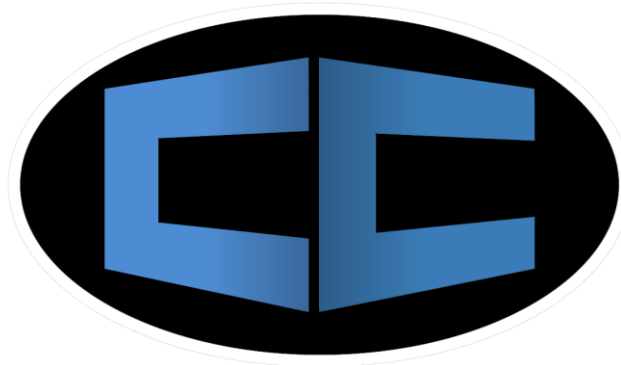


# Health & Safety Policy



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**Company No':7970136**

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# Contents Page

- 1. General Statement of Intent**
  
- 2. Roles and Responsibilities**
  - a. Organisation and Managerial Responsibilities :**
  - b. Operative / Contractor Responsibilities :**
  - c. Staff Consultation :**
  - d. Specific Functions and Named Responsibilities :**
  
- 3. Arrangements**
  - a. Safety Audits and Monitoring**
  - b. Guidance**
  - c. Health & Safety Records**
  - d. Asbestos**
  - e. Personal Protective Equipment**
  - f. PAT Testing**
  - g. Equipment Inspections & Records**
  - h. Welfare**
  - i. Accident Reporting & Investigation**
  - j. Transport & Company Vehicle Safety**
  - k. Lone Working**
  - l. First Aid Arrangements**
  - m. Communication with workers**
  - n. Health & Safety Training**
  - o. Fire Safety**
  - p. COSHH Assessments**
  - q. Noise**
  - r. Manual Handling Assessments**
  - s. Method Statements**
  - t. Working at Height**
  - u. Risk Assessments**
  - v. Contractors and Sub-Contractors**
  - w. CDM Regulations**
  - x. Environmental Protection**
  - y. Alcohol and Controlled Drugs**

## *1.0 - General Statement of Intent*

Complete Construction Sheffield is committed to ensuring the safety of its present and future operatives, customers, sub-contractors, members of the public and anyone else affected by our operations. The company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice so far as is reasonably practicable.

The management will ensure that significant risks are assessed and suitable and sufficient measures are adopted to allow each operative/contractor to carry out his/her duties safely and without risk to health.

Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised. The company shall strive to achieve continuous improvement in Health & Safety performance. Each operative/contractor will be made aware of his/her responsibility for his/her own health and safety and that of others.

All operatives/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so. Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Proprietor. This duty is of no less importance than any of the responsibilities attached to that position. Reviews of Health and Safety Policy will be made annually. The monitoring of all issues relating to this policy is the responsibility of the Proprietor.

Signed:

J. Day - Company Director

Date: 12 March 2012...

Complete Construction Sheffield Ltd.

## 2.0 – Roles & Responsibilities

### a. Organisation and Managerial Responsibilities :

The company is owned and managed by Mr Day & Mr Middleton who are directly responsible for Health and Safety matters within the company. The responsible persons will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

The organisation of the workforce is the responsibility of Mr J Day, who holds the position of Managing Director and who is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all operatives.

Day to day management of the company's operations is the responsibility of Mr J Day who may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

### b. Operative / Contractor Responsibilities :

Each and every operative/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions. Therefore, It shall be the duty of all operatives / Contractors whilst at work to take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work

- To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures.
- To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment
- To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs
- To maintain good standards of housekeeping in our premises and on client premises
- To report any accident or incident including near-misses (whether or not personal injury results) to the office
- To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake
- To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor
- To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

**c. Staff Consultation :**

**d.**

If an operative/contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the MD or Site manager.

If an operative/contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the management.

**e. Specific Safety Functions and Named Responsibilities :**

- Mr Middleton – Risk Assessments.
- Mr Middleton – Method Statements
- Mr Middleton - Accident reporting
- Mr Day - Equipment tests and inspections

**Arrangements**

This section defines our company arrangements and policies for dealing with our activities.

**a. Safety Audits and Monitoring**

At monthly intervals the MD or his nominated representative will carry out a health & safety audit on one contract or job, selected at random. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the MD considers it necessary in order to maintain the desired level of health & safety, they may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

**b. Guidance**

The company commits to operating to the very highest standards of Health Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations, this best practice will be reviewed on annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner Guidance documents are kept at head office and will be made available to staff and other interested parties

**c. Health & Safety Records**

All records when requested will be kept by the MD, in written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records

#### **d. Asbestos**

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on behalf of Complete Construction Sheffield Ltd, contractors will assume any suspicious material is asbestos unless there is conclusive evidence to the contrary. No drilling, breaking or cutting shall be carried out to any material suspected of containing asbestos fibres. Any suspicious material shall be reported immediately.

A Type1; Management Survey should be made evadable. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

A Type2; Refurbishment and demolition surveys should be made evadable where refurbishment work or other work involving disturbing the fabric of the building is carried out.

#### **e. Personal Protective Equipment**

Personal Protective Equipment will be provided by the company and the relevant PPE must be worn when requested, and whilst carrying out work-or in attendance in a working area. Details of the correct PPE will be made available to operatives, no operative will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health.

#### **f. PAT Testing**

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the site manager to ensure that all equipment provided is suitable for the task, including any provided by a customer or hire company.

#### **g. Equipment Inspections & Records**

Each operative must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager. The Manager will carry out 6 monthly inspections of all company equipment, ladders, PPE, tools, etc, and will keep a record of such inspections. Where an inspection reveals a defect, it will be the responsibility of the Site Manager to ensure that the equipment is not used until such time as a suitable repair has been affected. If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

#### **h. Welfare**

In most cases operatives will be able to use toilet/washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities.

Where work is carried out in peoples homes we will make a verbal request to use their washing facilities if required, or use public facilities if preferred.

#### **i. Accident Reporting & Investigation**

All operatives/contractors must report any near miss, accident or injury to the Head Office. Details of all accidents will be entered into the company's accident record book which is kept in the office.

It will be the responsibility of the MD or his nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the Reporting of Injuries

Diseases and Dangerous Occurrences Regulations 1997 (RIDDOR). Any accident resulting in more than minor injuries, or incident which might have resulted in serious injury, will be investigated by the MD or his nominated representative. Depending upon the circumstances of the accident, the MD or his nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

#### **j. Transport & Company Vehicle Safety**

It is the policy of the company to only employ drivers who are competent.

A person may only operate company vehicles if he or she;

1. Has held a full UK license for a minimum of 2 years
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct license for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties. Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence. All drivers will be asked to present their licenses to the office these will be photocopied and returned.

#### **k. Lone Working**

Where work is carried out in the customer's premises, where the operative is working alone, they must inform the office or supervisor that they are doing so and have a mobile phone with the required contact numbers etc., fully charged with credit, so it can be used in case of emergency, e.g. lone worker injury etc. and details will be provided to all company operatives required to work in or on such premises.

## **I. First Aid Arrangements**

As a minimum the organisation provides first aid kits in all vehicles, for minor cuts stings and strains. The operative / driver of the vehicle will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary.

Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation operatives required to work in or on such premises.

## **m. Communication with workers**

The company uses a variety of methods to communicate information with operatives and sub contractors. A round robin text will be provided for any urgent messages, weather warnings etc, where as any changes in company policies etc will be posted on the office notice board.

## **n. Health & Safety Training**

The firm will provide as much training and re-training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff in the firm. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in Health & Safety matters to a level appropriate to their responsibilities. Induction Training Every new operative will receive a safety induction on day one of his/her employment. New operatives will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in our office.

## **o. Fire Safety**

It is the responsibility of the site foreman to ensure that all fire safety procedures implemented in client buildings and on client sites are communicated to staff, where staff are carrying out hot work, the operative must first obtain the appropriate hot work permit from the building manager and ensure he has the appropriate fire extinguisher to hand. 2 hour fire watch will be maintained after any hot work. Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

Means of Escape In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum) and operatives must observe any line markers to indicate areas which must be kept clear



Stairways in buildings must be free from any risk of fire or spread of fire eg unauthorised portable heater, combustible material etc Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

Smoking - In line with current legislation smoking is not allowed in client premises, our premises or company vehicles.

Housekeeping - Good housekeeping is most important. Waste or packing materials should not be allowed to accumulate in any building. No combustible materials should be kept in rooms and stairwells should be kept clear of combustible materials at all times.

#### **p. COSHH Assessments**

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out A register of hazardous substances shall be kept at the head office along with all relevant Manufacturers Safety Data Sheets. Significant findings of the assessments will be communicated to the relevant operatives.

#### **q. Noise**

Regular exposure to high noise can cause deafness and tinnitus. Noise assessments will be carried out whenever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives. Where noise levels are at 85db (a) or above the company will take measures to reduce the exposure of noise to its operatives by means other than hearing protection, the wearing of hearing protection shall also be enforced

#### **r. Manual Handling Assessments**

The supervisor will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment

Manual handling assessments will consider the load to be handled, e.g. tools, equipment etc, its size and weight, the individual, the task and the environment in which the task takes place. The assessment will also consider the possibility of utilising mechanical means to minimise the risks arising from manual handling.

#### **s. Method Statements**

Work Instructions (Method Statements) will be developed for all the companies operations, information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written when required and a copy made available to customers upon request.

#### **t. Working at Height**

It is the policy of the company to comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible, where work at height can not be avoided; the supervisor/operative is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented. Only trained and competent staff will be allowed to work at height. Where the risk of a fall can not be eliminated the supervisor will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

#### **u. Risk Assessments**

The MD or his nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff. The MD or his nominated representative will carry out site specific risk assessment for new site which the company's operatives/contractors are obliged to work. Such assessments will consider the health and safety of operative/contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. The MD therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced when required and a copy made available to all clients upon request. All operatives should have a copy of risk assessments for the work they carry out.

#### **v. Contractors and Sub-Contractors**

All contractors and sub-contractors who are working for the company will comply with the company's

1. Health & Safety Policy.
2. Emergency procedures.
3. Hazard / accident reporting procedures.

(All accidents and near misses need to be reported and recorded in the Accident Book located in main office).

The company's health and safety policy can be found on company notice boards which are situated in the office.

All contractors must complete the contractors competence form before commencing work.

#### **w. CDM Regulations**

Complete Construction Sheffield Ltd. will Co-operate and Co-ordinate activities with other contractors and will communicate information with all involved in the site construction activities. The company will check there is adequate protection for the public and site workers, including monitor and review their safety arrangements. Pass on key information to the construction teams where they are to design and construct something that is safe to build, safe to use and safe to maintain. (CDM will come into effect when a project is non domestic and lasting more than 30 days or more than 500 person days HSE will be notified using form F10 when applicable).

#### **x. Environmental Protection**

Complete Construction Sheffield Ltd has a policy to comply with the Environmental Protection Act 1990, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. Operatives are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the firm's environmental policy and complying with the control measures in place. This includes comply with the requirements of Site Waste Management Plans where it relates to the works under our control.

#### **y. Alcohol and Controlled Drugs**

It is categorically forbidden for operatives to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in it's use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles.

Operatives taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may effect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager.

