



# Stuart Hingley Building Services Ltd

## General Statement of Policy

Stuart Hingley Building Services Ltd acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

It is the intent of Stuart Hingley Building Services Ltd to provide safe and healthy working conditions for all our employees by:

- Providing and maintaining safe plant and equipment
- Providing safe systems of work
- Providing a safe place of work and safe access and egress
- Providing for the safe use, handling, storage and transport of all particles and substances providing a safe working environment
- Providing adequate and sufficient information, instruction, training and supervision
- Providing adequate resources, financial or otherwise, to ensure health & safety is given equal prominence with other business objectives.

It is also the intent of Stuart Hingley Building Services Ltd to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

Stuart Hingley Building Services Ltd accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. Stuart Hingley Building Services Ltd also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.

This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

**Name:**

**Signed:**

**Position: Director**

**Date:**

**Review Date:**



# Stuart Hingley Building Services Ltd

## Head of Company

Stuart Hingley has overall responsibility for health and safety within the company, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

## Health and Safety Co-ordinator

The person responsible for H&S is Stuart Hingley, with suitable assistance as required from Watson & Watson Health & Safety Consultants Ltd. Health and Safety Experience /qualifications of Stuart Hingley is many years' industry experience, for Peter Watson of Watson & Watson it is CMIOSH Stuart Hingley (with assistance from Peter Watson & other colleagues at Watson & Watson as necessary) will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013



# Stuart Hingley Building Services Ltd

## Employees

Section 7 of the Health and Safety at Work Act 1974 states the following:  
It shall be the duty of every employee while at work:

- (A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with it requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor.
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor.
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

## Communication/Consultation

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training

The introduction or alteration of new work equipment or technology his communication and consultation will take place directly with the employees via regular safety meetings, tool-box talks, e-mails and memo's posted on the staff notice board. Stuart Hingley will be responsible for this and will co-ordinate it.



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## **Training**

All employees will be given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

Induction training for new employees (Health and safety awareness, company procedures, Asbestos etc)

The introduction or modification of new/existing machinery or technology

A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances (Particularly Asbestos), use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training, normally via Toolbox talks, but more formally if required, will be undertaken to keep employees up to date with legislation and industry best practice. Stuart Hingley will be responsible for this.

## **Emergencies**

It is the Company's policy to take account of fire hazards in the workplace. Stuart Hingley will be responsible for this. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

### **ACTION TO BE TAKEN UPON DISCOVERING A FIRE**

Do not try to tackle the fire yourself (unless trained to do so)

Activate the nearest fire alarm to raise the alarm

Leave the building by the nearest fire exit and proceed to the muster point

Do not re-enter the building for any purpose until the all clear has been given

### **ACTION UPON HEARING THE FIRE ALARM**

Stop working and calmly leave the building by the nearest fire exit

Go directly to the muster point and await instructions

Do not leave the muster point until the all clear is given

Do not re-enter the building for any purpose until the all clear is given



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## **Work Equipment**

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.). Before new equipment is introduced into the working environment, an assessment will be made by Stuart Hingley or a Project Manager in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to their Supervisor.

## **Personal Protective Equipment & Respiratory Protective Equipment (PPE)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to Stuart Hingley.

## **First Aid and Accident Reporting**

Adequate first aid provision will be made at every place of work occupied by the Company. Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

On Project Sites – wherever possible arrangements are made with client's/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site. Site Supervisors are responsible for this.

Head Office – the first aid box is located in the main office and Stuart Hingley is responsible for its contents.

The Appointed Person is Stuart Hingley.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):



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Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator / Representative with the following objectives;

To determine the cause(s) with a view to preventing a recurrence

To gather information for use in any criminal or civil proceedings

To confirm or refute a claim for industrial injury benefit

To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

WHAT caused the accident?

WHO was involved?

WHEN did it occur?



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WHY did it occur?

HOW could it have been prevented?

HOW can a recurrence be prevented?

## **Hazardous Substances (COSHH)**

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, worker's health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department. An inventory of all substances and materials hazardous to health is held at the office.

## **Manual Handling**

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- reducing weights
- reducing the frequency of manual handling
- the use of additional manpower
- through the provision of suitable equipment to assist in the operation
- the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

Stuart Hingley will be responsible for organising training, and also updating the Manual Handling Policy, and ensuring staff are conversant with it.

## **Co-operation and Coordination**

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high-risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Before commencing work, the appointed site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

We will consult with employees regarding and work-related issues on a regular basis directly or through there named representative.

Employee representative will be Stuart Hingley

Consultation with employees will be carried out by Stuart Hingley.



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As required meetings will be held for consultation with employees and records kept of any issues raised.

## **Health Surveillance**

Stuart Hingley will be responsible for this. Regular completion of health surveillance questionnaires will be undertaken by the employees, with any adverse findings being escalated accordingly to the relevant medical authorities.

## **Risk Assessments**

The Health and Safety Co-ordinator, Stuart Hingley, with assistance from the retained health & safety consultants, and individual Project Managers will carry out and record formal risk assessments, and also be responsible for them. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-ordinator if required. Stuart Hingley will also ensure employees are provided with appropriate instruction and training on risk assessments.

## **Asbestos**

All work by Stuart Hingley Building Services Ltd will initially assess if any asbestos is present, other than that which is known about – this will be either done in conjunction with the Client or Principal Contractor.

Should any Asbestos Containing Material (ACM) be discovered or suspected in any premises where Stuart Hingley Building Services Ltd, are working then this will result in the incident being reported to the Client/Principal Contractor immediately and all work suspended until the facts of the ACM's are established and appropriate control measures put in place. Stuart Hingley Building Services Ltd policy is not to expose employees or others to unacceptable risks of contamination by asbestos; Safe Systems of Work (in accordance with the Control of Asbestos Regulations 2012) will be implemented. Stuart Hingley will co-ordinate this.

## **Work Patterns**

Work will be planned to ensure that the workforce is not exposed to unnecessary hazards and risks. This will include ensuring that hours worked are proportionate, that all site risk assessments are completed, and communicated out before commencement, and that all staff are trained for the work in hand. Supervisors will undertake checks of work as part of their overall audit programme. Stuart Hingley will co-ordinate this from a top level and delegated to each Project Manager accordingly.

## **Site Security**

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high-risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times. Stuart Hingley Building Services Ltd is never nor will ever be Principal Contractor or lead contractor under CDM regulations. All site security responsibilities lie with Stuart Hingley Building Services Ltd clients themselves, or any lead contractors. Should Stuart Hingley Building Services Ltd be on site for longer than one day each Site Manager will ensure that any tools, equipment and so on will be stored in a safe & secure manner, ensuring everyone's safety is maintained.



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## **C.D.M. Regulations 2015**

Although asbestos is covered by its own set of regulations, the C.D.M. Regulations will be considered in the following way with regard to asbestos work.

All constructive inputs and suggestions will be implemented from the 'client'.

Prior to the start of work liaison will be made with relevant person (usually CDM Co-ordinator or principle contractor) to establish the manner in which work will proceed.

The following regulations impinge on all asbestos related activities. These will be considered the minimum safety standard for all works. All works therefore, will be planned in such a way that they can be carried out within the constraints of and in the spirit of these regulations, guidelines and advice notices. Stuart Hingley will carry this responsibility.

## **Welfare**

We recognize our responsibilities in relation to Welfare Provisions for employees. On our Office site there are toilet facilities, a food warming area with hot and cold running water, plus equipment to heat food, and a cold storage facility to store food. Adequate lunch and other breaks are provided. We recognize our responsibilities to maintain these facilities.

With respect to Site based employees, prior to contracts commencing we will liaise with the Site Manager or owner to ensure that Welfare facilities are provided and are adequate and that our employees will have access to them. If this is not the case, we will undertake the responsibility of providing access to such facilities as required. Ultimate responsibility for this lies with Stuart Hingley but is delegated to each Project Manager on a job by job basis.

## **Policy review**

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has implemented will be reviewed at least every year. In addition, reviews of risk and COSHH assessments and site safety inspections etc will take place from time to time, as the business requires. Stuart Hingley along with our retained Health & Safety consultants will be responsible for this.