

# Health and Safety Policy

## Introduction

Safety is one of the key priorities for Hinds Building Services Limited. While providing the high-quality work that our clients appreciate, we strive for zero accidents in our office and on all of our sites. To achieve this, we ensure that all employees, visitors, volunteers/apprentices, subcontractors and otherwise authorised personnel are fully trained and informed of all safety procedures. The provision of safety bulletins where relevant and easy access to our documentation ensure that we can continually embed safe working practices. It is our intention that these combined measures would produce high quality service in the most efficient, yet safest, way.

## Vision

To positively and proactively prevent accidents on site by providing high quality, frequent training to all relevant parties while ensuring that such parties understand the operating framework in cases of accidents.

On the day of orientation or within 1 week of commencement of employment, the Health and Safety Officer (or Managing Director) in his/her absence will be responsible for ensuring that all employees have completed the initial Health and Safety and Fire Training Course.

## Part I - General Statement of Policy, Duties and Responsibilities

Hinds Building Services recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as "staff", "workers", "employees", include both paid and volunteer workers.

It is the policy of this company to promote the health and safety of the committee members, volunteers, staff and of all visitors to this company's premises ("the Premises") and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with this company in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;

- Provide specific information, instruction, training (formal training, team meetings or toolbox talks) and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for this company's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of this company arising out of or in connection with this company's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's workers on this company's premises may be exposed.

## **Part II - Statutory Duty of Hinds Building Services and its Workers**

### **Statutory Duty (Hinds Building Services)**

Hinds Building Services will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

# HEALTH AND SAFETY POLICY (HINDS BUILDING SERVICES LIMITED)

---

In particular, this Company will:

- Assess the risks to health and safety of its volunteers/workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;

- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

## **Statutory Duty (Workers)**

Employees also have legal duties, and this Company confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with this Company on health and safety;
- To use work items provided by this Company correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by this Company;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

## **Policy for Visitors and Subcontractors**

On arrival, all visitors should be directed to the duty representative of the Management Committee, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to this company.

## **Part III - Organisation of Health and Safety**

### **Safety Tours**

The Health and Safety Officer (or in the absence of such a person, the Managing Director) shall carry out 6-monthly tours and inspections of the registered premises and make a written report to the Management Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident File.

### **Accident Forms and Book**

A Master Accident Book shall be kept in the locked file at the company's registered office. Each team or project lead will be provided with an accident reporting form duplicate book, Accident Reporting Offsite Journal. Where an accident occurs offsite, however slight, the Health and Safety Officer shall be contacted by phone immediately where an accident has occurred. That party is responsible for ensuring that an accurate record is made in the Accident Reporting Offsite Journal.

Once an accident is recorded, the team/project lead shall provide the original copy to the main office by the end of close of business. The Health and Safety Officer, who should have been notified by this point, will be required to investigate this matter accordingly.

## **Fire Precautions**

Within the registered office, all personnel must familiarise themselves with fire escape routes and procedures and follow the directions of this company in relation to fire.

## **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Group/ Organisation and any directions for the use of such must be followed precisely.

## **Safety Pathways**

Corridors and doorways must be kept free of obstructions and properly lit.

## **Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.

## **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned. For the relevant policy on waste disposal on site, see Hinds Building Services Waste Removal Policy.



## **Display Screen Equipment**

This company recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at this company's expense. Where possible, these five minutes should be used to complete other tasks which are not related to display screen equipment. All of these will comply with Display Screen Equipment Regulations 1992.

## **Alcohol, Drugs and Tobacco**

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision). Any employee, apprentice, volunteer, sub-contractor or other related party who is suspected to be under the influence of alcohol, drugs and tobacco will be asked to leave the company's premises/ relevant site of work with immediate effect. Such person(s) should be reported immediately to the Health and Safety Officer, who is responsible for further investigation and any appropriate disciplinary action.

## **Personal Protection Equipment**

The company is responsible for sourcing and providing PPE for each employee or other individual as is relevant, such as an apprentice. It is a condition of the individual's employment to present himself dressed in the appropriate PPE at the start of the working day. If an employee (or other relevant party) fails to present in the relevant equipment, he may be required to leave the site and forfeit that day's wage for failure to present one's self to work in an appropriate manner. Such employees should be reported to the Health and Safety Officer. In some cases, the Team Lead may provide PPE for the employee to continue working on that day but must weigh the time required to ensure that the PPE is suitable for that employee against the benefit of the employee staying on site.



It is the employee's responsibility to report any failing or requirement for replacement, relevant to damage, of his/her PPE. All PPE will be replaced on an old for new basis.

All protective clothing/equipment will conform to British, European or statutory requirements, equipment which is not CE marked will not be used.

## **First Aid**

As far as it is reasonably possible, all employees will be provided with basic first aid training. Specific employees will receive additional training and be identified as First Aid Officers.

## **Part IV - Plant and Equipment**

Frequent inspections to the plant should be completed to ensure that the plant and machinery are in as safe a condition as possible. Only individuals with technical competence as determined by the team lead should operate the relevant machinery or vehicle.

Tests, thorough examinations and inspections of all lifting equipment, *i.e.* chains, wire ropes, webbing strops, shackles etc. will be carried out in accordance with statutory requirements. Records of all such tests etc. will be maintained. When equipment is found to be defective it will be quarantined until it has been repaired and retested or destroyed.

## **Part V - Accident Reporting**

In addition to the reporting noted above, the reporting required to be made to the Local Authority will comply with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. According to RIDDOR 2013, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work. All accidents will be reported in line with the above (See Part III above) while those which require further escalation by virtue of the Regulation will be escalated accordingly.

## **Part VI - Construction Design Management Regulations 2015 (CDM 2015)**

The procedures and protocols in place are compliant with the above regulations. It is anticipated that any additional elements which are not expressly listed in this policy are covered in day to day procedures.

## **Part VII - Welfare Facilities**

Hinds Building Services will ensure that its welfare facilities in the office, storehouses or yards complies with The Workplace (Health and Welfare) Regulations. Any on-site facilities will comply with The Construction (Design and Management) Regulations 2015. The Managing Director or other party to whom this has been allocated will ensure that each site has sufficient washroom facilities including running water for the washing of hands and towels for drying. Provisions should be made to ensure that these remain in a tidy condition.

Where there is no onsite provision, the following is the minimum that should be kept in the company's vehicle: water for hand washing and towels for drying, additional PPE equipment, first aid equipment and a clean supply of drinking water.

## Part VIII - Stress and Disability

Hinds Building Services is very conscious of the effect of uncalculated pressure on the working environment. To this end, it seeks to enable individuals to consistently cope with their work by incorporating efficient and consistent management structures. Through these structures, increase awareness of what causes stress and coping mechanisms while provision meaningful support for team members whose health and well-being are affected by stress. Through our working time practice and expectation, we hope to encourage colleagues to maintain a healthy work-life balance.

As a Disability Confident Employer, we are committed to complying with and exceeding the standards set out in the Equality Act 2010. At this level we commit to these 5 actions.

- Ensure our recruitment process is inclusive and accessible
- Communicate and promote vacancies
- Offer interviews to disabled people
- Anticipate and provide reasonable adjustments as required
- Support any existing employee who acquires a disability or long-term health condition to stay in work

## Part IX - Driving Corporate Vehicles

Only those employees who have been authorised to drive a company vehicle should operate such a vehicle. After being authorised for insurance purposes, all employees should inform the company of any changes regarding endorsements to their position including any tickets issued or points applied to their licence. Failure to do this may result in dismissal. All authorised employees are expected to be aware of the relevant legislative provisions including the Highway Code, Road Traffic Act or any associated legislation. This include observance of all traffic management signs and general speed limits.

Hinds Building Services is responsible for ensuring that the vehicle is appropriately serviced and is in good working order, but this is balanced with the authorised employee's responsibility to visually check the vehicle condition including seatbelts, brakes and tyres. The employee is responsible for ensuring that they are fit to drive at all times and must report feelings of tiredness. In such cases, even in the presence of an appointment, the employee should not move the vehicle. We expect our employees to maintain an appropriate work-life balance to reduce the likelihood of tiredness on the assigned working days, usually the working week.

## **Part X - General Safety Considerations**

### **Fire Drills**

The Health and Safety Officer is responsible for ensuring that a fire drill occurs at least once every three months. This will include an orientation of any fire alarm points, fire exits or fire equipment. Relevant safety signs should be appropriately posted around the building. The Health and Safety Officer should make a weekly check to ensure that such signs remain posted. Access

All thoroughfares, exits and gates must be left clear at all times. Corridors and fire exits must not be blocked by furniture or equipment. Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is serious in nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

### **Control of Substances Hazardous to Health (COSHH Regulations)**

The Health and Safety Officer is also responsible for any assessment and then control and prevention relevant to dangerous substances in line with the Control of Substances Hazardous to Health (COSHH Regulations).

## **Young Workers**

Young workers (those under 18 years of age) are particularly at risk because of their immaturity, inexperience and lack of awareness to existing hazards. Hinds Building Services will carry out Risk Assessments on young workers before they start employment. When the assessment process is carried out we will consider the young worker's physical and psychological capacity; potential of exposure to cold, heat, noise and vibration; potential of exposure to harmful agents; the need for greater supervision of their activities and the need for additional training in order for them to carry out their work activities safely.

## **Asbestos**

For any issues relevant to asbestos, kindly see the company's Asbestos Policy.

## **Manual Handling Training**

All employees whose work contains or may contain aspects of manual handling should be provided with such training in line with Manual Handling Operations Regulations 1992. Risk assessments should also be undertaken to assess any risk of injury or to identify where the action may be better undertaken by mechanical means.

## **Confined Spaces**

No person shall be allowed to enter a confined space unless an adequate assessment of the conditions has been made and suitable control measures introduced. Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements put in place. All assessments and considerations must take into consideration all legal requirements under The Confined Space Regulations 1997.

## **Vibrations**

Under the Control of Vibration Regulations 2005, we will look to eliminate or control the exposure to vibration in the workplace to the lowest level that is reasonably practicable (Regulation 6).

The Company will look to eliminate vibration risk where possible at the planning stage by engineering out the risk at source. Where this is not possible, the risk will be reduced to as low as is reasonably practicable with regular monitoring of exposure levels and risk to employees.

## **Working Near Overhead Lines**

Extreme personal danger can result from contact or near contact with live conductors of overhead lines. The main hazards associated with overhead electrical cables are contact with the cables by plant, vehicles or by operatives handling long object, e.g. scaffold tubes, cladding sheet, ladders etc. The local electricity company must be consulted if work is to take place within 15 metres of overhead lines on steel towers or 9 metres of overhead lines on wood, concrete or steel poles. Appropriate guidance and signage will be provided. Employees are also expected to be aware and identify potential dangers which may arise in the course of working.

## **Working Near to or Over Water**

In such cases, safety harnesses should be available and always in use. Rescue plans will be discussed with any employees at risk. Appropriate access and egress must be provided to prevent harm to any worker.

## **Working at Heights**

This company will comply and train workers to comply with the Work at Height Regulations 2005.

## **Noise**

In accordance with the Control of Noise at Work Regulations 2005, the Company will take all reasonable steps to identify workplace noise levels.

## **Excavations**

Excavations will not be carried out on site until the site manager or supervisor or his/her nominee has given appropriate permission.

Prior to any excavation the area to be excavated must be thoroughly surveyed, relevant service authorities consulted, and service plans/drawings examined to check for the presence of any underground services. In addition to this, where relevant, CAT Scanning will also be carried out to identify any hidden services prior to commencement of excavations.

Where identified, they shall be marked, and this finding communicated to all operatives. In such cases, hand excavation must be carried out until the identified services have been located and made safe. The stability of any adjacent buildings or structures including scaffold must be taken into account.

**HINDS BUILDING SERVICES**

**Management Team, Hinds Building Services**

**Last update: February 2020 (Updated Annually)**