



Health & Safety Policy

General Statement of Intent

Sterling Thermal (The company) believes that health & safety is a vital component of the business – a good health and safety record goes hand in hand with high productivity and quality standards.

Employees are the most important asset to this company, and therefore their health, safety and welfare is a priority at all times.

The company believes that prevention is not only better, but cheaper than cure. Profits and safety are not in competition - on the contrary, good health & safety is good business.

From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:-

- To provide adequate control of the Health and Safety risks to employees and others arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide adequate information, instruction and training supervision for employees;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Signed:

Job Title

Date:

Review Date:

Organisation

Overall and final responsibility for health and safety is that of:

Paul McCubbin

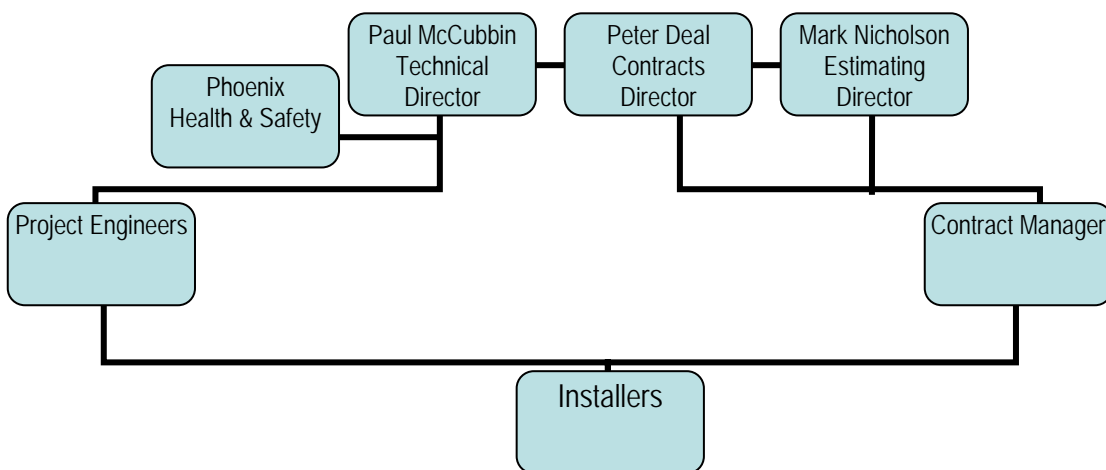
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Paul McCubbin

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
Peter Deal	Contracts Director
Mark Nicholson	Estimating Director
Susan Gordon	Admin

Organisation Chart



Employees' Duties

All employees are required to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety e.g. fire extinguishers or machinery guards;
- Take reasonable care of their own health and safety, and that of others;
- Use machinery and equipment correctly, in accordance with training and instructions received;
- Use personal protective equipment correctly, in accordance with training and instructions received; and
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Arrangements for Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by:

Paul McCubbin

Approval for the required action to remove or control risks will be given by:

Paul McCubbin

Health & Safety Advice

The company has access to competent Health & Safety advice.

Health & Safety advice is available from:

Phoenix Health & Safety

Tel: 0845 500 8811

Email: info@phoenixhsc.co.uk

Qualifications in Health & Safety:

MSc in Occupational Health and Safety Management

Chartered Member of the Institute of Occupational Safety and Health (CMIOSH)

Corporate Member of the International Institute of Risk and Safety Management (MIIRSM)

NEBOSH Diploma in Occupational Health & Safety

NEBOSH Specialist Diploma in Environmental Management

Consultation with Employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees will be provided by:

Signs/Notices, Toolbox Talks, Written and Verbal Communication

Plant, Machinery and Work Equipment

The company will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The company will advise when this is the case.

Responsibility for identifying all plant and equipment needing maintenance is that of:

Paul McCubbin

Responsibility for ensuring that all identified maintenance is implemented is that of:

Paul McCubbin

Any problems with plant or equipment should be reported to:

Paul McCubbin

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:

Paul McCubbin

Portable electrical appliances are tested by/every:

As required

The fixed electrical installation is tested by/every:

TBN Five Yearly

Hazardous Substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Chemical Safety Data Sheets are obtained by:

Paul McCubbin

Chemical Safety Data Sheets are stored at:

Paul McCubbin

COSHH assessments will be carried out by:

Paul McCubbin

Approval for the required action to remove or control risks will be given by:

Paul McCubbin

Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, the company will eliminate the need for manual handling where possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable.

Manual handling risk assessments will be carried out by:

Paul McCubbin

Approval for the required action to remove or control risks will be given by:

Paul McCubbin

Display Screen Equipment

The company will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests, and vision correction appliances where these are only needed for work with display screen equipment.

Display screen equipment risk assessments will be carried out by:

Paul McCubbin

Approval for the required action to remove or control risks will be given by:

Paul McCubbin

Information, Instruction, Training and Supervision

The company will provide adequate information, instruction, training and supervision to employees in accordance with the general duties on employers under Section 2 of the Health and Safety at Work etc. Act 1974 and various regulations.

All employees will be provided with information on the significant findings of any risk assessments relevant to their particular activity/workplace. This will include information on the hazards and relevant control measures.

All information, instruction and training given to employees will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt and/or understanding.

Induction training for all new employees is the responsibility of:

Paul McCubbin

Training will be identified, arranged and monitored by:

Paul McCubbin

Training records are kept at/by:

Paul McCubbin

The Health and Safety Law poster is displayed at:

Kitchen areas

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

Paul McCubbin

Responsibility for ensuring that our employees who work at locations under the control of other employers are given relevant health and safety information is that of:

Paul McCubbin

Accidents, First Aid and Work Related Ill-Health

The company is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities.

However, the company recognises that failures can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes so as to prevent recurrence.

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 will be reported to the enforcing authority within the relevant timeframes. The following types of work related incident/accident need to be reported:

- Death
- Major Injuries e.g. broken bones, dislocations, amputations, loss of sight etc.
- Any accident resulting in more than 3 days lost from work
- Any non-employee being taken directly to hospital
- Certain types of disease e.g. dermatitis, asthma, upper limb disorders, TB etc.
- Certain types of dangerous occurrence, even when no-one is injured e.g. scaffold collapse, overturn of lifting equipment, electrical fires/explosion etc.

The company will provide adequate first aid personnel and equipment, in accordance with the Health and Safety (First Aid) Regulations 1981.

All accidents and work related ill-health should be immediately reported to:

Mark Nicholson

All accidents and work related ill-health are recorded in the accident book, which is kept by/at:

Susan Gordon in the office

All hazards/near misses should be reported to:

Paul McCubbin

Responsibility for investigating accidents/ill-health/hazards/near misses is that of:

Paul McCubbin

Responsibility for acting on investigation findings to prevent a recurrence is that of:

Paul McCubbin

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of:

Paul McCubbin

Health Surveillance is required for employees doing the following jobs:

Manual Handling using woodworking machinery

Health surveillance will be arranged by:

Paul McCubbin

Health surveillance records will be kept by/at:

Susan Gordon in the office

First aid box(es) is/are kept by/at:

Mark Nicholson in the Office

The appointed person(s)/first aider(s) is/are:

Mark Nicholson

Monitoring Health & Safety Performance

In addition to the reactive monitoring of accidents/ill-health, the company will also carry out proactive monitoring of health and safety performance.

To check our working conditions, and ensure our safe working practices are being followed, we will:

Conduct regular safety in inspections, monitoring working practises and annual audits

Personal Protective Equipment

The company is committed to complying with the Personal Protective Equipment (PPE) at Work Regulations 1992. Wherever possible, risks will be controlled by means other than PPE, However, it is recognised that PPE is sometimes the only practical control measure, and at other times it is required in addition to other control measures.

Employees may be asked to sign to confirm receipt of PPE.

PPE will be selected by:

Paul McCubbin

PPE will be issued to employees by:

Paul McCubbin

Any problems (e.g. defects/loss etc.) with PPE should be reported to:

Paul McCubbin

Managing Contractors

The company recognises that it owes a duty to contractors as well as employees, as stipulated by the Health and Safety at Work etc. Act 1974 Section 3 and the Management of Health & Safety at Work Regulations 1999.

In the first instance, the company will ensure that only competent contractors are selected. From then on, the activities of appointed contractors will be adequately managed.

Competence of contractors will be assessed by:

Peter Deal

Contractors working on site will be managed by:

Peter Deal

Any problems/hazards arising from the activities of contractors should be reported to:

Peter Deal

Information on site hazards/controls/safety rules will be provided to contractors by:

Peter Deal

Welfare Facilities

The company is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Adequate numbers of toilets and washing facilities are provided for the number of staff required to use them. Toilet paper, soap and means for drying hands will always be available.

Cleaning is carried out every

Daily

Problems with cleanliness/hygiene standards should be reported to:

Susan Gordon

Drinking water is available at:

Kitchen areas

Emergency Procedures – Fire and Evacuation

The company will have in place procedures to follow in the event of emergency. These will be communicated to all employees and will be tested on a regular basis.

In the event of a fire, immediately sound the alarm.

Only attack the fire if trained to do so – do not put yourself at risk.

Dial 999 and ask for the fire brigade – give address and ensure it is heard.

Evacuate the building by the nearest exit.

Do not stop to collect personal belongings.

Do not re-enter the building until told it is safe to do so.

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

Paul McCubbin

Approval for the required action to remove or control risks will be given by:

Paul McCubbin

Fire extinguishers are maintained and checked by/every:

City Fire

Emergency evacuation will be tested every:

Twelve months