submit reports of accidents, planned inspections and corrective action. Procedures should be established and maintained for controlling all aspects of the Sub-contractors work, including:-

- Risk assessments/method statements.
- Pre-planning. For medium/long-term contracts this would involve carrying out full Occupational Health & Safety (OH&S) pre-qualification. For short term contracts OH&S aspects should be suitably checked via questionnaires/interview/review.
- Communication. Communication links between appropriate levels in the organisation and the contractor shall be established, prior to and throughout the contract.
- Provision of safety rules.
- Provision of OH&S training and past certification of the contractor(s) personnel, where necessary, before commencement of work.
- Arrangements for monitoring/reviewing aspects of the contractors work activities on site.
- Procedures for communicating accidents and incidents involving the contractors' personnel (RIDDOR).

Public Safety

The Company fully accepts its legal responsibility for members of the public whose health and safety might be affected by the operations being carried out. All operations will be conducted with this in mind and each site will be left in a safe condition at the end of each working day.

Monitoring of Safety Policy Procedures.

Affordable Facilities Limited will continually monitor the effectiveness of the health and safety systems and its safety performance. There will be an annual review overseen by the Director Responsible for Health and Safety.

Continual internal monitoring will be completed and supported by the actions required in the day-to-day management of the Affordable Facilities Limited activities.

Revision of Policy Statement:

It is the Company's legal duty to revise this policy statement as often as may be appropriate to take into account changes in the law affecting the Company's operations, or changes in the organisation and arrangements for carrying out this policy. Any revisions found to be necessary will be communicated to each subcontractor/employee.

Signed:



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8/4/16

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(By person responsible for Health and Safety: Mrs. Alison Withers)

Date: **08/04/2016**



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