

Chillflame Ltd
COMPANY SAFETY POLICY

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COMPANY HEALTH & SAFETY POLICY STATEMENT

It is the policy of the company, to provide working conditions that are safe and healthy for all employees and at all times carry out its operations so that, as far as is reasonably practicable, the health and safety of any persons concerned will not be adversely affected.

The requirements of the Health and Safety at Work etc. and all duties and obligations imposed by the Act, and all other Acts and regulations affecting the activities of the contracting division are to be complied with.

Managers of offices and other workplaces will ensure that the safety procedures are observed and promote an awareness of safety in all employees as an integral part of good management.

The Safety Director is to give guidance and advice to managers on all aspects of Health, Safety and Welfare and to arrange with management for the training of employees as necessary.

Monitoring of the Safety Policy is the responsibility of the Safety Director who will report to the board at regular intervals and recommend changes where necessary.

The Safety Policy is the direct concern of all employees within the company and senior management is accountable to the board for its implementation.

Personnel Training and Safety Management will liaise throughout the company to ensure that **adequate training programmes** are available to ensure all employees are familiar with current legislation and procedures.

Signed: *Adrian Hare*

Print name: Adrian Hare

Title: Managing Director

Date: 01st November 2009

Organisation for Health and Safety

General Organisation

Arrangements for Health, Safety and Welfare will be organised by the company.

The company has a named director responsible for Health and Safety.

The company's named director is responsible for the monitoring of the company's Safety Policy and for dealing with related problems.

Constructive suggestions to improve Health, Safety and Welfare in the company will be welcomed from any employee. Any such suggestions should initially be referred to management who is responsible for submitting revisions to safety procedures to the board for approval.

General Responsibilities

Directors, contract managers, project managers, managers of permanent installations, company offices and depots are responsible for the implementation of the company's declared safety policy and are accountable to the board for its implementation.

All employees are expected to set a personal example and take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work. Employees who are responsible for supervision are expected to promote and encourage a safety awareness in the employees and sub-contractors under their control.

All employees should have knowledge of the legislation governing the activities that they are employed upon. The appointed Safety Officer has a detailed knowledge of the current legislation and is familiar with changes and new developments and will give guidance and advice to employees on all aspects of Health, Safety and Welfare.

Consultation

Consultation with recognised union appointed safety representatives will be afforded by the company in recognition of their duties covering Safety, Health and Welfare matters at the workplace, within the Health and Safety at Work etc., Act 1974 and associated legislation.

Organisation for Health and Safety

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Organisation for Health and Safety

Specific Responsibilities

The following responsibilities are the specific duties of management and are in addition to the duties outlined above under General Responsibilities.

ARRANGEMENTS / IMPLEMENTATION / PROVISION / MAINTENANCE.

Company Directors

Apply the Construction Company's Safety Policy, receive reports on the effectiveness of it and implement revisions as appropriate.

Sites/Depot/Department/Office and Factory

Contracts Managers Works Managers Supervisors and Directors

Ensure that the workplaces under their control are adequate with respect to Health, Safety and welfare and report to their Company Directors.

Supervising Agents/Agents and Site Supervisors/Construction

Managers

(Or other persons responsible for operational activities)

Organise and implement the provision and maintenance of a working environment, systems of work and plant that are safe and without risk to health, so far as is reasonably practicable.,

Satisfy themselves that employees and other persons under their control are properly supervised; have the necessary experience and arrange for training or instruction as necessary.

Make arrangements with sub-contractors and other contractors to clearly define areas of responsibility and ensure they have available a satisfactory Safety Policy appoint Safety Supervisors where required.

Sub-Agents/Engineers and Designers

Ensure the production of precise information and instructions to other employees and sub-contractors in order to promote safe working methods.

Ensure that their designs are safe and without risk to health and that adequate information is provided to ensure their correct implementation.

Site / Works Managers and General Foremen

Organise the works to maintain, so far as is reasonably practicable, a working environment that is safe and without risk to health.

Arrange for site safety induction, give all Foremen/Trades Foremen/Gangers and Charge Hands precise instructions on their responsibilities for correct working methods; see that they do not permit individuals

to take unnecessary risks.

Ensure that suitable protective clothing and safety equipment is available where appropriate and that it is correctly used.

Organisation for Health and Safety

Foremen/Trades Foremen / Gangers and Charge Hands

Ensure that individuals under their control are made aware of the safety precautions associated with their type of work and that their place of work is safe.

Maintain means of access to and egress from their places of work that are safe and without risk to health.

Ensure that protective clothing and safety equipment is correctly used do not permit individuals to take unnecessary risks.

All Employees

Take reasonable care for the Health and Safety of themselves and others who may be affected by their activities at work.

Use all tools and equipment provided for their work correctly.

Use protective clothing and safety equipment supplied.

Refrain from horseplay and the abuse of welfare facilities co-operate with their supervisor or any other person so far as is necessary to enable them to comply with any duty or requirement imposed on them by any statutory provision. report any hazards or defects to their supervisor.

Company Plant and Transport Managers

Have a detailed knowledge of legislation relating to plant/transport and advise management on the selection/suitability of plant/transport.

Resolve any difference of opinion relating to the safe use of plant or transport in co-operation with the appointed person.

Depot and Site Plant/Transport Managers

Ensure that all plant/transport (whether owned or hired by the company) is correctly maintained, is safe and without risk to health when properly used.

Organise the provision and maintenance of systems of work, to ensure that all plant is inspected as necessary and correct documentation is maintained.

Advise the management of the workplace of any modification or changes to plant/transport.

Ensure that plant transport operators are trained and competent and advise the manager of the workplace of training requirements as necessary.

Organisation for Health and Safety

Control / Administration / Advice.

Company Director Responsible for Health and Safety.

Co-ordinate and oversee the company's appointed competent person i.e.; Safety Officer and ensure that regular reports are submitted to the company Directors responsible for Health and Safety.

Make recommendations to the appropriate management and safety officer on all matters relating to Health Safety and Welfare.

Prepare and circulate, information. relating to Health and Safety matters.

Generate an awareness of safety within the Company as an integral, part of good Safety Management.

Company Director

Co-ordinate and oversee, the following where appropriate, the appointed competent person and ensure that effective Health, and Safety, monitoring, of, the, Safety, Policy is, taking, place at site level.

Carry out regular inspections of workplaces (including plant & transport) give guidance and advise managers and Safety Supervisors on all aspects of Health, Safety and Welfare.

Preparation and distribution of site safety reports after each inspection.

Arrange for training as and in the company on matters relating to the Health and Safety of, employees and or Sub-contractors.

Generate, awareness of safety; within the company as- an integral, part of good management.

Arrangements for Health and Safety

Training

The Group Safety Director and the appointed competent person (Safety Officer) are responsible for recommending and arranging with training organisations safety training and refresher courses for all employees as necessary. Particular regard is to be given to this requirement where special risks are involved.

Managers of workplaces should satisfy themselves that employees under their supervision have the necessary experience and training to carry out the duties allocated to them. Where necessary, managers should arrange with the training department for training, induction and instruction of employees, with particular emphasis on new employees. The company must maintain a record of persons who have received safety training.

Safe Systems of Work

Employees who are responsible for the supervision of other employees and sub-contractors are expected to identify, provide and maintain safe systems of work.

When company service departments are involved in any project or activity, those employees involved in the field are responsible for co-ordination with the service department to ensure a safe system of work is established.

Employees who are responsible for organising the provision and maintenance of safe systems of work must ensure that any change in a previously established safe system of work or an unusual use of plant, is reported to the manager of the workplace who is responsible for ensuring that the modified system is safe and without risk to health.

Where modifications or changes to plant/transport are made which may affect the safety of the unit, the company plant/transport manager and the Safety Director must be, notified.

Standard procedures are available from the company Safety Director, covering work recognised as having special risks, e.g. entry into confined spaces, hot work, work involving asbestos, and the safe use of flammable gases (fitting flash back arrestors) etc.

Environmental Control

Employees who are responsible for establishing a working environment which is safe and without risk to health, shall consult the specialists in the plant / transport and Consultant Safety departments who are available to give advice as necessary.

Instrumentation is available from the above departments to monitor the workplace to establish a satisfactory environment. e.g. satisfactory levels of lighting, humidity, temperature. dust and noise etc.

Waste shall be disposed of Safely in accordance with company procedures Environmental Protection Act. Any effects on the local environment, due to building **operations** and or works of engineering construction, **will** be monitored and controlled where reasonably practicable.

Arrangements for Health and Safety

Safe Place of Work

Adequate arrangements must be made to keep workplaces in a clean, orderly and safe condition. Walkways, gangways and roads to be clearly marked as appropriate.

At all workplaces safe means of access to and egress from all working areas are to be provided and maintained.

Adequate arrangements are to be made at each workplace for flammable, toxic and corrosive substances to be stored and used safely and without risk to health.

The established Permit to Work procedure is to be used wherever necessary. Advice on this procedure can be obtained from the Safety Director.

Machinery/Plant and Transport

Employees responsible for the supervision of operations involving the use of machinery / plant and transport must ensure that it is used correctly and is safe and without risk to health. Checks must be made to ensure that machinery / plant and transport operators are competent and, where necessary, arrangements for training must be made.

All machinery / plant and transport must be inspected, serviced and maintained as necessary, all of which shall be correctly documented.

Ensure full information relating to servicing and maintenance is sent with the item of plant from the Plant Department or made available by the Supplier or Hire Company.

Noise

Employees responsible for the selection of plant and machinery shall take into account the level of noise where necessary, in conjunction with the place where the plant or machinery is to be used and take the appropriate action by silencing, isolating or enclosing to reduce the overall noise to an acceptable level. Advice on the reduction of and equipment to monitor noise, is available from the Safety Director.

Where it is impracticable to reduce the noise to an acceptable level, warning notices are to be displayed and employees affected provided with suitable ear protectors.

The requirements of the Noise at Work Regulations and Code of Practice for reducing the exposure of employed persons to noise must be **understood and adhered** to wherever practicable.

Radiation

It is, generally the policy of the Company to use specialist sub-contractors in **any operation** involving radioactive isotopes. However, it is the responsibility of the Manager of the workplace to ensure that adequate precautions are taken to ensure the Safety of persons who may be affected and that adequate monitoring / warning equipment is available and used.

Where appropriate operations involving company owned or hired equipment containing a radioactive source, their use must be controlled in accordance with any recommended procedures set down by the manufacturer / supplier/ or enforcing agencies.

Records are to be kept in accordance with statutory regulations.

Arrangements for Health and Safety

Hazardous Substances

Employees responsible for the use, handling, storage or transport of substances which are identified as being either flammable, toxic, corrosive or explosive must make arrangements to ensure that the use, handling, storage and transport of such substances is safe and without risk to health.

Where hazardous substances are identified and used, adequate precautions must be taken to ensure the health and safety of persons affected by the proper use of protective clothing and respiratory equipment.

Management are responsible for compliance with the Control of Substances Hazardous to Health Regulations (COSHH). The Safety Director is available to give advice and guidance on these regulations.

Internal Communication

Management will set a personal example and develop enthusiasm in others to raise the standard of safety awareness during regular visits to all workplaces.

Management will be advised of changes in legislation, Guidance Notes and relevant Codes of Practice by

The Safety Director i.e. preparing and circulating information relating to Health and Safety matters and

Making appropriate recommendations.

Copies of all relevant legislation, Guidance Notes and Codes of Practice on safety are available from the Safety Director.

All communications received by the Safety Director from Enforcing Authorities will be circulated following consultation with the management concerned.

Where Safety Representatives are appointed, their role shall be recognised in accordance with the accepted procedures for the industry.

Safety information will be issued to all employees containing general information and advice relating to Health, Safety and Welfare with particular reference to common hazards associated with their type of work. The Safety Director is responsible for the maintenance and revision of this information.

Electricity

All electrical installations, systems, appliances, power tools etc. must be safe for use and free from mechanical and electrical defect when in use. The safest possible voltages are to be used at all times. The inspection and testing of systems and parts of systems shall take place at regular intervals and shall be carried out by a competent person. The results of the inspections and tests shall be recorded as laid down in the Company Procedures. The Safety Director **will** advise on these procedures and the requirements of the Electricity at Work Regulations.

Fire

The requirements of the Code of Practice for Preventing Fires on Company premises and Construction Sites must be adhered to.

Appropriate fire fighting equipment shall be installed in all workplaces and regularly checked by a competent person.

Procedures in the use of fire fighting equipment, means of escape, fire alarms and fire drills shall be drawn up by the management at each workplace and effective steps taken to ensure all employees are familiar with the procedure.

Arrangements for Health and Safety

Medical and Welfare Facilities

Employees responsible for the supervision of other employees must ensure that adequate facilities and arrangements are provided in respect of first aid and welfare and that these facilities are adequately maintained in a satisfactory condition. Employees must be informed by the manager of the workplace of the location and arrangements made for first aid treatment.

First aid equipment, facilities and the suitability of persons to administer first aid must be adequate and appropriate in the workplace.

Advice on what is considered adequate and appropriate is available from the Safety Director

Records

At, each workplace appropriate registers are available for keeping statutory records.

Registers and forms for maintaining statutory records at the workplace are available from the Safety Director.

The registers contain a summary of the relevant statutory regulations and Codes of Practice.

These records are regularly vetted by the visiting Safety Director to enable areas of strengths and weaknesses to be identified. As all registers/records have to be kept for a statutory period, copies of all completed registers and forms be sent to the company office.

Emergency Procedures

Procedures to be followed in the event of accident, fire or any other emergency will be specified by the manager of the workplace and effective steps shall be taken to ensure all affected persons are familiar with the emergency procedure such procedures must be displayed in the workplace.

Monitoring

The Safety Director will arrange for the carrying out of regular inspections of all workplaces, give guidance and advise managers on all aspects of Health, Safety and Welfare.

Reports will be presented after all such inspections.

The Appointed Competent Person i.e. Safety Officer / Safety Director will investigate all major accidents and dangerous occurrences and prepare reports, take statements and where practicable make

Recommendations to prevent a recurrence.

All accidents must be reported to a responsible person at the workplace who will ensure the company's procedures are followed.

It is the responsibility of the company Safety Director to record and analyse information on all accidents, assess accident trends and review the overall safety performance.

Arrangements for Health and Safety

Management will appoint in writing a Competent Person i.e. Safety Officer who is trained to Manage Health and Safety.

Where sites do not allow the appointment of such a person then the site manager will be deemed to be the safety supervisor and must have received adequate training to enable him/her to carry out their duties under the Health and Safety etc. Act and associated legislation (CDM) etc.

Sub-Contractors

Managers responsible for the selection of sub-contractors must ensure that sub-contractors selected to work

for the company are competent to carry out their duties under the Health and Safety at Work etc. Act and associated legislation (CDM) etc. and any special safety procedures that may be applicable to their particular type of work.

Other Persons

At each workplace arrangements shall be in place so far as is reasonably practicable to ensure that persons not in the companies employment are not exposed to risks to their health and safety.

Specialist Works

Where special works departments exist within a company, adequate health and safety training must be provided to employees to enable them to carry out their work safely.