

GreenOak LTD
Unit 2
Barnes Croft
Milborne St Andrew
Blandford Forum
Dorset
DT11 OLG

HEALTH AND SAFETY POLICY

PART 1-GENERAL HEALTH AND SAFETY POLICY

Director responsible for Health and Safety matters is: **Mr.D.House**

The management believes that health and safety should have equal importance to quality, cost and production. The Directors will assess the risks inherent in their operation and take all reasonably practicable precautions to ensure the health, safety and welfare at work of employees are those affected by the operations of company providing:

- 1 Safe plant and systems of work.
- 2 Suitable controls to minimise risk to health in handling, storage, transportation and disposal of materials, in particular those which come under the provisions of the Control of Substances, Hazardous to Health Regulations 1999(COSHH)
- 3 Adequate information, instruction, training and supervision of employees.
- 4 A safe and healthy working environment, including safe access to egress from the workplace.
- 5 Any necessary protective equipment and instructions on its use at no charge.
- 6 The encouragement of discussion in all matters between employees, between employer and employees, between both parties and safety advisors.
- 7 First aid equipment and trained first aiders as may be necessary in regard to the number of persons employed on the site.
Responsibility for safety at work rests upon management and employees and it is the duty of all employees to perform their assigned duties safely by following established safe working procedures, using proper safety equipment and by reporting unsafe acts or conditions.

The Directors will ensure that this policy is pursued throughout the organisation and will review and update the policy as necessary and at regular intervals-maximum 2 years.

Signed.....

Dated.....

PART 2-ORGANISATION

The health and safety responsibilities imposed upon GreenOak LTD are outlined in the relevant statutory provisions and the principles for responding to those responsibilities are embodied in the health and safety policy. Responsibilities for formulating and implementing policy are as follows:-

GreenOak Ltd

Overall responsibility for defining policy and managing health and safety rests with Mr.D.House and his directors from time to time. GreenOak Ltd. will consider health and safety issues as an integral part of the day to day management of activities.

The Directors will be jointly responsible for implementing health and safety policy and the health and safety plan relating to the construction site (where applicable).

The Directors are experienced managers in the construction industry and consider themselves to be competent to deal with the majority of health and safety matters which will arise from time to time which are outside their experience and which require a higher level of competence, a suitably competent person will be appointed to advise.

The Directors will satisfy themselves as to the competence of sub-contractors.

The directors will satisfy themselves that they are aware of hazards, emergency procedures ECT relating to projects where the organisation is acting as a sub-contractor.

Operatives

Operatives whether employees or sub-contract labour are responsible for taking reasonable care of their own health and safety and that of others who may be affected, for complying with health and safety rules and procedures not interfering with, and correctly using anything provided to safeguard their health and safety, reporting health and safety concerns to a Director or site manager.

Sub-contractors

Sub-contractors are required to co-operate on health and safety matters, comply with relevant statutory provisions and to take a positive approach in the management of health and safety,

PART 3-ARRANGEMENTS

1. APPROACH TO HEALTH AND SAFETY/SUB-CONTRACTORS

Risk Assessments/Method Statements

GreenOak Ltd will ensure that hazards associated with the activities to be undertake are identified, the risk assessed, and necessary control measures identified so that as far as reasonably practicable, the risk will be removed. An appropriate method statement will be prepared where appropriate. Relevant information will be brought to the attention of those likely to be affected.

Training

All personnel including sub-contractors shall be competent and appropriately trained for the tasks they undertake. Induction training will be given on arrival on the site identifying the main constraints and hazards, specifying how they are to be controlled and confirming welfare and emergency arrangement. Training in the use of plant and equipment will be given appropriate.

Supervision

Adequate supervision will be provided as required having due regard to the nature of the task and/or the level of competence of the operatives undertaking the task, A skilled worker will require minimal supervision whereas an inexperienced operative will be given substantial supervision.

Monitoring

Health and safety arrangements will be monitored including inspections and reviews to ensure that the systems put in place remain effective.

Sub-contractors-competency review

Sub-contractors will be required to demonstrate their competence at managing safety. Health and welfare as a condition precedent to their employment.

A statement must be provided describing proposals for safety management, setting out the details of the organisation, responsibilities and the arrangements for identifying and managing the risks involved in the work to be done and this must be adhered to.

Mr.DHouse or a director will make an assessment of the competence of sub-contractors and review their health and safety management statement prior to work commencing.

2 GENERAL DUTIES OF EMPLOYEES

All employees will be circulated with a copy of the Health and Safety Policy and it is their duty:-

- a) To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- b) To comply with any legal duty or requirements imposed on the company, or other persons, by, or under any of the relevant statutory provisions, and to cooperate with their employer so far as necessary to enable that duty to be discharged,
- c) To act with all reasonable haste on advice and instructions given on matters of health, safety and welfare
- d) To inform their supervisor immediately they become aware of a significant hazard which has not been addressed adequately.
- e) Not to intentionally or recklessly interfering with, or misusing anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- f) Not to operate any plant or machinery including cartridge guns and powdered tools, unless authorised and competent.
- g) To wear suitable personal protective equipment/clothing to afford reasonable safety for the operation in which they are employed.
- h) To use a ladder for access and for very short duration tasks (requiring the use of one hand only), to a maximum height of 3 metres unless that ladder is adequately secured. Where such a ladder cannot be secured it will be not be used unless a person "foots" it in the approved fashion
- I) Not to alter/erect scaffolding unless properly authorised and competent to do so.
- J) Use accepted lifting techniques, when manually handling loads. (No employee should lift, attempt to lift or carry any load which is beyond his physical capability. In such circumstances he shall consult with his supervisor from the provision of help).

Note: persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

- Woodworking machinery
- Mobile plant
- Lifting Appliances
- Acting as slinger or banks man in lifting operation

N.B.Failure to comply with these provisions will result in removal from site and possibly dismissal.

EMERGENCY PROCEDURES

General

The aim is to highlight situations which will require the evacuation of the site and to outline the procedure to be followed. This will help to identify quickly whether any personnel are missing and set rescue procedures in motion.

The Emergency plan will form part of the specific site construction Health and Safety Plan document where the CDM regulations apply.

Possible emergency situations which are envisaged are:-

- Fire in dwellings or other premises under construction or refurbishment
- Fire in stores, offices, cabins or vehicles
- explosions or fire in the site area or compound.
- Accidents in confined spaces, trench
- Scaffold or structural collapse
- Pollution incident
- Electrocution

Where the premises are occupied an emergency plan will be agreed with the occupants prior to work commencing.

The head office premise is a small no sub-divided with a single means of escape out onto the pavement. Similar emergency provisions will apply as for the sites.

Control

An assembly point will be identified prior to work beginning on site. The location of this assembly point will be made known to everyone on site as part of the induction training.

Control over any incident will be exercised by Mr.D.House or his director or site supervisor. If none of the aforementioned is available the most senior person on the site will take charge. Control will be taken by the director as soon as practicable.

A person will be detailed to act as a guide for the Emergency Services. The guide will be positioned at the main entrance to the site.

Communication

The office/mobile telephone will be manned throughout the emergency, In the event of line failure; a public telephone is located at (place to be determined on a site by site basis)

Assembly point

The assembly point(s) will be at (to be determined on a site by site basis)

A person discovering a fire will:-

Alert other personnel by shouting FIRE FIRE FIRE! Or operate the alarm.

If the fire is small, Attempt to put it out using an appropriate fire extinguisher but do not put yourself at risk-ensure you can make your escape

Go to the assembly point

Persons on site will:-

Switch off vehicles, plant and equipment

Go directly to the Assembly point, and report

Action on explosion of L.P.G Escape

No attempt will be made to fight the fire. A suitable assembly point which is upwind of the gas will be selected

Emergency Services

The appropriate Emergency service will be summoned as appropriate.

Medical Assistance

The whereabouts of the nearest hospital is to be displayed on the site notice boards.

ACCIDENT REPORT

In the event of a dangerous occurrence or accident whether anyone is injured or not the requirements of RIDDOR 95 will be complied with. The injured party and/or a witness must notify either a director or site supervisor (where appointed) for specifying the action to be take and for notifying HSE.

Accident Book

In the event of an injury, a description of the accident must be entered into the accident book and signed where practicable by the injured person. A director or site supervisor will ensure that the accident book is completed.

Method of reporting

A fatal accident, major injury, dangerous occurrence as defined RIDDOR-1995 will be reported to the Health and Safety executive immediately by the telephone and confirmed in writing.

A notifiable injury which does not fall into the above categories(i.e. when an injured person is off work for more than 3 days or when a person has contracted a prescribed disease) must be notified to HSE in writing within 10 days.

The degree of investigation will depend on the type of injury, or the nature of the occurrence. Initially, all accident will be investigated by a director and subsequently by the Health and Safety advisor, Where appointed and if requested to do so by the Director Responsible for Health and Safety.

TRAINING INFORMATION

Mr. House and his directors will regularly review and maintain records of the training of employees and regular sub contractors. His will apply to training in general and health and safety training in particular. Such training will be provided as is necessary for the proper execution of the tasks on which they are to be employed.

Information will be provided on the risks as evaluated by risk assessment and on the control measures to be employed.

SITE ORGANISATION

All persons attending sites will be notified of hazards and organisational arrangements which apply, in particular the emergency procedures.

The site will be kept in clean, tidy and orderly condition at all times. Combustible rubbish will be cleared away to a suitable disposal location immediately. Rubble and wasted building materials will be regularly cleared away especially on scaffold ors work platforms to prevent tripping or overloading hazards. Adequate arrangements will be made to remove genera rubbish and waste from the site.

Disposal of waste

Skips, bins or other receptacles will be provided and designated for a type of waste, thereby ensuring segregation of hazardous and combustible waste.

Out of working hours requirements

All plant and equipment will be left in a safe condition and any keys removed to prevent unauthorised use. All work areas will be left in safe condition. Any cables, tools or equipment tidied or cleared away and securely stored. All small tools will be locked away after use.

Safety outside the site

Adequate provisions will be made for safe access and egress from the site so as not to cause accidents on the public highway. No material shall be allowed to fall outside the site and precautions shall be taken to prevent light materials being blown from high levels

Work in occupied premises

Special care and forward planning will take place when working in occupied premises and particularly, near the elderly, disabled and young persons.

SECURITY/PROTECTION OF THE PUBLIC/VISITORS

Prevention of unauthorised access on enclosed site

No materials will be staked near the fence in such a position that it provides a means of entry. All visitors to the site will sign in when entering the site. No children or animals will be permitted on the site.

HAZARDOUS SUBSTANCES

A risk assessment will be carried out in respect of all substances to be used which are hazardous to health and safety and the following control measures implemented in order of preference:-

- Substitute a safer alternative
- Use in a safer physical form
- Enclose the process
- Use local exhaust ventilation
- Provide suitable personal protection
- Decide whether monitoring of exposure or health surveillance is required.

Information and training will be given to employees who may be exposed to such substances. All hazardous substances will be contained and cleaned up as soon as possible, in accordance with the manufacturers recommendations. Disposal of any hazardous substances or waste materials will be carried out in accordance with environment protection legislation. Any special waste, such as asbestos will only be removed by a licensed removal and disposal contractor.

SAFE PLANT AND EQUIPMENT

Plant and work equipment, which is suitable for the purpose for which it is intended, and which complies with health and safety standards, will be provided by GreenOak LTD or hired from a reputable plant hire company. A schedule of maintenance requirements will be identified for all work equipment by D.House or a director and will effectively implement and recorded. Simple items of equipment-e.g. non –mechanical or electrically powered hand tools will be inspected by user prior to use. Electrical equipment will be inspected by user prior to use for signs of damage or loose plugs cables and for visual damage to casings. Problems with plant should be reported to Mr.D House or a director and if prejudicial to safety, must be taken out of use until rectified.