

Part 3 - ARRANGEMENTS

Health and safety is considered in all aspects of our work. The company is committed to safeguarding the health and safety of employees and others who may be affected by the company's activities. The following outlines the principal ways in which we implement health and safety:

1. COMMUNICATION

The content of this policy and rules specific to a site or job are drawn to the attention of all employees and sub contractors. Employees and sub contractors present their views on health & safety for existing and proposed jobs.

2. TRAINING

Employees are given training appropriate to their responsibilities. Training is specifically provided for work with hazardous substances, use of equipment, use of PPE and manual handling. Additional training required because of new work activities and the use of new equipment or substances will be provided when needed.

3. RISK ASSESSMENTS

Risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S advisor if required. The contracts manager ensures operators are provided with appropriate instruction and training on risk assessments.

4. METHOD STATEMENTS

Formal method statements will be prepared in writing where the risk is particularly high.

5. EMERGENCIES

In case of emergencies, the client procedures are followed. Therefore, employees & sub-contractors always familiarise themselves with client procedures when first attending site, and co-operate and participate in any drills.

In case of an emergency arising at the company's base employees are required to follow the emergency procedures set out on site. All employees are required to participate in an annual drill.

6. WELFARE

Welfare arrangements are established at each site, utilising client facilities whenever possible.

7. EQUIPMENT

All equipment is subject to routine maintenance, taking into account various factors, including: statutory testing, type of equipment, amount of use, consequences of failure.

8. PERSONAL PROTECTIVE EQUIPMENT.

P.P.E. is provided as appropriate for work activities. Sub- contractors are required to provide appropriate P.P.E. for their work activities. P.P.E. is maintained by the individual, and is subject to routine maintenance as appropriate.

It is company policy that without exception P.P.E. must be worn when dealing with any materials or activities where it is necessary.

9. HAZARDOUS SUBSTANCES

The risk associated with hazardous substances is considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees. Unidentified potential hazardous substances, such as asbestos, encountered during the course of a work activity are referred to the client and/or advice taken from the H&S advisor, as appropriate.

10. FIRST AID

Wherever possible, arrangements are made with clients to use their first aid facilities. Where this is not possible a supply of sterile plasters is carried by employees and assistance will be sought from the emergency services if required.

At the company base one member of staff holds a current first aid certificate and is the first point of call for any first aid emergencies arising in the office.

11. ACCIDENT REPORTING

All accidents are reported to the office where an accident book is maintained and those defined as statutorily notifiable by the general manager are reported to the appropriate enforcing authority in line with HSE guidelines.

12. MANUAL HANDLING

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible,

including use of alternative lifting and carrying methods. Our employees are advised not to manual handle loads which they feel incapable of moving safely.

13. FIRE SAFETY

All employees remain vigilant to the risk of fire. If any fires are discovered on client sites then the employee or sub-contractor must follow site procedure for raising the alarm and fighting the fire if it is safe to do so.

If fires are discovered within company base then employees are advised to raise the alarm following office procedures and fight the fire if safe to do so.

14. SUB-CONTRACTORS

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.

15. WORKING AT HEIGHT

No work must be done at height if it is safe and reasonably practicable to do it other than at height.

All operatives working at height have had specific training to cover this aspect of their activities including which ladders or step ladders to use and how to secure them properly. All work at height must be properly planned and organised, taking into account local weather conditions. The location must be assessed to ensure that it is safe and all equipment used there appropriately inspected to ensure it meets legal standards and is the correct equipment to use for the job. Work must be organised in such a way that all risks from fragile surfaces and from falling objects are minimised.

If cradles or mobile access work platforms are used then a current risk assessment must be completed including provision of emergency procedures. The equipment being used must have been maintained recently and have a copy of the latest Certificate of Thorough Examination accessible. Appropriate P.P.E. including harnesses conforming to BS EN must be worn at all times when using cradles or mobile access work platforms.

Anyone using a mobile elevating work platform must take special care that the area in which it is employed and the ground on which it is to be used is suitable to the task.

16. WASTE REMOVAL

All waste is stored and disposed of in a responsible way in line with current regulations and guidelines. All sub contractors used for the collection and disposal of waste are required to dispose of it in a way that is both legal and in line with current regulations.

17. PUBLIC SAFETY

The safety of members of the public is considered at all times and appropriate protective actions taken.

Signed.....Date.....

Name.....Position.....

On behalf of Pioneer Quality Services.