

Grubb and Banks Building Services Limited

HEALTH AND SAFETY POLICY STATEMENT

AND

ORGANISATIONAL ARRANGEMENTS

Grubb and Banks Building Services Limited,
Joinery Works
Forest Road
Denmead
Hants
PO7 6UE

Grubb and Banks Building Services Limited

HEALTH AND SAFETY POLICY AND ORGANISATIONAL ARRANGEMENTS

In compliance with their duties under section 2(3) of the Health and Safety at Work Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulations 1999, Grubb and Banks Building Services Limited is required to produce a written statement on their general policy of health and safety at work, together with organisational and arrangements for implementing the policy.

This Policy is in three parts:

- Part 1 General Statement – Grubb and Banks Building Services Limited
- Part 2 Organisational Responsibility for Safety
- Part 3 General Arrangements for Safety

HEALTH AND SAFETY POLICY STATEMENT

PART 1 - GENERAL STATEMENT AND POLICY OBJECTIVES

Grubb and Banks Building Services Limited accepts its legal responsibilities under the Health and Safety at Work Act 1974 and associated legislation and Codes of Practice, and gives its full commitment to doing everything reasonably practicable to protect the safety, health and welfare of all persons employed* (* including contract staff) and any other persons whose health and safety may be affected.

It is the intention that all Grubb and Banks Building Services Limited affairs and business will be conducted and carried out in a manner which will not cause risk to the health and safety of persons employed, or members of the public.

Grubb and Banks Building Services Limited recognise that people are a vital resource, and priority will be given to the effective prevention of risks and to contingency arrangements. In doing so, the support of all persons employed is needed in avoiding accidents and ill health and associated cost and disruption.

All persons employed are reminded of their personal legal responsibilities and are required to do everything to prevent injury to themselves and to others.

Adequate financial, human and other resources will be made available to ensure the effective implementation of this policy, together with appropriate monitoring procedures.

It is the policy of Grubb and Banks Building Services Limited as far as reasonably practicable:-

- To provide and maintain machinery, equipment and systems of work that are safe and without risks to health,
- To ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances,
- To provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of persons employed,
- To maintain all places of work under Grubb and Banks Building Services Limited control, including means of access and egress, in a condition that is safe and without risk to health,
- To provide and maintain a working environment that is safe and without risk to health, and to ensure appropriate facilities for welfare are available,
- To ensure suitable and sufficient risk assessments are in place to eliminate or control risks under the relevant statutory provisions,
- To establish, maintain and develop arrangements for effective consultation with all relevant persons on health and safety,

- To comply with the statutory requirements as a minimum standard for health, safety and welfare of persons employed at work, and all others towards whom Grubb and Banks Building Services Limited has statutory obligations,
- To ensure that effective arrangements exist to deal with any emergency,
- To recognise the link between efficiency and safety and health, and to minimise the costs, losses and disruption which arise from accidents, ill health and dangerous occurrences,
- To ensure that contractors employed in connection with Grubb and Banks Building Services Limited business are competent with respect to all necessary health and safety requirements,
- To ensure that persons employed are aware that they are required to work safely and to co-operate with the Company in all matters which affect their health and safety at work.

In order to achieve the above, a systematic health and safety management plan is implemented by:-

PLANNING: Elimination of risks or adequate control in the workplace by the careful selection and design of facilities, equipment and processes in conjunction with effective control measures.

ORGANISATION: Continuing review of organisation, including organisational changes to ensure that responsibilities to health and safety are clearly defined at all times to persons employed.

CONTROL: Ensuring that safety requirements are being implemented throughout Grubb and Banks Building Services Limited by all persons employed.

MONITORING Safety inspections and audits will be regularly conducted to monitor and review all safety requirements and risk assessments, in order to achieve the highest possible standards for health and safety.

This Policy Statement will be revised at least annually and also taking into consideration reorganisation, management change, new work methods, identification of new risks and hazards.

The Policy Statement will be brought to the attention of all persons employed.

Signed: M J Banks
M.J .Banks and D.W.Grubb – Managing Directors

Date: January 2010

PART 2 - ORGANISATIONAL RESPONSIBILITIES

This part of the policy establishes the organisational responsibilities for implementing the policy.

1.0 The Managing Directors of Grubb and Banks Building Services Limited have the following responsibilities:-

- 1.1 To introduce and effectively manage health and safety in accordance with the responsibilities assigned to him as detailed below.
- 1.2 To produce a general statement for health and safety, together with the organisation and arrangements for implementing the policy within Grubb and Banks Building Services Limited.
- 1.3 To ensure that effective arrangements are in place for the effective implementation of Grubb and Banks Building Services Limited health and safety strategies, operational procedures and systems of work. To routinely monitor the progress of the implementation and operation of the above.
- 1.4 To ensure that competent adequate health and safety assistance is available for the purposes of advising the business on Occupational Health and Safety.
- 1.5 To institute effective arrangements for the promulgation of information, guidance and publications to those persons employed.
- 1.6 To ensure arrangements are in place which will require, so far as reasonably practicable, that health, safety and welfare aspects are specifically included in the development of commercial strategies and business plans, and in the preparation and letting of contracts.
- 1.7 To ensure that adequate manpower and financial resources are made available for implementing health and safety requirements.
- 1.8 To ensure that in relation to premises, plant, vehicles, machinery and work operations, that all health and safety requirements, relevant legislation and Approved Code of Practices are implemented.
- 1.9 To ensure that procedures are in place for implementing health and safety requirements in design, purchase and materials specifications and as such defined by the client.
- 1.10 To ensure that any Contractor engaged by the company is competent with respect to all necessary requirements for health and safety.
- 1.11 To promote and monitor effective safety management and accident prevention programmes, together with producing accident statistics and the investigation of all accidents.
- 1.12 To ensure that all persons employed will be provided with adequate health and safety information and training and is periodically refreshed.

- 1.13 To ensure that all reasonable health and safety requirements of Clients are met.
- 1.14 To instigate disciplinary procedures where appropriate for breaches of health and safety.
- 2.0 **Site Agents have the following responsibilities:-**
- 2.1 To read, understand and implement the requirements of Grubb and Banks Building Services Limited Policy for health, safety and organisational arrangements.
- 2.2 To co-operate with the Managing Directors on all aspects of health and safety to enable him or her to discharge their statutory duties.
- 2.3 To ensure that their responsibilities for health and safety are implemented.
- 2.4 To ensure all employees have been issued with relevant documented information on health and safety, records of issue kept, and periodic checks made to ensure documentation is current
- 2.5 To proactively encourage health and safety on all sites and premises, and effectively communicate with employees on a day to day issues of health and safety.
- 2.6 Monitoring on a day to day basis the health and safety requirements of working sites and premises in accordance with their information, instruction, training and standards required by Grubb and Banks Building Services Limited.
- 2.7 To ensure that the requirements of all risk assessments ,safe systems of work, and health and safety plans are implemented, together with identifying all hazards that are present in the workplace and requirements are in place to control such hazards.
- 2.8 Not to put any person at risk during the course of work, and to stop work where any risk comes to light which may affect anyone's health and safety.
- 2.9 To ensure that all precautions are in place during and after completion of work that will safeguard members of the public or others who may be put at risk.
- 2.10 To ensure that all plant and equipment is safe for use and to withdraw any defective plant from service immediately.
- 2.11 To ensure that all employees have suitable personal protective equipment and that such is used, maintained and replaced when defective or lost.
- 2.12 To produce periodic report for site safety and submit such to the Managing Directors.
- 2.13 To identify health and safety training needs that may be required by employees and bringing this to the attention of to the Managing Directors.
- 2.14 To ensure that all employed contractors work safely in accordance with their safe systems of work.

2.15 To treat any breaches of health and safety by employees as serious and to instigate disciplinary procedures where appropriate.

3.0 **Competent Health and Safety Assistance**

3.1 In accordance with the Management of Health and Safety at Work Regulations, the joint Managing Directors of Grubb and Banks Building Services Limited will assume responsibility for competent health and safety assistance for the Company. When required a health and safety consultant will be engaged to:

3.2 Provide specialist advice and training to Grubb and Banks Building Services Limited.

3.3 Provide information on new standards and legislation.

3.4 Assist in the production of Risk Assessments and Safe Systems of Work.

3.5 Monitoring and reviewing of health and safety standards within Grubb and Banks Building Services Limited by means of site safety inspections and Management Audits at predetermined intervals.

4.0 **All employees are responsible for implementing this Policy by:-**

4.1 Acting in the course of their employment with due care for the health, safety and welfare of themselves, their colleagues and other persons.

4.2 Complying with instructions and procedures, issued from time to time, for safe working and making full and proper use of protective clothing, safety equipment and safe systems of work provided.

4.3 Reporting to Grubb and Banks Building Services Limited any defect in plant and structure, equipment or safety procedures which come to their notice.

4.4 Reporting any incidents to Grubb and Banks Building Services Limited which have led, or might lead, to injury or damage, and by co-operating with any investigation which may be undertaken with the object of preventing accidents or their re-occurrence.

4.5 Not initiating or continuing any process, operation or activity which places persons employed or others in danger or that is in breach of statutory obligations or standards introduced by Grubb and Banks Building Services Limited.

PART 3 - GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

This section details the means for implementing common standards for health and safety within Grubb and Banks Building Services Limited at all workplaces and sites.

1.0 Standards

Standards for health and safety management are implemented by:-

- Health and Safety Policy and Arrangements,
- Statutory requirements, supported by Approved Codes and Best Practice,
- Risk Assessments and Safe Systems of Work.

2.0 Competent Professional Support and Assistance

Regulation 7 of the Management of Health and Safety at Work Regulations requires the provision of competent assistance on health and safety issues. The arrangements for such are detailed in Part 2, paragraph 3.0.

3.0 Complaints and Enquiries

Any person wishing to raise any matter relating to health and safety at work should, in the first instance, consult with the Managing Directors.

4.0 Accidents, Dangerous Occurrences and Ill Health at Work

All accidents, dangerous occurrences and occupational ill health are reported and investigated through the Incident Reporting and Investigation Process established by Grubb and Banks Building Services Limited.

All accidents are required to be reported by employees and the Site Agent is required to ensure accidents are recorded in the statutory Accident Book.

All accidents and incidents will be investigated. The depth of the investigation will be dependent on the accident severity or potential severity.

Any prescribed major injury, dangerous occurrence or reportable disease will be reported to the appropriate Enforcing Authority by Grubb and Banks Building Services Limited under RIDDOR.

5.0 Health and Safety Training and Information

5.1 Grubb and Banks Building Services Limited will ensure that all relevant health and safety training and adequate information, instruction and training will be provided to all persons involved in conjunction with their work.

5.2 In the case when sub contractors are employed Grubb and Banks Building Services

Limited will ensure that sub contractors have had the correct level of health and safety training for carrying out the appropriate task(s)

5.3 The minimum standard for management training will be IOSH Managing Safely and for Operatives CITB Construction Skills together with appropriate skills training.

6.0 **Occupational Health and Health Surveillance**

Risk assessment has identified that employees will be exposed to activities that generate dust, noise and vibration.

In accordance with the requirements of the Management of Health and Safety at Work Regulations the following health surveillance will be provided to employees.

- Lung function tests
- Audiometry
- Hand arm vibration screening

The company occupational health advisors are, Occupational Health Consultancy in Southampton.

7.0 **Hazardous Substances**

Any hazardous substances used and defined by the COSHH and CHIP Regulations will be assessed for the purposes of ensuring the correct safety controls are applied in order to protect individual's health and safety.

9.0 **Noise**

When persons are exposed to noise levels prescribed by the Noise at Work Regulations the appropriate steps will be taken to either reduce the noise at source or when this is not reasonably practicable then personal protective equipment shall be used.

10.0 **Machinery Standards and Work Equipment¹**

BS/EN Standards provide safety requirements for the essential standards for machinery guarding to be adopted within Grubb and Banks Building Services Limited, unless more specific, nationally recognised standards apply, in which case they will be used.

All work equipment will comply with the requirements of the Provision and Use of Work Equipment Regulations.

All work equipment will be procured to take into account that it meets the requirements for the work that it has to perform (suitability) and in particular to BS/EN standards for health and safety.

The risk from the use of work equipment will be controlled through the relevant risk assessments and safe systems of work and the requirements of safety controls communicated to employees via tool box talks.

All work equipment will be maintained as advised by the manufacturer or supplier.

¹ Work Equipment includes any equipment used at work and also includes pneumatic and electrical equipment

Work equipment that is required to have statutory inspections (e.g. pressure systems, lifting equipment) will be undertaken by the appointed competent person.

Specialised work equipment that is used by Grubb and Banks Building Services Limited will be through a reputable tool hire company. The equipment will be checked by the relevant site agent for its safety integrity prior to being used on site.

Employees have the responsibility to select the correct work equipment for the work to be performed. Employees are competent to select work equipment through their skill and experience and instructions given through tool box talks.

Specific employee training will be carried out on identified work equipment (e.g. tower scaffolds, abrasive wheels, excavators and dumpers etc)

Small hand tools and electrical equipment will have daily visual checks carried out by the user in accordance with the documented visual inspection procedure. Sites Agents are required to carry out inspections to ensure that the above takes place.

Employees are prohibited from using defective work equipment and must report such to their supervisor.

The Managing Director has the overall responsibility to ensure that the above takes place

11.0 Risk Assessments and Safe Systems of Work

Comprehensive risk assessments and safe systems of work have been developed to identify risk and provide controls for safe methods of working. Risk assessments and safe systems of work will be communicated in advance of works to those persons involved in the work.

12.0 Manual Handling

Where it is identified that there is a risk to injury through manual handling operations a risk assessment will be carried out to reduce such risk so far as is reasonably practicable.

13.0 Construction (Design and Management) Regulations CDM

13.1 The requirements for complying with the above regulations will be, in most cases, as Grubb and Banks Building Services Limited being appointed as Principal Contractor.

13.2 In the case when Grubb and Banks Building Services Limited are appointed as Principal Contractor a Construction Phase Health and Safety Plan will be developed and implemented. A procedure document has been prepared for ensuring compliance with all aspects of the CDM Regulations.

13.3 Any contractor employed by Grubb and Banks Building Services Limited will be required to comply with all health and safety requirements as advised to them prior to the Construction Phase of the project starting. A copy of the Construction Phase Health and Safety Plan will be provided to the Contractor on site.

14.0 **Construction Work**

All construction work will be carried out in accordance with the requirements of the Construction (Design and Management) Regulations and the requirements of the Construction (Health, Safety and Welfare) Regulations, supported by risk assessments and safe systems of work.

15.0 **Personal Protective Equipment**

All persons employed will be issued with suitable and relevant personal protective equipment (assessed as suitable under the requirements of the Personal Protective Equipment Regulations). Employees will be issued with suitable means for keeping PPE clean and tidy and replacement PPE will be provided whenever necessary. Employees will be given the necessary information and instruction on the use and maintenance of PPE.

16.0 **Welfare Facilities**

When working on clients sites Grubb and Banks Building Services Limited will make arrangements to have access to appropriate welfare facilities.

17.0 **First Aid**

The provision of first aid and first aid cover will be in accordance with the requirements of the Health and Safety (First Aid) Regulations (latest edition).

The current appointed First Aiders are:

Barry Revy

David Grubb

Chris Marsden

David Grubb is responsible for checking First aid kits in company vehicles and premises on a quarterly basis. On company premises first aider notices are displayed.

18.0 **Asbestos**

Prior to any work commencing on clients sites Grubb and Banks Building Services Limited will require the client to provide written details of any asbestos present on site.

Site operatives are prohibited from working with or disturbing asbestos and must report suspected asbestos immediately.

19.0 **Confined Spaces**

Confined space work is prohibited and employees are prohibited for entering into confined spaces. Should it be identified that an entry into a confined space may be required, as part of planned or other works a specialist contractor will be used.

20.0 **Statutory Examinations and Periodical Examinations of Plant and Equipment**

Statutory examinations of plant or equipment, required by statute, are carried out by Grubb and Banks Building Services Limited Insurance Engineer.

A combined visual and formal inspection of all electrical equipment used (cables, plugs, sockets, plant and equipment) will be undertaken by Grubb and Banks Building Services Limited nominated contractor on at least an annual basis. The person responsible for ensuring that this takes place is the Managing Director.

Employees are responsible for carrying out visual inspections of portable electrical equipment to ensure that plugs, casings and cables are in good condition. Damaged equipment will not be used and returned to the depot for remedial repair or replacement.

21.0 **Contractors Employed by Grubb and Banks Building Services Limited**

All contractors (including those providing specialist service, plant, equipment and welding, etc) will only be authorised to work if their competence for discharging their duties under health and safety has been adequately assessed prior to being engaged. The responsible person for carrying out assessments on contractors is the managing director.

Grubb and Banks Building Services Limited will obtain the necessary information from all their employed contractors to ensure they are able to discharge their duties under health and safety.

Any contractor who does not comply with health and safety requirements or also has unsafe behaviour will be advised of such and be required to demonstrate remedial actions.

22.0 **Alcohol and Drug Abuse**

The use of alcohol and illegal drugs are strictly prohibited by persons employed by Grubb and Banks Building Services Limited, and those persons employed found under the influence of such will be immediately dismissed.

23.0 **Lone Working**

Where Grubb and Banks Building Services Limited undertake lone working on clients sites the requirements of the client for lone working procedures will be implemented.

Lone working is not routinely carried out and when this may occur; employees have mobile phones and be contacted to ensure that their safety is not compromised.

24.0 **Underground Services**

When there is a requirement to carry out excavations a safe system of work will be implemented in conjunction with detection equipment and trial holes.

25.0 **Working at Height**

Should there be a requirement to work at height; Grubb and Banks Building Services Limited will carry out a risk assessment based upon the hierarchy of controls of the Working at Height Regulations. Ladders will only be used for inspection purpose or short duration of use.

The requirements for the use of PPE in conjunction with working at height is referenced in paragraph 15.0

Should the Client provide a means to work at height (scaffolds, tower scaffolds etc) for Grubb and Banks Building Services Limited then the Client will be responsible to confirm that such has been erected safely and has undergone the relevant inspections as prescribed.

Grubb and Banks Building Services Limited will also visually inspect any work equipment for working at height and if such is not considered to be safe the work equipment will not be used.

Suitable and well maintained ladders will be provided by Grubb and Banks Building Services Limited

26.0 **Vibration**

When any vibration tools are used, steps will be taken to reduce vibration white finger to employees by the correct selection of equipment and job rotation.

27.0 **Vehicle Movement**

All movements of vehicle on site, including loading and unloading operations will be carried out safely. Reversing operations may require the use of a banks person.

28.0 **Fire Safety on Client and Company Premises**

When working on occupied Client sites, Grubb & Banks Building Services Ltd will at pre contract meeting stage establish with the client as to fire safety arrangements and procedures. The requirements will be documented with the construction phase health and safety plan and submitted to the client

When work is carried out on unoccupied client premises, Grubb & Banks Building Services Ltd will carry out a risk assessment for inclusion within the construction phase health and safety plan and submitted to the client for approval.

Where there is requirement for hot work to be carried out this shall be in accordance with a safe system of work and the clients hot work permit.

The Company has produced a fire risk assessment and arrangements for their premises.

The person responsible for ensuring that the above takes place is the Managing Director.

29.0 **Insurance**

Grubb and Banks Building Services Limited have in place the necessary Public Liability and Employee Liability Insurance.

30.0 **Workforce Communication and Consultation**

Grubb and Banks Building Services Limited recognise that good workforce communication and consultation is essential in effective health and safety management. This will be achieved by:

30.1 Consultation and Communication Process

Due to the size of the company and a flat management/ workforce structure is considered not practicable to establish a health and safety committee. Consultation with employees will be direct by the Managing Director and Site Agents. Tool box talks also are also used to convey instructions and also allow for two way communication with employees.

All employees are required to report to Management any unsafe situations or deficiencies in working practices and such will be resolved with the employee(s).

Consultation and communication will also take place:

- At the start of new projects
- Identified new hazards and risks
- Changes to risk assessment
- Changes to work process
- Following incident or accident.
- New procedures

31.0 **Breaches of Health and Safety Standards**

Grubb and Banks Building Services Limited regards any breach of health and safety standards to be a serious matter and therefore any person that fails to maintain or breaches health and safety standards will be cautioned as appropriate. Repeat offenders will be liable to dismissal.

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