

Health and Safety Policy / Manual



Index

Part I - Policy

- 1.1 General Statement of Policy
- 1.2 Objectives
- 1.3 Monitoring Of Health and Safety Policy
- 1.4 Monitoring Of Health and Safety
- 1.5 Associated Policies

Part II - Organisation and Responsibilities

- 2.1 Organisation for Health and Safety
- 2.2 Responsibilities for Safety
 - 2.2.1 General Statement
 - 2.2.2 Board of Directors
 - 2.2.3 Operations Director
 - 2.2.4 Safety & Compliance Manager
 - 2.2.5 Senior/Key Account Managers / Area Manager / Account Managers/ Area Supervisors
 - 2.2.6 Site Managers / Supervisors
 - 2.2.7 All Employees

Part III - Arrangements

- 3.1 Arrangements for Health and Safety
 - 3.1.1 General Statement
- 3.2 Treatment, Reporting and Investigation of Accidents Including 1st Aid Provision
- 3.3 Accident Statistics
- 3.4 Emergency Procedure And Fire Safety
- 3.5 Risk Assessments
- 3.6 Noise
- 3.7 Planning
- 3.8 Health and Safety Inspections
- 3.9 Occupational Health
- 3.10 Training
- 3.11 Communications
- 3.12 Health and Safety Committees
- 3.13 Hazardous Substances
- 3.14 Plant and Equipment
- 3.15 Permit to Work Systems
- 3.16 Staff Welfare facilities

Part I – Policy

1.1 Health & Safety

This Company recognises the importance of providing safe and environmentally healthy working conditions and practices and fully accepts its legal responsibilities as an employer in meeting duties imposed upon it by the Health and Safety at Work Act 1974. The maintenance of a safe and healthy working environment is one of the Company's prime objectives.

It is equally important that all employees throughout the Company understand and accept their responsibility in safety matters in that they are held accountable at law, for any of their acts or omissions in breach of safety regulations.



The Company will undertake a planned approach to the protection of all people on the premises and those of its clients, so far as is reasonably practicable. Management, supervisory and other personnel have been appointed with overall responsibility for health and safety at work and for the implementation of this Policy. They will be expected to set a good example at all times.

It is equally important that each employee appreciates and accepts his or her own responsibility in safety matters.


To implement this Policy the Company will:

1. Take all necessary steps to ensure that people on its premises, including contractors, understand and follow the Company's policy and procedures on health and safety.
2. Conduct Risk Assessments on every site and issue appropriate safety instructions as necessary.
3. Maintain high housekeeping standards.
4. Make available all necessary safety devices, personal protective equipment (PPE) and supervise their use.
5. Ensure all accidents resulting in personal injury and other dangerous occurrences are properly investigated with a view to making recommendations to prevent a recurrence.
6. Promote and encourage excellence in environmental management.

All employees will:

1. Conform to Company rules and procedures regarding safe working.
2. Take steps to establish safe operating procedures and instructions that apply in the Company's and the client's workplace and use correct methods of work as laid down.
3. Report any unsafe conditions and procedures.
4. Report all injuries and assist in the investigations of any accidents, if required.
5. Wear and make full use of all protective clothing and equipment.

Where applicable, Company personnel must follow the environmental policies and procedures of client companies.

<p>Endorsed by;  Greg Doherty, Managing Director:</p>	<p>Dated: 01/06/2017</p>
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1.2 Objectives

The principal objective of this policy is to prevent loss, injury or damage to the Company's assets, and/or those belonging to others who could be affected by our activities. The most valuable of these assets are our employees, but property (personal or company), plant, equipment, materials, or unplanned interruptions to the work process come within the scope of the policy.

Secondary but equally important objectives of the policy include:-

- Acceptance by all personnel of Health and Safety and welfare as a major responsibility, which has equal status with other business disciplines such as quality, production, etc., and for this to be supported by adequate training.
- The progressive reduction of Health and Safety hazards by identification of those that exist and, by forward planning, to prevent others arising.
- Fostering amongst employees the attitude of mind that safe working is an integral part of all activities at work.
- Ensuring that effective control systems, both physical and procedural, are available, provided, maintained and used where necessary.
- Regularly monitoring and reviewing and assessing the Company's state of Health and Safety and reviewing this policy annually or more frequently should the need arise.

1.3 Monitoring Of Health And Safety Policy

Monitoring the effectiveness of the Health and Safety policy is essential to maintaining a safe and healthy working environment and particular attention will be paid to:-

- The accident and ill health record of the Company
- The standards of compliance with legal requirements or codes of practice relating to Health and Safety.
- The extent to which the Company specifies, and achieves, within a given time scale, certain long term objectives.
- The extent of compliance with the organisation and arrangement sections of the Company's own policy manual including in particular the systems of work developed by the Company to meet its own needs.

1.4 Monitoring of Health and Safety

As well as the monitoring of the Health and Safety policy, it is necessary to ensure that Health and Safety standards are being maintained at all places of work.

Procedures will be introduced to ensure that these standards are monitored regularly. Managers & Supervisors are required to carry out regular inspections of their areas of control. These will range from spot checks to particular aspects of safety assessments such as the reporting and investigation of accidents, hazardous substances, handling operations, etc. to more detailed and thorough inspections of their working areas. The suggested minimum frequency of this monitoring is as follows:-

Operations Director / Senior/Key Account Managers / Area Manager / Account Managers / Area Supervisors
Every six months. Site Managers/Supervisors – Daily

It is recommended that Senior/Key Account Managers / Area Manager / Account Managers & Area Supervisors visit their sites at least twice annually to check on compliance with the requirements of Health and Safety standards, ensure that the programme of safety training is up to date and that management and staff are kept informed of any new legislation or codes of practice which will affect them.

The objectives of this monitoring are to achieve:-

- The identification of actual and potential hazards.
- The prevention or control of these hazards
- To identify where standards need to be introduced or modified
- To demonstrate management's commitment to Health and Safety

1.5 Associated Policies:

- Working at Height.
- Personal Protective Equipment (PPE)
- Safety Signs and Signals
- Control of Substances Hazardous to Health (COSHH)
- Asbestos
- Management Accident and Incident Reporting
- Manual Handling
- The Use and Maintenance of Portable Electrical Equipment
- Safe Use of Work Equipment
- Sub-Contractors
- Control of Subcontractor
- Lone Working
- Environmental Policy

Web Site at www.ccmfacilities.com

Part II – Organisation and Responsibilities

2.1 Organisation for Health and Safety

Health and Safety will be organised along the same lines as the general management of the Company.

It is important that employees at all levels, and at all locations, are aware of the organisational lines of communication at their various work locations. This will enable them to recognise and understand their position with regard to not only their own Health and Safety, but that of others. This includes fellow staff, visitors and the general public.

2.2 Responsibilities For Safety

2.2.1 General Statement

The following pages define the main responsibilities for safety. The term “Safety” is to be read to embrace all aspects of loss prevention, including accident and fire prevention and control of health hazards such as excessive noise, toxic substances etc.

Overall responsibility for Health and Safety rests with the Board of Directors. The Board of Directors has the specific responsibility for implementation of this Policy.

Without prejudice to any specific responsibility specified in other parts of this Policy, no person in a position of responsibility, at any level, must knowingly make a decision or give an instruction, which would endanger the health or safety of an employee or any other person who could be affected. Those with responsibilities for buying, whether products or services, will have the responsibility for ensuring suppliers or contractors are fully aware of the standards of safety that are required with regard to any equipment, machinery or plant they are supplying or any work they undertake.

All employees in any Company have some responsibilities for safety, but only the jobs with major safety elements have been listed. Where appropriate, line managers will allocate and specify further responsibilities within their areas of control.

Note: Where the test of this policy uses the terms “his” or “him” this shall be read as applying without discrimination to persons of either sex.

2.2.2 Board of Directors

- Ensure that the Health and Safety Policy and its supporting organisation and arrangements are appropriate to the Company
- Take a direct interest in such a Policy and publicly support all persons carrying it out
- Ensure that the proper operating practices and procedure to prevent injury and illness are adhered to
- Ensure that management are aware of their role and responsibilities in all safety matters
- Ensure that appropriate resources are made available to implement the Safety Policy
- Ensure that adequate resources are available to advise the Company on all legal and practical aspects of Health and Safety
- Present a health and safety report to the Board twice a year
- Review regularly the group health and safety performance

2.2.3 Operations Director. Accountable to the Board of Directors to ensure that:-

- The Company's policy for the prevention of injury, ill health and damage is implemented, effectively administered and monitored.
- Additional responsibilities are allocated where appropriate and that the compliance with specific systems and procedures necessary to meet the standards of this Policy is properly recorded.
- All levels of employees receive adequate and appropriate training in their tasks.
- The relevant legislation is complied with in all the divisions of operation.
- Sound working practices are observed.
- Allowances are made in tendering, planning and production processes for the provisions of adequate welfare facilities and the necessary equipment to avoid injury, ill health and damage.
- Health and Safety activities are co-ordinated between all employers working in the same area.
- Appropriate disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents.
- Liaison with external safety and health organisations is instigated.
- Pertinent information is distributed throughout the company.
- Adequate resources are made available to meet the requirements of the policy including facilities and arrangements for the safe storage and handling of articles and substances.
- Provision is made at meetings for discussing Health and Safety.
- Ensure that subordinates carry out their defined responsibilities.
- Ensure that their staff understand that all injuries and accidents are entered into the relevant Accident Report Book with a copy of the entry forwarded to the Safety & Compliance Manager.
- In the event of an accident involving death or loss of limb or other similar serious accident:
 - To be advised immediately by the employing company
 - To report forthwith to the Board of Directors.
 - To ensure that all appropriate parties i.e. Health and Safety Executive and Insurers are informed in accordance with statutory and / or management requirements
- To monitor the business activities to anticipate potential health and safety problems, and to raise health and safety standards through improved safety measures, instruction and training

2.2.4 Safety & Compliance Manager - Accountable to the Board of Directors:-

- Ensuring that the Company is well informed of the new and amended legislation that may affect the Company's Health and Safety Policy and / or activities.
- Monitoring the Health and Safety Policy and carrying out reviews of the Policy as and when necessary, ideally on an annual basis, but at least every three years.
- Ensuring that the Company is well informed of the new and amended Codes of Practice, Guidance Publications, British and European Standards that may be applicable to the Company's activities.

- Providing such advice, assistance and support as may be requested from time to time by Management or staff at any level on all matters concerning Health, Safety, Fire Prevention, and Fire Protection.
- Providing assistance to line management to enable them to comply with the requirements of this Policy as follows:-
- Preparing and monitoring safe systems of work for all the Company's activities.
- Preparing and monitoring risk assessments for all the Companies activities.
- Ensuring the Company's obligations in respect of assessment, control and monitoring of hazardous substances are met.
- Ensuring that all employees are made aware of their responsibilities for Health and Safety.
- Ensuring arrangements are made to consult with employees and / or their representatives on matters of Health and Safety.
- Making recommendations as to the actions to be taken to reduce the frequency of accidents and / or incidents.

2.2.5 Senior/Key Account Managers / Account Managers / Area Supervisors

Accountable to Operations Director / Board of Directors to ensure that:-

- They understand the requirements of the applicable legislation and the Company's Health and Safety Policy.
 - By the selection of people and appropriate training work is carried out to the required standard with a minimum risk to personnel, equipment and materials, by following the general rules as outlined in the staff induction booklet.
 - Suitable protective clothing is provided where appropriate and is correctly used, as defined in the induction booklet.
 - Employees are not required or permitted to take unnecessary risks.
 - They co-operate with the Safety & Compliance Manager and act on his/her recommendations.
 - They set a personal example.
 - Appropriate disciplinary action is taken against any employee contravening the requirements of the legislation or the Company's Safety Policy.
 - They carry out a formal Health and Safety Inspection of their work areas on a minimum of an annual basis.
 - Site based employees partake in all fire drills carried out on site and a record is kept of the drills.
 - Ensure that their staff understands that all injuries and accidents are entered into the relevant Accident Report Book with a copy of the entry forwarded to the Safety & Compliance Manager.

2.2.6 Site Managers / Supervisors

Accountable to the Senior/Key Account Manager to ensure that:-

- Work areas are so organised that work is carried out to the required standard with the minimum risk to personnel, equipment and materials.
- They understand the requirements of the applicable legislation and the Company's Health and Safety Policy and the contract Health and Safety Policy.
- The legal requirements are observed and that all records and reports are in order.
- Arrangements are implemented with others to avoid any confusion about areas of responsibility.
- All employees are given precise instructions on their responsibilities for the correct working methods.
- Provisions are made for the delivery and stacking of materials to avoid unnecessary handling.
- All hazardous materials are correctly marked, stored, handled and used.
- Plant and equipment, including hand tools, are maintained in good condition.
- All plant and equipment is operated by trained and experienced personnel.
- Ensure that any faulty equipment is reported to the appropriate department, isolated, and not used until fully repaired.
- Suitable protective clothing is provided where appropriate and is correctly used.

- The first aid equipment, as laid down, is available and that employees know where it is kept.
- Employees are not required or permitted to take unnecessary risks.
- They co-operate with the Safety & Compliance Manager and act on his or her recommendations.
- They set a personal example.
- Appropriate disciplinary action is taken against any employee contravening the requirements of the legislation or the Company's Safety Policy.
- Ensure that employees partake in all fire drills carried out on-site and that a record is kept of the drills.
- Immediately report all injuries, diseases and dangerous occurrences to the Senior/Key Account Managers / Account Managers & Area Managers.
- Ensure that their staff understand that all injuries and accidents are entered into the relevant Accident Report Book with a copy of the entry forwarded to the Safety & Compliance Manager.
- Ensure that a bi-annual meeting with staff to consult on and discuss Health and Safety matters is held.
- Ensure that all employees are aware of their legal responsibilities regarding Health and Safety.
- Ensure that all staff are aware of the risk assessment pertaining to their particular work area.
- Ensure that any Health and Safety problems are brought to the attention of their Senior/Key Account Manager.
- Shall inspect his / her section or area under his / her control to check that the safety measures are being maintained and that safety instructions and safe practices are being followed in the method of work, place of work and by the workforce.
- Inform employees of any hazards to health and safety encountered in the course of their work and the precautions taken under the duties to safeguard their health and well being.
- Make themselves readily available to receive and discuss safety queries raised by employees under his / her control.
- Ensure that all safety devices, guards and barriers are in position, properly maintained and used.

2.2.7 All Employees

- Accountable to immediate superior. It is the duty of **every employee**, and it is in his own interest, to exercise personal responsibility and to do everything possible to prevent injury to themselves and others. He shall familiarise themselves and comply with the Company's Health and Safety policy. He must also comply with the duties of employees within the Health and Safety at Work Act 1974. These legal duties are:-
- To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by his acts or omissions at work.
- To co-operate with the Company in all matters concerning Health and Safety at work. This includes complying with all legitimate rules and instructions.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety or welfare.
- Familiarise themselves with safe operative procedures and instructions applying in any work place and any job they may be allocated.
- Co-operate in the work of Health and Safety committees and inspections of the work place.
- Additional duties are to ensure that they:-
- Conform to any instruction by Supervisors/Management in matters relating to Health and Safety.
- Familiarise themselves and comply with local Fire and Emergency Procedures.
- When in doubt over any matters relating to safety or health, shall request guidance from Supervision/Management.
- Use the correct tools and equipment for the task that should be in good condition.
- Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
- Not operate vehicles and machinery that are defective.
- Use the personal protective equipment and other safety devices provided.
- Use chemicals to manufacturers' dosages only.
- Avoid improvisation.
- Refrain from horseplay.

- Immediately report all injuries, diseases and dangerous occurrences to the Area Supervisor / Site Manager / Account Managers & Senior/Key Account Managers.
- Make suggestions concerning Health and Safety to Supervision / Management.
- A breach of these or other instructions may well result in disciplinary procedures being enforced.

Part III - Arrangements

3.1 Arrangements for Health and Safety

3.1.1 General Statement

The detailed arrangements relating to hazards, maintenance of equipment, standards of dress and personal hygiene are contained in the Staff Handbook. Copies of these can be obtained from the Head Office.

3.2 Treatment, Reporting and Investigation of Accidents Including First Aid Provision

The term "accident" is to be defined as any unplanned event that may cause personal injury and damage to the work process.

- The Company will provide first aid facilities to provide treatment for injuries where practicable. Details of the location of the First aid kit are kept on each site.
- In the case of employees working on a client's premises, arrangements have been made to use their appointed First Aiders.
- All accidents must be recorded in the Accident Report Book, which is at your place of work and Head Office. If RIDDOR is required then it will be reported at this time via the HSE website.
- For mobile staff, accidents should be recorded at the site where the accident occurred, or alternatively through their appropriate Manager.

3.3 Accident Statistics

All incoming accident reports will be categorised and statistics collected so that meaningful information on causes and trends can be obtained.

Categories include:

- Burns and Scalds
- Chemical
- Electrical
- Manual Handling
- Moving Objects
- Sharp Objects
- Slips, Trips and Falls
- Knocks, Bangs and Minor Cuts

Accident statistics are produced internally on a quarterly (three months) basis, published on an annual basis and include the total number of accidents at each location together with a breakdown by category.

The statistics are used to compare types of accidents occurring at different sites and to trend increases and decreases of accidents occurring at individual locations.

All accident data is discussed during management review meetings with a view to eliminating similar accidents happening at different locations.

3.4 Emergency Procedures and Fire Safety

The fire regulations and evacuation procedures relevant to each place of work are displayed on the notice boards.

All staff will receive induction training that includes awareness of emergency procedures and locations of fire exits.

3.5 Risk Assessments

Risk Assessments are available for each place of work, which identifies the hazards of each work area. Employees are made aware of the risks associated with each task they perform. Further copies of the Risk Assessment can be obtained from the Safety & Compliance Manager.

3.6 Noise

Staff exposure to noise levels will be considered during risk assessment. If it is found that staff are at risk, the Company will conduct a series of noise surveys to ascertain which areas or groups of staff are at risk. Control measures will be implemented to reduce the risk of hearing damage to the lowest level that is reasonably practicable.

3.7 Planning

Prior to commencement of work, the person in control of any task must determine which of these arrangements apply and ensure that the appropriate materials, equipment and procedures are available to enable them to be implemented.

3.8 Health and Safety Inspections

The manager for each location is responsible for undertaking formal Health and Safety inspections.

The inspection will be conducted by the manager or delegated supervisor at a frequency determined by the level of risk at that location (normally bi-monthly, but no greater than 6 monthly).

In accordance with the Safety Representatives and Safety Committee Regulations, an inspection of the workplace will also be conducted every three months with the nominated staff representative.

The manager is responsible for prioritising each item identified through inspection, and for collating all inspection reports that are to be forwarded for action.

In addition to the above, the Safety & Compliance Manager will undertake an independent audit of a selection of sites on an annual basis. The audit will cover all aspects of health and safety.

Details of any findings and recommendations will be passed to the Operations Director / Senior/Key Account Manager / Account Managers / Area Manager / Area Supervisors / Site Manager & Supervisors for action. Agreement will be sought as to the timescales attached to each corrective action based on the potential risk of an accident occurring or non-compliance with the company's, client or legislative requirements.

All corrective actions will be followed up by the Safety & Compliance Manager to ensure satisfactory action has been applied.

3.9 Occupational Health

The Company will endeavour to anticipate and prevent health problems associated with the work that our staff carry out. In order to achieve this, we will carry out the following:

- Recognise hazards and potential hazards.
- Awareness of any chronic or acute effects of each task.
- Quantify working exposure times.
- Control exposure to hazards.
- Monitor changes to working practices.

3.10 Training

- It is recognised that training has an important part to play in a Safety Programme. The Company ensures that adequate facilities are available to train all employees to carry out their tasks safely and efficiently.
- No person will be required to perform any task unless he has been trained to do so.
- All new employees will undergo an Induction Programme that will ensure their awareness of basic safety rules and procedures.
- All staff receive refresher training in Health and Safety.
- Records of training will be held at the employee's place of work in the case of site staff, and at Head Office in the case of mobile staff.

3.11 Communication

This statement of Health and Safety Policy will be issued to all contracts and staff will be made aware of it. Any revision of this policy will be similarly brought to the notice of all staff. Topics will include;

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memo's posted on the staff notice board.

Copies of this policy and any subsequent revisions are available from Head Office.

3.12 Health and Safety Committees

On request of two or more safety representatives, the Company will establish a safety committee. All staff will be informed of the attendees and the agenda prior to the committee convening. The committee shall only be used as a forum to discuss matters of health and safety and to review the measures taken to ensure the health and safety of Company employees.

3.13 Hazardous Substances

The Company will provide information to all staff regarding the safe use, handling, storage, transportation and disposal of substances.

Manufacturers safety data sheets shall be obtained for all substances and be available at each site. In addition, CCM will carry out an assessment of each substance. This assessment will consider the following:

- Known hazards of substances and their ingredients
- The routes of entry into the body and the worst result

- The concentration or conditions likely to cause ill health
- Exposure limits
- Persons likely to come into contact with the substance
- Physical properties
- Emergency contacts
- First aid measures
- Fire precautions
- Disposal arrangements
- Personal protective equipment
- Environmental spillage control

The assessments shall be placed at locations around each site that are readily available to all staff. Staff shall be briefed on the contents of the assessments and hazardous substance awareness.

3.14 Plant and Equipment

Prior to any purchase of equipment, an assessment of the task(s) to be carried out shall be made. From the assessment, a specification shall be drawn up that includes any special features, safety devices (e.g. guards), maximum or minimum limits and all requirements to meet current European and British Safety Standards e.g. noise emissions. This specification shall then be used to purchase the equipment.

All equipment will comply with Portable Appliance Testing (PAT) regulation and legislation.

Manuals and other documents setting out correct procedures will be available to those who use and maintain the equipment. Maintenance and inspections will be in accordance with statutory and mandatory requirements and will be recorded.

Where plant and equipment are hired, statutory requirements and any other necessary inspections are to be carried out by the owner. Proof of such requirements will be requested on hiring.

Where plant and equipment is defective or overdue for inspection, it will be withdrawn from service and will subsequently receive attention from competent staff.

3.15 Permit-to-Work Systems

Where it is identified that there is a significantly high risk to staff or complicated safety measures are employed, a written permit to work system will be used.

The system will include a list of checks and / or actions required at specific stages throughout the task. Isolation procedures and use of locking devices shall also be included. The system may include the use of time limits and authorisation signatures.

If a permit-to-work system is used, all staff required to operate the system will be identified and trained.

3.16 Staff Welfare Facilities

Where employees regularly eat in the workplace they should have:

An accessible area in which they can eat their food i.e. Kitchen

Drinking water

Chairs and tables

Hot drink facilities

A way of heating food if hot food isn't available nearby

Work areas can be counted as eating facilities if they're clean and there's a suitable surface on which to place food.

A clean and well maintained eating area at all times to avoid contamination and prevent sickness.