

HEALTH & SAFETY POLICY

for

Everest & Miles
Decorating Contractors

**432 Portland Road
Hove,
East Sussex
BN3 5SJ**

Tel: 01273 430666

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SECTION I

The Joint Managing Directors of Everest Miles Decorating Contractors is committed to promoting and achieving high standards of Health and Safety and welfare on all the sites and workplaces.

The Company's operations will be carried out without adverse affect on the wellbeing of anyone, whether directly or indirectly employed by the company.

Arrangements will be made for adequate resources for planning, provisions and maintaining a safe working culture and a safe system of work to be implemented. A competent person will carry out assessments on any operations that involve employees working with hazardous materials or high-risk operation.

Employees are encouraged to discuss safety, health and welfare matters with the site managers or their supervisors and the Company Safety Advisor who will offer or obtain further expert advice.

The Managing Director recognises and values the importance of having a good safety record and requests all employees to play an active role in maintaining this safety performance by complying with their individual responsibilities, legal obligations and the Company Safety Policy.

Mr Ian Everest and Mr Andy Miles, Joint Managing Director, is responsible for the Health and Safety programme of Everest Miles Decorating Contractors

Signed:..... Signed.....

Print Name:..... Print Name.....

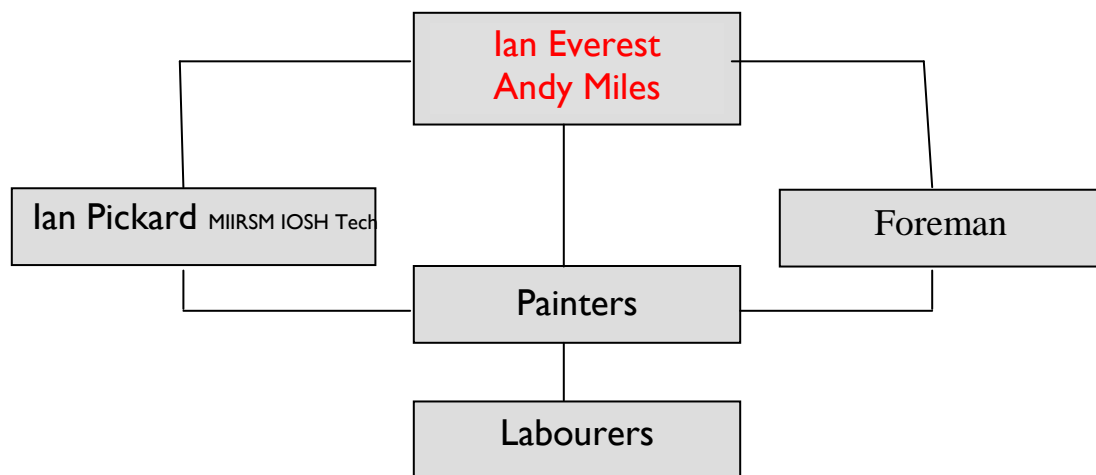
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SECTION 2

Responsibilities and organisation

The Joint Managing Directors has a responsibility for the health and safety of all employees in the workplace. Responsibilities are to implement a good standard of safety, maintain a safe system of work and support and train his foremen to a good standard of competence to carry out tasks asked of them safely.

The Safety Advisor will carry out safety inspections, independently monitor performance and report on any faults found within the Company. These findings will be reported back to the Foreman of the site and the Joint Managing Directors.



SECTION 3

Individual Responsibilities

Joint Managing Directors (Ian Everest & Andy Miles)

- Be aware of the requirements of relevant health and safety legislation.
- Insist that safe working practise is consistently observed.
- Draw up the health and safety policy for prevention of injury, ill health, damage and wastage. Set targets for reduction of accident rates.
- Ultimate responsibilities rest with the directors to implements safe systems of work and any safety matters that arise from the tasks undertaken, to be described and records to be kept.
- Any training or information needed to carry out the tasks must be supplied or delivered in accordance with section 2(2)c of HASAWA 1974.
- Under PUWER 1998 any equipment used the operator must first be trained.
- Supervision on the job will be paramount, for control of the company employees and for co-ordinating and co-operating with Principal Contractor, on any matters arising from company work.
- Ensure that company employees are aware that they have a duty of care to themselves and to others while at work. Section 7 (a) HASAWA 1974.
- Ensure, so far as is reasonably practicable, the health and safety and welfare at work of all their employees. Section 2 (1). HASAWA 1974.
- Hold meetings with the Safety Advisor to formulate and maintain good working practises and review any changes due to current legations.
- Set a good personal example.

SECTION 3

Individual Responsibilities

Foreman ()

- Be aware of the requirements of relevant health and safety legations.
- Assist in implementation of the Company policy for prevention of injury, ill health, damage and waste.
- Ensure risks are minimised in the use, handling, storage and transport of articles and substances. Section 2 (2)b. HASAWA 1974.
- Co-ordinate the inspections and visits to sites for the Company Safety Advisor.
- Set up procedures to be adopted for the following occurrences:
 1. Reporting and recording of any injuries. RIDDOR 1995, 2013.
 2. Assessments for the COSHH Regs 1996 (Amended 2002).
 3. Assessments for the Manual Handling Operations Regs 1992.
 4. Assessments for Work at Height Regs 2005
 5. Assessment for Vibration and Noise Regs 2005/06
 6. Assessments of Risks for the Management Regs 1999.
 7. Safety Inspections Construction Design and Management Regs. 2007.
 8. Fire drill procedures. Fire Reform Regs 2006.
 9. First Aid Regs 1997.

In the absence of the Joint Managing Director, the Foreman will deputise.

- Set a good personal example.

SECTION 3

Individual responsibilities

Painters ()

- Ensure staff understand their responsibilities under the Company Health and Safety Policy.
- Ensure staff work within the safe system of work and the method statement.
- Co-operate with the Principal Contractor in carrying out the site rules.
- Communication at all levels is important in maintaining the safety culture.
- Ensure that equipment is kept in good working order i.e. plant, Personal Protective Equipment (PPE) and emergency equipment and that they are stored and maintained in accordance with the manufacturer's recommendations.
- Plan and maintain a tidy site and ensure that any access or egress is kept clear in the event of an emergency.
- Ensure that PPE is available where appropriate and that it is used.
- Co-operate with the Safety Advisor and act on his recommendations. Always ask advice on matters of high risk i.e. Confined Spaces and Working with Chemicals etc.
- Set a good example, particularly by wearing the appropriate safety equipment.

SECTION 3

Individual responsibilities

Labourers

- Understand the Company Health and Safety Policy and accompanying Statements, Risk Assessments and Method Statements before starting any tasks.
- Develop a good personal concern for Health and Safety - for yourself and others, particularly newcomers and visitors.
- Immediately report any defects in plant or equipment to your Supervisors and any health hazards you're concerned about.
- Keep tools and equipment in good working order. Report defective personal safety equipment you may have been issued with as this may need to be replaced.
- Avoid improvising which could put people at risk.
- Report any accidents and near misses, however small. ALL injuries must be entered into the Company and site's Accident Books.
- If in any doubt ASK! Failure to work safely may result in accidents and your dismissal from the firm with possible legal action being taken.
- Refrain from horseplay and the abuse of any welfare facilities.
- Keep the workplace tidy and SAFE.

Instruction and Training are both available.

SECTION 4

Arrangements

Arrangements are to be made to maintain a high level of safety standards within the Company.

- Awareness of procedures made under the Health and Safety policy which include the following:
 - Risk Assessments
 - Method Statements
 - Safe place and safe system of workThis information is relayed to the employees via tool box talks when on site.

- Training at all levels to enable the staff to carry out the tasks in safe manner. Training will be given prior to any tasks that include the utilisation of hazardous materials or manual handling.

- Monitoring and Audit procedures will be in place before and during tasks. IDP Safety Services will collate the reports and review any procedures with the management.

- Emergency procedures.

- Records will be kept for the following:
 - Accidents (RIDDOR) 1995, 2013
 - Training 1999
 - COSHH 1998 Amended 2002
 - Manual handling 1992
 - Fire Procedures 2006
 - Safety Inspection 2007
 - Absenteeism

- While the Company is undertaking work as a sub-contractor on a main contractor's site the safety policy will still apply but the Company will adopt the main contractor's policy and site rules, also reporting procedures in the event of an accident.

SECTION 4 (a)

Awareness

Every member of the Company should be aware of the health and safety policy and their responsibilities within the policy, also they should read and understand any Risk Assessments or Method Statement given to them before the tasks is undertaken. Training passports are issued for all records of inductions and training carried out.

Any member of the Company that works out side the policy or method statement will be dismissed or severely reprimanded and the outcome will be recorded, a verbal warning will be issued first when two written warning before someone is dismissed.

SECTION 4 (b)

Training

All personnel will receive safety induction training from the Company Supervisor or the Safety Advisor upon joining the Company; also the main contractor will carry out induction training on the hazards for the individual sites.

The induction training will include the following: Familiarisation with the task or work to be carried out.

Company policy.

Emergency procedures

Risk Assessments

Method Statements

PPE Equipment

All the “Do’s and Don’ts”

Refresher training in all matters relating to Health and Safety in the workplace will be reviewed annually and any changes to procedures or work equipment will be included with the Company training policy.

SECTION 4 (c)

Monitoring and Audit

The Joint Managing Directors or Foreman will carry out monthly site inspections. Once a month the Safety Advisor will carry out an inspection and will visit a site on the request of the Company or main contractor. Copies of the report will be left on site for main contractor safety advisor.

The Safety Advisor will write a report after each site inspection and will draw up a checklist based on their visit. The report and checklist will then be summarised into a monthly report to the Joint Managing Directors.

Any accidents or injuries will be reported separately and the reports and findings will be kept for five years. COSHH Assessments records will be kept longer.

First stage monitoring of safety performance is carried out by the Foreman and reported verbally to the Foreman or Safety Advisor. Any shortfall in safety performance or inadequate or missing Assessment or Method Statement will be resolved at this stage.

The Company Health and Safety Policy will be monitored and reviewed when necessary at management meetings held every quarter .i.e. when procedures or working practices are changed.

Training, capability and competence of the workforce will be constantly monitored and updated as necessary and the level of safety training should be equal to the responsibilities under the Company Policy.

SECTION 4 (d)

Emergency Procedures

While working on main contractor's site the Company will adopt their procedures but each individual should familiarise themselves with the location of the First Aid equipment and the Fire Assembly Point.

The Company Foreman should know where the nearest A & E Hospital is and who the First Aider is.

SECTION 4 (e)

Accident Reporting

Accident prevention is a high priority for all Everest & Miles management and all employees.

Whenever an accident occurs, it will be investigated immediately either by the company foreman or Project Director Responsible for Health and Safety, or a nominated safety specialist, and action taken to prevent or minimise the likelihood of a recurrence. The employee safety representative should be involved in the investigation.

Employees must use the following procedures, to report all injuries or ill health resulting from accidents, and any “dangerous occurrences” at or within workplaces.

These procedures must be operated where any incidents occur, which effect employees, occupiers of premises, contractors or members of the public.

Specific categories of injury or dangerous occurrence, as set out in the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**, have to be report to the enforcing authorities for the workplace. The report must usually be by the quickest means, i.e telephone, with a follow up, written report on form F2508 within 15 days. The categories are:-

- Fatality
- Major injuries – fractures, amputation, dislocation, loss of sight, electric shock/burn, unconsciousness or hospitalisation for over 24 hours.
- Unable to undertake their normal work for over 7 days (including days on which they would not normally work)
- Dangerous Occurrences (example only)
 - Failure of equipment which may lead to injury
 - Lifting Equipment
 - Pressure System
 - Scaffolding collapse or partial collapse
 - Electrical incidents
 - Incident involving Dangerous Substances

SEE TABLE ON NEXT PAPER FOR PROCEDURE OF REPORTING

Employee reports incident in an office to supervisor

Employee reports incident on site to Site Manager

Supervisor in the office completes accident book & reports incident to Health and Safety Advisor

Site Supervisor completes accident book & reports incident to Principal Contractor Health and Safety Advisor if applicable

The Health & Safety Adviser ensures that an accident investigation is undertaken and notifies the HSE when necessary and the Director

The company will keep records of all incidents, monitor causes of accidents and ill health, review working procedures, modify procedures and review any changes that need to be made to working practises.

SECTION 4 (f)

Records

Records should be kept of ALL accidents whether to direct employees, visitors or members of the public. All parties involved in the accident should also be recorded.

These records must include:-

party	Name, address and occupation of the injured
	Name of person reporting the accident
	The date, time and place of the accident
	Details of the accident

Procedures for reporting accidents to the authorities via RIDDOR will be verbally or written. This must be done and reported within 15 days.

All Risk Assessments and Method Statements will be kept and any assessments carried out for Noise, Manual Handling etc.

Records must be kept of employees that have time off due to sickness or injuries caused by work related problems.

SECTION 5

Company Protocol

The Rules that follow have been compiled to enable the Company to operate within the Laws and Regulations laid down by the HSE.

Failure to abide by the Company's Rules will be regarded as a form of misconduct and will render the employee liable for dismissal.

1. All employees shall comply with the Company's Health and Safety Policy, a copy of the company Health and Safety Statement is in the front of the Training Passport.
2. All employees must wear safety helmets, safety boots and any other safety equipment where required by legislation or where required by the main contractor.
3. All employees shall not commit any offence that may result in the Company being prosecuted.
4. All employees shall present himself/herself for work with his/ her faculties unimpaired by drugs or alcohol.
5. All employees shall present himself/ herself on normal working day at the normal working time layed down in the terms and conditions. Shall not leave before completion of the normal working hours or with permission from the supervisor.
6. The employees shall not remove any of the Company property from a place of work, unless in the course of the business or unless having permission from the Joint Managing Directors or Foreman.
7. No employee should drive either company vehicle or personal vehicle while on a mobile phone, and the company will not condone this act.
8. The employees shall not commit any act, which may endanger property or person.
9. The employees shall not cause damage or vandalism to any Company property.
10. The employees shall not falsify any of the Company records, including applications for employment, time sheet etc.
11. The employees shall not steal the goods of the Company or a customer or employees of the Company.

GENERIC RISK ASSESSMENT FOR PAINTERS

PROCESS	HAZARD	RISK	LEVEL OF RISK	CONTROLS TO REDUCE RISK
Working at height	People falling from height	Serious injury, death	High	Safe means of access & egress Prevent falls from any height or platforms
	Persons walking underneath the work area	Injury from falling objects & debris	High	All working platforms needed to be sheeted or netting is in place near entrances or roads etc
All scaffolding	Collapse through overloading	Injury to head and upper body, serious injury, death	High	Scaffolds must only be erected, dismantled or altered by a competent person
	People falling from height	Serious injury, death	High	Safety harnesses must be worn where necessary guard-rails and toes-boards are all working platform
Manual handling	Lifting & carrying	Upper body strains, lower back injuries	Medium	Mechanical means of unloading or materials less than 25 kgs
Handling chemicals	Eye injury, dermatitis	Temporary blindness, sore hands	Medium	Wear PPE as required, use in well ventilated area

GENERIC RISK ASSESSMENT FOR PAINTERS

PROCESS	HAZARD	RISK	LEVEL OF RISK	CONTROL TO REDUCE RISK
Head injuries	Falling objects	Fracture skull or minor cuts	Medium	Safety helmets are to be worn
Foot injuries	Uneven ground, nails in timber	Sprained ankles, nails through the foot	Low	Safety boots to be worn at all times
Hearing injuries	Indirect background noise	Temporary loss of hearing	Low	Safety hearing protection
Using hand tools	Tools left lying around on site	Tripping over, cuts, broken bones, sprains	Medium	When not in use all hand tools must be stored under cover so as to prevent deterioration and avoid trips All hand tools must be in good order
	Using sharp tools	Cuts to hands	Medium	
Eye injuries	Chemical splashes, dust	Temporary blindness	Low	Safety goggles to be worn as required
Eye & Skin injuries	Chemical Splashes, Mortar, Brick Acid	Temporary blindness, irritation of eyes and skin	Medium	Wash with clean water until sensation goes report to 1 st Aider. Cover both eyes and skin Goggles and Gloves.
Poor Housekeeping	Trips, Slips, falls	Sprained ankles, wrist or broken bones	Medium	Tidying up material and clearing rubbish.

GENERIC RISK ASSESSMENT FOR PAINTERS

Process	Hazard	Risk	Level of risk	Control to reduce risk
Using Petrol Hand Held Cutter.	Dust, Eye injuries, Inhalation and Vibration.	Eye injuries and inhalation dust also vibration white finger.	Medium	Goggles must be worn and dust masks, the time on the machine must be shared to reduce the duration of exposure.
Working with concrete	Chemical burns	Burns	Medium	Wear the correct ppe
Working in trenches / confined spaces	Collapses Suffocate Drowning	Death	High	Properly supported trenches Good access & egress
Movement of plant	Turning over, Crushing	Death, Broken bones	High	Control of the movement Segregation operators to be competent & ticketed
Rubbish / waste materials	Tripping, Slipping, Contamination	Broken legs, Cuts, Infection	Medium	Rubbish should be put into a skip or cleaned
Dust	Irritation Breathing problems	Dermatitis Coughing, Asthma	Medium	Damp down the dust or wear PPE
Inadequate lighting	Tripping, Slipping, Falls	Broken bones	Medium	Check lighting in corridors Plus task lighting for the job
Working adjacent to occupied buildings	Debris falling onto residences or damaging properties.	These scaffolds should be supplied with debris netting and when erecting or dismantling a man will be posted.	Medium	Scaffolding foreman to monitor the areas that this is needed prior to starting work. Maintain the netting

Section 7

Everest & Miles **Environmental Policy Statement**

The company objective will be to minimise the environmental impact on all our operatives.

The company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all its own activities and, where possible, by its influence over others.

The company will review all its policies, services and activities and act wherever necessary, to meet this commitment.

Consideration will be given to substitution of polluting substances with 'greener' alternatives wherever possible.

Steps will be taken to minimise smoke, dust, noise, and vibration nuisance – the potential for which will be identified during the assessment process.

All waste-disposals shall be carried out by the registered carriers and removed to registered disposal sites.

Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter water sources. These will require the specific instruction to control identified pollution risks. All liquid storage will be bunded wherever there is a risk or the tank or container will be double skinned or bunded.

This statement is to be followed but also the main contractor policy should also be adhere to, or specific site rule references to environmental issues.

This policy shall apply to all office functions, company travel and design functions as well as on site construction functions.

Everest & Miles Decorators

Accident/Incident Report Form

Location:

Person completed the form:

Date: -

Time: -

Details of Injured Person

Name:

Age:

Address:

Employment:

Occupation:

Date of Accident:

Time of Accident:

Location of Accident:

Site Address:

Site Manager:

Telephone:

Additional Information

Injury Sustained:

RIDDOR Classification:

Hospital Attended:

Primary Witness:

Health & Safety Consultant: Mr Ian Pickard

Details of Accident

Conclusions

Recommendations

Health and Safety Consultant

Mr Ian Pickard MIIRSM, Tech IOSH, MInstLM