



# HEALTH, SAFETY AND WELFARE POLICY

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## Introduction

This Health, Safety and Welfare Policy has been published for the information of all Globa Mechanical Services employees, its sub-contractors, visitors, and neighbours as appropriate; in pursuance of the duty imposed on them by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other subsequent legislation.

It is the responsibility of both management and their employees to know and understand the contents of this policy so that it may be implemented in its entirety.

This policy details individual responsibilities, safety rules, emergency procedures and monitoring methods. Monitoring methods are intended to measure the overall effectiveness of the safety systems and procedures that have been introduced and are contained within this policy.

Globa Mechanical Services has put in place systems to provide advice, guidance, and assistance in relation to all health, safety and welfare matters as is necessary, this includes accident investigations, documentation, and procedures.

Procedures are also in place for the implementation of risk assessments and training as necessary to enable the company to carry out its operations in a safe and healthy manner.

Globa Mechanical Services has the advice available of a competent person to assist and advise in matters of health and safety to comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999 (competent health and safety assistance).

*This Health, Safety and Welfare Policy and its procedures combined with the monitoring procedures comply with BS 18004:2008*

## **Globa Mechanical Services Ltd**

### **Health, Safety and Welfare Policy**

#### **General Statement of Intent**

Globa Mechanical Services recognises and accepts its responsibilities as an employer to provide a safe and healthy workplace and working environment for all their employees, subcontractors, and visitors.

The company shall; so far as is practicable take any actions necessary to meet their statutory obligations (as a minimum) and will pay attention to the provision and maintenance of:

1. Plant, equipment and systems of work that is safe.
2. Safe arrangements for the use, handling, storage and transport of all articles and substances that are used during any of their undertakings.
3. Sufficient information, instruction, training and supervision to enable all their employees to avoid hazards and contribute positively to their own health, safety and welfare.
4. A safe place of work and safe access and egress to and from it.
5. A healthy working environment.
6. Adequate welfare facilities.
7. The development and maintenance of a positive safety culture.
8. The provision of adequate resources, including time, finance and effort to ensure that the objectives of this policy, our work and the customer/client needs are met.

Globa Mechanical Services also recognises its obligations for the health, safety and welfare of its visitors and neighbours by having in place measures to protect them from the company's acts and/or omissions.

Without detracting from the primary responsibilities of the management for ensuring safe and healthy conditions of work, the management of Globa Mechanical Services shall provide competent technical advice on all health, safety and welfare matters where it is necessary to assist management in this task.

Name: John Templeman

Signed: *john templeman*

Position: Director

Date:

## **COVID 19 GUIDANCE**

### **Introduction**

This guidance outlines infection control for assessing and controlling possible cases of COVID-19. It should be used in conjunction with local policies.

In the absence of effective drugs or a vaccine, control of this disease relies on the prompt identification, appropriate risk assessment, management and isolation of possible and confirmed cases, and the investigation and follow up of close contacts to minimise potential onward transmission.

The best way to prevent illness is to avoid being exposed to this virus. The virus is thought to spread mainly from person-to-person. Between people who are in close contact with one another (within about 6 feet). Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

What is Globa Mechanical Services Ltd doing: We shall follow latest guidance as issued by Public Health England which is as follows:

1. Where an employee may display the symptoms of COVID 19 (Coronavirus) that employee will be immediately sent home and told to self-isolate.
2. Not to go to work, school, or public areas, use public transport or taxis - or even for a walk.
3. Those with even mild symptoms of infection should stay at least two metres away from other people in their homes and should sleep alone.
4. Those with confirmed or suspected cases should use a separate bathroom if they can, or thoroughly clean facilities after using them if they live with other people.
5. To stay away from vulnerable individuals as much as possible.
6. That you do not need to call NHS 111 to go into self-isolation. If your symptoms worsen, contact NHS 111 online
7. Clients and potential clients shall be informed of and receive a copy of the guidance. Globa Mechanical Services Ltd will also inform clients of any employees self-isolating or have been hospitalised because of COVID 19.

Globa Mechanical Services Ltd shall request that employees and others take the following steps to protect themselves:

1. Clean your hands often
2. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
3. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
4. Avoid touching your eyes, nose, and mouth with unwashed hands.
5. Avoid close contact
6. Avoid close contact with people who are sick
7. Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

### Stay home if you are sick, except to get medical care

1. Stay home: People who are mildly ill with COVID-19 can isolate at home during their illness. You should restrict activities outside your home, except for getting medical care.
2. Avoid public areas: Do not go to work, school, or public areas.
3. Avoid public transportation: Avoid using public transportation, ride sharing, or taxis.
4. Separate yourself from other people and animals in your home
5. Stay away from others: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
6. Limit contact with pets & animals: You should restrict contact with pets and other animals while you are sick with COVID-19, just like you would around other people. Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people sick with COVID-19 limit contact with animals until more information is known about the virus.
7. When possible, have another member of your household care for your animals while you are sick. If you are sick with COVID-19, avoid contact with your pet, including petting, snuggling, being kissed or licked, and sharing food. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with pets and wear a facemask

### Call ahead before visiting your doctor

1. Call ahead: If you have a medical appointment, call the healthcare provider, and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.
2. Wear a facemask if you are sick
3. If you are sick: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office.
4. If you are caring for others: If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live with the person who is sick should not stay in the same room with them, or they should wear a facemask if they enter a room with the person who is sick.

### Cover your coughs and sneezes

1. Cover: Cover your mouth and nose with a tissue when you cough or sneeze.
2. Dispose: Throw used tissues in a lined trash can.
3. Wash hands: Immediately wash your hands with soap and water for at least 20 seconds or, if soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
4. Clean your hands often
5. Wash hands: Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
6. Hand sanitiser: If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
7. Soap and water: Soap and water are the best option if hands are visibly dirty.
8. Avoid touching: Avoid touching your eyes, nose, and mouth with unwashed hands.
9. Avoid sharing personal household items

10. Do not share: You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
11. Wash thoroughly after use: After using these items, they should be washed thoroughly with soap and water.

#### Monitor your symptoms

1. Seek medical attention: Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing).
2. Call your doctor: Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19.
3. Wear a facemask when sick: Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.
4. Alert health department: Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

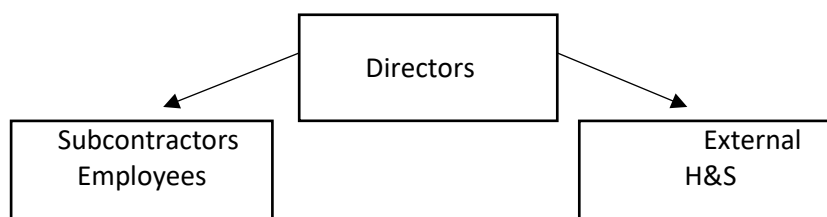
*\*Globa Mechanical Services has produced a COVID 19 risk assessment and Safe Working Procedure to compliment this guidance.*

*\*Employees of Globa Mechanical Services Ltd: If you have any questions, queries or concerns you can speak freely and confidentially to the Directors of Globa Mechanical Services Ltd.*

*\*Clients: Please speak to your health and safety adviser, occupational health adviser or local health authority.*

## Organisational Arrangements

### Structure for health and safety



### Responsibilities of the Directors

The Directors have overall responsibility for ensuring that the contents of this policy are adhered to, carried out or amended, as necessary. Directors have other duties that include:

- The adequate provision of materials and financial resources to enable the objectives of this policy to be met.
- That all levels of employee know and understand their duties about their health, safety and welfare and that of others who may be affected by their acts and/or omissions.
- The provision of adequate training to all level of employee to enable them to maintain competency in the maintenance of their own health, safety and welfare.



- The provision of adequate supervision always.
- The adoption of a positive safety culture and that it is maintained by all Globa Mechanical Services employees, their subcontractors, and visitors.
- The setting of a good personal example always e.g., wearing all recommended personal protective equipment where necessary and adherence to all safety systems and procedures.
- The responsibility (after consultation) for the identification of all the company's health, safety, and welfare training requirements.
- The responsibility to ensure that the contents of this policy are brought to the attention of all company employees, sub-contractors and visitors to the premises.
- The hearing of all requests for training/educational course about health, safety, and welfare; all requests will be decided on merit and reasons given for agreement or refusal.
- The provision of advice and support and when required provide additional support, training or education to allow all nominated persons to carry out their health, safety and welfare duties competently and confidently.
- Ensuring that nominated persons regarding health, safety and welfare carry out their stated duties to the best of their abilities
- Ensuring the introduction and implementation of suitable and sufficient risk assessments, method statements and safe systems of work.
- Be responsible for all health, safety and welfare on site.
- The setting of a good personal example always e.g. wearing of all recommended personal protective equipment when necessary and adherence to all safety systems and procedures.
- Ensuring that suitable and sufficient site rules are produced and implemented.
- The production of suitable method statements as necessary and to ensure that such method statements are adhered to during that phase of the project.
- Where hazards on the project have been identified that suitable control measures are implemented where such hazards cannot be eliminated.
- Ensuring the working methods detailed in the health and safety arrangements and procedures are adopted on site.
- Undertake risk assessments on site to which they are appointed.
- Arrange for the distribution of health and safety documentation and information consistent with Globa Mechanical Services policy to all sub-contractors.
- Ensure that all identified hazards and standards are considered when ordering or specifying materials.
- Ensure that all contractors working on their site obtain the induction and skills necessary to safeguard their health and safety and that of others whom their work activities may affect.
- Arrange for adequate health, safety and welfare measures to be introduced and implemented.
- Provide contractors with any specialist advice or instruction necessary to ensure their health and safety always while on sites controlled by Globa Mechanical Services.
- Ensure that health and safety standards applied by contractors are satisfactory and in compliance with any risk assessment and method statement.
- Ensure the safe access and egress from all work places.
- Ensure that, so far as reasonably practicable, a healthy and safe working environment that is free from significant risk.
- Ensure that Globa Mechanical Services employees comply with all site rules, procedures, and safe systems of work.
- Ensure that good housekeeping is carried out.
- Act immediately upon any health and safety breach by Globa Mechanical Services employees or subcontractors.
- Encourage employees of Globa Mechanical Services to report any perceived hazard.
- Report all accidents or dangerous occurrences.

- Ensure systems are in place to prevent unauthorized access to the site.

#### **Employees Duties.**

- To take reasonable care of your own health and safety.
- If possible to avoid wearing jewellery or loose clothing if operating machinery.
- If you have long hair, or wear a headscarf, make sure it's tucked out of the way as it could get caught in machinery.
- To take reasonable care not to put other people - fellow employees and members of the public at risk by what you do or don't do during your work.
- To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies.
- Not to interfere with or misuse anything that's been provided for your health, safety or welfare.
- To report any injuries, strains or illnesses you suffer because of doing your job, your employer may need to change the way you work.
- To tell your employer if something happens that might affect your ability to work, like becoming pregnant or suffering an injury - because your employer has a legal responsibility for your health and safety, they may need to suspend you while they find a solution to the issue or problem, but you will normally be paid if this happens.
- If you drive or operate machinery, you have a responsibility to tell your employer if you take medication that makes you drowsy - if you have, they should temporarily move you to another job if they have one for you to do.

In addition, all employees shall observe the following safety rules whilst at work;

- They shall co-operate with the management of Globa Mechanical Services to enable the company to carry out its statutory obligations under the Health and Safety at Work etc. Act 1974 and subsequent legislation.
- They shall not interfere or misuse anything provided for health, safety or welfare.
- They shall comply with all parts of this policy, ensuring complete awareness of the relevant sections that apply to their field of work.
- Observe all company safety rules, procedures, safe working instructions and emergency procedures both office and site based.
- Ensuring the wearing of the recommended personal protective equipment always and the use of the correct tools and equipment when undertaking any given task in relation to their work.
- Report to management as soon as possible any known or suspected defects to any items of plant, equipment or protective clothing.
- No attempt shall be made to operate an item of plant or equipment that is known or suspected to have a defect.
- No attempt shall be made to operate any item of plant or equipment unless trained, competent and authorised to do so.
- Report, as soon as practicable any activity, procedure or situation that is or may appear to be a potential hazard.
- Ensure that all personal tools, appliances and equipment are kept in good working order and are subject to regular maintenance.
- Make full use of any cleaning products and welfare facilities provided.
- Report all accidents, incidents and dangerous occurrences whether injury/damage has been sustained or not and to co-operate fully with any subsequent investigation.
- Maintain a clean and tidy workplace and develop a personal concern for safety.

- Ensure that all access routes, corridors, fire escapes etc. are kept clear of obstructions and are adequately illuminated.
- Not to bring, consume or take alcohol or illegal substances on company premises or sites.

### **Operative involvement, responsibilities, cooperation and consultation**

Globa Mechanical Services recognises that no Health, Safety and Welfare Policy will be successful unless it has the full support of all employees and as such shall actively seek to involve all level of employee in its formulation and operation.

All level of employee shall be consulted on changes to policies, systems and procedures etc. Methods of informing employees shall include; informally, orally and email and formally by letter and notice board.

It is expected that all level of employee cooperates with each other and management to ensure the arrangements in this policy and safety of themselves and others during our works are not put at harm.

The management of Globa Mechanical Services Ltd welcome suggestions and ideas by employees regarding any deficiency and/or improvement to the safety management system that they identify.

Drugs shall be permitted under the instruction of a Doctor of Medicine and do not influence how the work is carried out.

### **Review and monitoring procedures**

Performance measurement is an essential means of monitoring the extent to which this policy and its objectives are being met.

Proactive measures of performance that monitor compliance shall include periodic observation of work and behaviour and by regular safety inspections. These shall be conducted by the Directors or other person deemed competent.

Reactive measures of performance that monitor compliance shall include accident/incident investigation and the monitoring of instances of ill health.

This policy, its procedures and safe working practices shall be reviewed on an annual basis or as circumstances and legislation dictate. This shall be carried out by the Directors in conjunction with the nominated Person for Health and Safety (external source).

### **Fire Arrangements**

#### **Action Plan/Emergency procedures**

If you discover a fire on site (no matter how small or suspect the presence of fire) immediately raise the alarm by breaking the nearest fire alarm call point or by any other means at your disposal, then proceed as detailed below for persons hearing the fire alarm.

On hearing the fire alarm

- Do not panic
- Do not run

- Leave the building by the nearest exit
- Do not stop to collect personal belongings
- Report to the assembly point

Do not re-enter the building unless given the all clear and instructed to do so by the Fire and Rescue Service or senior person on site. In case of emergencies: telephone 999

### **First aid**

First aid kits are carried in company vehicles. Company vehicles shall also carry suitable fire extinguishers. Any subcontractors utilised shall carry first aid kits and fire extinguishers on their vehicles.

### **Training**

All new employees shall receive induction training at the commencement of their employment. Ongoing training shall continue for all level of employee when new systems, processes or equipment are introduced or as deemed necessary by the Directors. Task specific training shall be conducted as required.

Training needs and future training requirements shall be identified and implemented by the Directors.

When required; employees shall have to produce a valid certificate of competence/training before carrying out tasks. Suitable and sufficient records of all training shall be maintained always by the Directors.

### **Welfare facilities**

Where Globa Mechanical Services is not the main contractors on site permission shall be sought for the use of welfare facilities on site.

If Globa Mechanical Services are the main contractor on site then suitable welfare facilities shall be provided, facilities shall include the provision of hot and cold running water, soap, towels, toilet, site hut (where practicable), and heaters when necessary. Welfare facilities provided by Globa Mechanical Services shall comply, where possible with Schedule 2 of the Construction (Design & Management) Regulations 2015.

### **Accident and incident reporting**

Employees who have had an accident or incident whilst at work shall ensure that the details are recorded in the company's accident book. The accident book shall be kept in the administration office.

Upon notification of an accident or incident the site shall be preserved, and the Directors shall investigate to determine the cause and to instigate remedial action as required. The investigation may be carried out by an external source.

Where an accident occurs to a person at work that results in death, major injury or an injury lasting over seven days as specified in the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013 (RIDDOR13) and included members of the public, the Directors and the Health and Safety Executive (HSE) must be notified immediately.

Upon notification to the HSE form F2508 (in the case of disease 2508A) must be completed. This is a statutory duty of all employees under health and safety legislation.

### **Accident investigation**

Globa Mechanical Services recognises the duty to undertake accident and near miss investigations so that we can prevent a re-occurrence of the same incidents. The findings shall be documented and any remedial actions and controls shall be instigated.

The measures shall include;

- The identification of the cause/s of the accident/near miss.
- Investigating each occurrence to identify the causes and control measures to prevent a re-occurrence.
- Ensuring that all relevant accidents and near misses are reported and investigated.

### **Slips, trips and falls**

Globa Mechanical Services recognises their duty to ensure that the premises they occupy and work at must be maintained and cleaned to an acceptable standard. This shall be carried out by the implementation of a good housekeeping regime. This is to ensure that situations do not arise that may cause slips, trips or falls.

To ensure the premises occupied and workplaces are maintained and cleaned Globa Mechanical Services shall instigate control measures. These measures shall include;

- The monitoring of premises and identification of any necessary actions.
- Assess the risk involved and the control measures that need to be put in place.
- Ensure that safe working practices are developed and implemented.
- The provision of information, instruction and training to all persons who may be affected.
- Provide suitable and sufficient signage to indicate the presence of a hazard.

### **Noise**

Globa Mechanical Services recognises that situations may arise whereby noise levels rise above the recognised accepted legislative standard. They also recognise the requirement to control the exposure of their operatives to high noise levels. When this situation arises, Globa Mechanical Services shall instigate control measures.

These measures shall include;

- The identification of the areas and tasks that may pose risk of hearing damage.
- The undertaking of a full and comprehensive noise assessment.
- The assessment of the risk involved and the control measures required.
- The implementation of the control measures identified in the risk assessment to either remove or control the risk.
- Issue of personal protective equipment to all persons involved.
- Training in the use of personal protective equipment.
- The provision of health surveillance when necessary.

Any employee showing signs or symptoms of hearing loss or similar complaint shall be referred to an Occupational Health Practitioner and at the full expense and time of the company.

### **Hand arm vibration**

Globa Mechanical Services recognise the risk that their work may pose a risk of hand arm vibration syndrome, when this arises, they shall instigate control measures.

These measures will include;

- The identification of all tasks where vibration transmitting tools or materials are used.
- The assessment of the risk involved and the control measures that are required.
- Ensuring that the tools used are maintained to a high standard.
- Ensure that operatives are not exposed to vibration that exceeds the current recommended exposure levels.
- Ensure that operatives are provided with facilities to keep their hands warm.
- Ensure that operatives understand the reporting procedure, to enable them to report any medical condition that may affect their health and ability to undertake their work activities.
- Appoint the services of an Occupational Health Practitioner if deemed necessary.
- Issue appropriate safety equipment to personnel involved.
- Suitable and sufficient training in the use of personal protective equipment.

Any employee showing signs or symptoms of vibration caused injuries/disease shall be referred to an Occupational Health Practitioner and at the full expense and time of the company.

### **Lone working**

Whenever possible working alone shall not be permitted but it is understood that sometimes this situation will be unavoidable. When this arises, suitable control measures shall be instigated.

These shall include;

- The assessment of the risk involved and the control measures that needs to be put in place.
- The establishing of emergency contact procedures.
- Ensure that regular contact is made with the lone worker.
- Implementation of the control measures.
- Ensure that safe working practices are produced and implemented.

### **Subcontractors**

Subcontractors who carry out work on behalf of Globa Mechanical Services shall be supplied with a copy of this policy.

Subcontractors shall bring the contents of this policy to the attention of their employees who are to work on Globa Mechanical Services projects.

Subcontractors shall; always follow the safety rules and working practices as laid down in this policy. Where applicable sub-contractors shall provide Globa Mechanical Services with copies of their current:

- Health and Safety Policy

- Employers Liability insurance
- Public Liability insurance

*\*This list is not exhaustive.*

Contractors risk assessments shall be completed to a suitable and sufficient standard applicable to the works.

Before any subcontractor is employed, they must be able to demonstrate an awareness of current health and safety legislation and good practice through the completion of a comprehensive questionnaire with supporting documentation.

### **Supervision and monitoring of contractors.**

Contractors shall be subject to supervision and monitoring by;

- Regular site visits by the Directors.
- The provision of method statements, systems of work as applicable.
- Provision of any training records.
- The auditing of contractors on site.
- The regular auditing of contractor documentation.
- Globa Mechanical Services shall be informed of any accidents or incidents occurring on site and of the results of any subsequent investigation and remedial action.
- Regular and scheduled meetings with Globa Mechanical Services with a set agenda and any other business.
- Globa Mechanical Services shall require copies of up-to-date insurance policies, as necessary.

Arrangements to ensure that contractors assess their sub-contractors.

Contractors shall assess their sub-contractors by the provision and review of;

- The subcontractors Health and Safety Policy.
- The subcontractors Public/Employer/Combined Insurance policies.
- Qualifications and training received by subcontractor employees.
- References.

Where a contractor employed by Globa Mechanical Services employs a subcontractor then that contractor shall provide copies of all documentation provided by the subcontractor to Globa Mechanical Services.

No contractor shall employ a subcontractor unless agreed by Globa Mechanical Services through the provision and review of the subcontractor documentation.

Globa Mechanical Services shall review contractor's arrangements for employing subcontractors and their own arrangements on a regular basis.

### **CDM**

Globa Mechanical Services Ltd may act as Principal Contractors for projects worked on. To comply with their duties under the CDM Regulations 2015 they shall:

Principal Contractor's duties:

- Ensure the Client is aware of their duties.
- Ensured the construction phase is properly planned, managed and monitored.
- Ensure the project is adequately resourced.
- Ensure that all contractors are provided with information about the project.
- Ensure safe working, coordination and cooperation between contractors.
- Ensure that a suitable construction phase plan is prepared.

### **Occupational health**

Globa Mechanical Services recognises the duty to ensure the health and wellbeing of anyone who may be affected by their work activities.

Where a risk assessment has deemed it necessary, procedures will be introduced to monitor operatives who are, or may be, exposed to health and wellbeing risks whilst carrying out their work.

It is also recognised that operatives may require referring for health screening as part of a health surveillance programme.

Control measures shall be instigated to ensure the health and wellbeing. These measures include;

- Hazards that have the potential to cause ill health to operatives or anyone who may be affected by the work activities are identified in the risk assessments.
- The appointment of an Occupational Health Practitioner.
- Ensure that operatives understand the reporting procedure, to enable them to report any medical condition that may affect their health and ability to undertake their normal work activities.
- The assessment of the risks involved and the control measures that needs to be put in place.
- The issue of appropriate personal protective equipment to operatives involved.
- The provision of suitable and sufficient training in the use of personal protective equipment and other safety devices.

### **Hazard reporting**

To encourage a proactive approach to health and safety Globa Mechanical Services have implemented a hazard reporting procedure to enable operatives to raise awareness of hazardous situations with may cause harm. Control measures shall be instigated to enable the procedure to be implemented.

The measures include;

- The establishment of how hazards that occur can be formally reported.
- The provision of information and where necessary training for all operatives to enable them to identify hazards that occur and be able to report them.
- Ensure that all hazards are brought to the attention of the line management concerned.
- Ensure that hazards are promptly and properly dealt with.

### **Consultation**

The management of Globa Mechanical Services shall hold regular discussions with operatives in the form of on the job talks and by pre-arranged formal meetings. Operatives will be encouraged to voice any concerns either verbally or in writing.



The job talks and meetings shall;

- Be on an informal and formal basis.
- Be documented.

### **Personal protective equipment (PPE)**

All employees shall wear or use any item of clothing or equipment supplied and deemed as a control measure, this shall include members of the management team.

Where an employee feels that a different control measure or more suitable item of PPE is needed then this shall be brought to the attention of the Directors as soon as practicable.

All employees shall receive adequate information, instruction, training and supervision regarding the storage, use and maintenance of all such PPE.

PPE shall be stored, maintained and replaced in accordance with the manufacturer's instructions.

PPE shall be of the correct type, size and fit and must satisfy the appropriate British or European standard.

### **Control of substances hazardous to health (CoSHH)**

All products or materials bought for use by employees on company premises or sites that may contain a substance that is hazardous to health or has a control limit under HSE EH40 shall be assessed before being put into use, as in accordance with current legislation.

All employees shall, prior to commencing work with the company be subject to a "Face Fit Test" for face/dust masks, ori-nasal masks and powered respirators. The management shall ensure that suitable and sufficient training is provided on all respiratory protection.

All employees shall be subject to regular refresher training on respiratory equipment. Repeat "Face Fit Tests" shall be carried out as necessary.

CoSHH assessments shall be recorded and made available for viewing.

No product or material that may be subject to a CoSHH assessment shall be used until a full and comprehensive Material Safety Data Assessment sheet has been supplied by the manufacturer or supplier of the said product or material.

If a product or material contains a substance that is deemed as hazardous then whenever practicable a safer alternative shall be used.

No employee shall use a substance that is hazardous to health without first reading the Material Safety Data Assessment sheet and employing all recommended safety precautions as stated.

No hazardous substance shall be used until all risks have been reduced to an acceptable level or eliminated altogether.

Control measures shall comply with the Control of Substances Hazardous to Health Regulations as a minimum.

Further details can be found in the company's CoSHH policy.

### **Dermatitis**

The management of Globa Mechanical Services shall take implement all necessary control measure to ensure employees avoid contact with materials that cause this condition.

Where possible the following shall be introduced and complied with by all employees;

- Always protect the skin.
- Regular checks for early signs of dermatitis.

The management shall when possible;

- Substitute, by replacing a hazardous material with a safer alternative;
- Automate the process so far as is possible
- Enclose the process as much as possible
- Use equipment for handling of substances which may cause the condition
- Provide appropriate protective clothing/gloves;
- Ensure clothing/gloves are used and stored correctly, and replaced when necessary;
- Tell employees to wash any contamination from their skin promptly;
- Tell them to dry their hands thoroughly after washing/cleaning;
- Supply moisturising pre-work and after-work creams.

Employees who display any signs or symptoms shall be referred to an Occupational Health Practitioner. This shall be at the time and expense of the company.

### **Risk assessment**

An assessment of risk shall be carried out on all works to comply with the Management of Health and Safety at Work Regulations 1999. These assessments shall be carried out by the Directors or other person deemed competent.

Risk assessments shall be of a standard that is suitable and sufficient for the work.

When findings of risk assessments are deemed as significant then those assessments shall be recorded.

All necessary action shall be taken to eliminate or reduce to as low as practicable any risk to person, property, plant or material.

Where PPE is required as a control measure, selection shall be made in consultation with the individual concerned and advice sought from the Directors.

PPE shall only be used as a "last resort" or in conjunction with other control measures.

### **Manual handling**

The Directors shall ensure that the requirement for manual handling is reduced so far as is practicable.

The potential for injury from manual handling tasks that cannot be avoided shall be assessed and any hazard identified by such assessment will be reduced so far as practicable.

Each employee has been or shall be instructed on the correct way to lift, move or carry objects.

Whenever practicable to do so manual handling shall be eliminated or reduced to the lowest possible level using mechanical means or team handling.

Employees shall ensure they follow all appropriate systems of work as recommended by assessment.

Employees shall make full and proper use of equipment provided to them as aids to manual handling and co-operate with the management of Globa Mechanical Services during any introduction of new equipment or systems for manual handling.

### **Working on or near asbestos**

In accordance with HSG264 Asbestos: A Survey Guide, for any refurbishment or demolition work a survey will be required of the structure to establish if asbestos is present and in what form.

All work with asbestos insulation, fillers, board products etc. shall be carried out by a licensed asbestos removal contractor.

The removal work shall be monitored during the stripping out operation and to the approval of the Directors.

Any other work with materials containing asbestos shall be carried out in accordance with the guidance issued by the Health and Safety Executive.

All employees of Globa Mechanical Services Ltd have undergone an Asbestos Awareness course and attend annual refresher courses.

The company has developed an "Emergency Procedure in the Event of Asbestos Discovery". All employees shall receive a copy of this procedure.

### **Electricity**

Whenever work must be carried out on or near live electricity supply then all work shall be carried out in accordance with the Electricity at Work Regulations 1989.

Only suitably qualified and competent persons shall carry out work to any electric cable, switchgear, board or accessories.

No person other than a suitably trained and competent person shall:

- Interfere with any electric cables, switchgear, board or accessories where the supply voltage exceeds 50 volts or is an AC/DC voltage supplied from a generator giving total amperage of more than 16 amps.
- Interfere with any electric cables, switchgear, board or accessories where the supply voltage is supplied by more than one phase.

- All works shall be carried out in accordance with the Electricity at Work Regulations and conform to the 18th edition Institution of Engineering and Technology (IET).
- No work shall be carried out near to live conductors until either the supply has been disconnected or in the case of overhead supply cables have been suitably sheathed by the electricity supplier.

### **Portable Electrical tools and equipment**

- Before any electrical item is put into service it shall first be checked to see that there is a valid safety inspection label attached.
- On agreement with management all electrical tools, equipment and appliances, including office equipment shall be inspected both visually and electronically and have a valid safety inspection label attached before being returned to service.
- Whenever practicable battery-operated tools and equipment shall be used.
- Where impracticable to use battery operated tools and equipment then a centre tapped step down transformer shall be used to reduce the voltage to 110.
- Electrical tools and equipment that is the property of employees and used during their work shall be inspected both visually and electronically and have a valid inspection label attached.
- Portable tools that are in use and powered by a 240v supply shall be fitted with a 30 ma Residual Current Circuit Device (RCCD) for shock protection.
- 240v equipment shall only be used with the express permission of the management of Globa Mechanical Services.
- Contractors who carry out work on behalf of Globa Mechanical services shall adhere to all the above where applicable.
- Electrical items that have or are suspected to have a fault or defect shall be taken out of service with immediate effect; a report will be made to the relevant manager. No item that has a fault shall be used until it has been repaired by a person deemed competent and has a valid safety inspection label attached.

### **Mains gas**

All works on mains gas is covered by the Gas safety (Installation and Use) Regulations 1998.

#### **Main points**

#### **Qualification and supervision:**

- No person shall carry out any work in relation to a gas fitting unless competent to do so.
- The employer of any person carrying out such work shall ensure that paragraph (1) above is complied with.
- Without prejudice to the generality of the above no employer shall allow any of his employees to carry out any work in relation to gas fitting and no self-employed person shall carry out such work, unless the employer or the self-employed person, as this case may be, is a member of a class of person approved for the time being by the Health and Safety Executive for the purposes of this paragraph
- The employer of any person carrying out work in relation to a gas fitting shall ensure that that person complies with the following provisions of these regulations.
- No person shall interfere or tamper with any gas fitting unless the said employee is suitably competent to do so.
- All persons carrying out work to gas fittings shall be verified as competent by the Director named on the current assessment carried out annually by GasSafe.

- All persons carrying out work to gas fittings shall be holders of current certificates of competence covering the appropriate Approved Code of Practice for the classification of all work being undertaken.

### **Plant and work equipment**

Any items of plant or equipment that are used shall be visually inspected for damage before any work is carried out.

All items of plant and equipment shall undergo a thorough formal inspection on an annual basis (as a minimum) and by a person deemed competent for the purpose.

Formal inspections shall be recorded with all relevant details e.g. type of plant, plant number, person carrying out inspection and date.

No employee of Globa Mechanical Services shall drive or operate plant or equipment under the influence of alcohol or any illegal substance. If an employee feels incapable of driving/operating because of ill health, the effects of medication or for any other reason then, no attempt shall be made to carry out this operation, the relevant manager shall be informed immediately.

Drivers of company vehicles shall ensure that all materials, tools etc. are securely loaded and fixed. No vehicle shall be driven that is or appears to be overloaded, unstable or un-road worthy.

All items of plant and equipment shall be kept in a good state of repair, clean and stored properly at the end of each working day.

Any items of plant or equipment found to have a defect or suspected defect shall be taken out of service with immediate effect until a repair can be carried out or the item has been disposed of.

### **Working on or near the public highway**

The following shall apply always;

- The senior person on site shall employ every precaution practicable to protect the public and employees on site by ensuring that relevant notices are displayed, hoardings etc. erected. Attention shall be given to children.
- The setting out of road signs, traffic cones, barriers etc. shall be carried out by a person deemed competent for the purpose, the setting out shall, always conform to Chapter 8 of the Roads and Street Works Act.
- At all times whilst working on or near the public highway high visibility clothing shall be worn. The grade and standard of clothing shall be in accordance with the type of highway.

### **Work in confined spaces**

No person shall enter a confined space until they have been classed as competent through training and hold the relevant certificate.

Before entering a confined space, all required safety equipment shall be at hand, as identified by risk assessment. A comprehensive method statement and emergency action plan shall also be formulated before entry.

## **Working at height**

The Directors shall ensure that when work at height is necessary all works conforms to the Work at Height Regulations 2005, they will also ensure:

- Precautions shall be taken always to prevent persons and objects falling.
- Scaffolding is erected to the correct standard.
- The Directors shall request a hand over certificate for each scaffold erected.
- The Directors shall be responsible for carrying out all statutory inspections and the subsequent recording of inspections and findings.
- Scaffolds shall only be altered or moved by a qualified scaffolder.
- The Directors shall ensure that no scaffold is overloaded.
- At the beginning of each working day all scaffold or work platform shall be visually inspected.
- During times of inclement weather e.g. high winds or icy conditions no scaffold or work platform shall be used.
- No ladder, including stepladders shall be used unless it is of sound construction, correct length and secured or footed by a second person.
- Extension ladders and roof scaling ladders are permitted for short duration works only.
- Ladders of all types shall be inspected for defects before each use and shall be taken out of service if defects are found.
- Ladders of all types shall be formally inspected on an annual basis and the findings recorded.

## **Public safety**

- Visitors shall be accompanied always while on the premises.
- In the event of an emergency evacuation of the premises whenever possible visitors shall be escorted out of the building and accounted for at the assembly area.
- No unauthorised visitors are allowed on any project sites. Authorised visitors must be provided with suitable PPE while on projects sites.
- Visitors must be informed of the evacuation procedure and the assembly area for the site.
- Visitors shall be informed of any safety procedures required to be followed before entry to the site is given.
- Care shall be taken during the positioning of any waste skips, site huts, welfare facilities etc. Each shall be illuminated at night.
- Suitable warning signs shall be erected at all project sites to warn members of the public of any hazard that may be present on site.

## **Young persons**

Globa Mechanical Services recognises their legal duty to undertake a risk assessment of the tasks undertaken by young persons. When this situation arises, control measures shall be instigated. These control measures will include:

- The assessment of the risks involved and the control measures that needs to be put in place.
- Ensuring that the control measures identified are put into place and implemented.
- Restricting the work activities of young person's where failure to do so is likely to result in injury.
- Ensuring that all relevant persons are informed of the activity and risks involved.
- Ensuring that the young person is supervised by persons who are trained and competent.
- The provision of information, instruction and training to all relevant persons.