



Security Gates and Doors

Health & Safety Policy

HEALTH AND SAFETY POLICY

CONTENTS

- 1.0 STATEMENT OF GENERAL POLICY
- 2.0 ORGANISATION AND RESPONSIBILITIES
- 3.0 ARRANGEMENTS
 - 3.1 Fire and Evacuation Procedures
 - 3.2 Risk Assessments
 - 3.3 First Aid
 - 3.4 Accident and Incident Reporting
 - 3.5 Procedures for dealing with Health and Safety issues
 - 3.6 Induction Training
 - 3.7 Housekeeping
 - 3.8 Hazardous substances
 - 3.9 Personal Protective Equipment
 - 3.10 Manual Handling
 - 3.11 Portable Electrical Appliances
 - 3.12 Contractors
 - 3.13 Drugs and Alcohol
 - 3.14 Violence in the Workplace
 - 3.15 VDU users
 - 3.16 Working at height
 - 3.17 Noise
 - 3.18 Smoke free
- 4.0 COMMUNICATION
- 5.0 AUDIT AND REVIEW

HEALTH AND SAFETY POLICY

1.0 STATEMENT OF GENERAL POLICY

Security Gates and Doors will operate its business in a manner which actively seeks to prevent or minimise the possibility of its operations causing harm to people, both employees and visitors to the premises.

As the owner, I am responsible for the overall implementation of the company Health and Safety Policy through the provision of adequate resource, organisation, planning, monitoring, auditing and review of the company's health and safety performance.

All members of the company's management team will accept degrees of responsibility in order to provide a continuous improvement in health and safety performance. Effective control of health and safety is only achieved through adequate co-operation, co-ordination and communication at all levels.

As a minimum, the company will comply with all applicable health and safety legislation. We will strive to identify hazards and where these cannot be eliminated, assess and adequately control risks in order to prevent accidents and incidents.

Accidents and incidents are preventable and all personnel must work together towards this aim. Where accidents and incidents do occur we will maintain procedures to deal quickly and effectively with such occurrences.

All employees have a direct role to play in the continuous improvement in health and safety performance and appropriate information, instruction and training will be provided to enable employees to contribute to this improvement.



Director, Victor Bull Security Gates and Doors

Date: 21st July 2017

HEALTH AND SAFETY POLICY

2.0 ORGANISATION AND RESPONSIBILITIES

2.1 **Victor Bull** has overall responsibility for health and safety matters within the company. His appointed deputy in his absence will be notified to all staff as appropriate.

2.2 The site supervisors have responsibility for the day to day management of health, safety and welfare within their respective areas of control.

2.3

2.4 Colin Nottage of IMG will act as the "Competent Person" for the company with relation to health and safety issues and the company will call on their services whenever professional advice is required.

2.5 All employees have to:

- Co-operate on matters of health and safety
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to the appropriate person

3.0 ARRANGEMENTS

3.1 Fire and Evacuation Procedures

It is the responsibility of each individual employee to ensure that they become familiar, as soon as possible, with the following on company and client sites:

- Location of all fire exits in the vicinity of their place of work and where these fire exits lead to;
- Location of all break-glass call points;
- Location and types of fire fighting equipment in the building; and
- Location of the designated assembly points.

On hearing the shout 'fire' or an alarm on a client's site:

- STOP what they are doing and ensure that anything they have been using is left in a safe condition.
- Evacuate the building using the nearest fire exit, closing all windows and doors behind them
- Proceed to the designated assembly point
- Remain at the assembly point until authorised to return to the building

Discovering a fire:

- If possible sound the alarm by activating the nearest break-glass point
- Do what they can to control the fire without putting themselves at risk
- Evacuate to the designated assembly point
- Inform the Senior Person present of the location of the fire and what, if anything, they have done
- The Senior Person will conduct a roll call of employees and as far as reasonably practicable account for employees and visitors that may have been on the premises at the time

Personnel should not attempt to re-enter the building until given the all clear by the fire brigade or Senior Person present.

3.2 Risk Assessments

All activities will be assessed prior to them being undertaken. All control measures will be identified and monitoring will take place to ensure the controls are valid. A separate procedure has been developed for risk assessment that accompanies this policy statement.

3.3 First Aid

In the event of an incident involving personal injury, a competent person, if available, is to be summoned and any necessary first aid given. The competent person will decide if the patient requires an ambulance and will accompany the patient to the hospital or treatment centre.

If no first aid facilities are available the senior person is to take charge of the situation and decide on whether the emergency services are to be called or the person taken to the nearest casualty unit.

In the event of an injury occurring involving chemicals, the affected person is to be taken to the nearest shower or eye wash station or in the case of no shower being available, to the nearest source of running water. Contaminated clothing is to be removed and the chemicals washed away as quickly as possible. Medical assistance may be necessary. Any relevant Material Safety Data Sheets, samples of substances etc. should accompany the injured person to the hospital or medical treatment centre.

Details of any accidents at work should be recorded in the accident book. Information included should be the date and time of the accident, name of the casualty, nature of the injury and description of any treatment given. An indication of whether the casualty had to take time off work as a result of the accident should also be given.

First Aid boxes are located in the vans.

3.4 Accident and Incident Reporting

All incidents are to be recorded in the incident log book which is located in the office. It is a company requirement that all incidents or hazards are reported immediately and duly recorded in the incident log book and accident book if applicable.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, as amended 2013, require that certain injuries or occurrences are reported to the enforcing authorities as follows:

Reportable injury – An injury which, although not a major injury, has resulted in the injured person being away from work or unable to carry out the full range of his/her duties for more than seven days (including weekend and rest days but excluding the day of the accident).

Major injury – An injury specified in Schedule 1 of the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 1995. (amended 2013)

Dangerous occurrence – An accident or near miss which is specified in Schedule 2 of the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 1995. (amended 2013)

Work related illness – An illness or medical condition that is suspected to be directly related to a person's job, an individual task performed, or the working environment which is specified in Schedule 3 of the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 1995.

3.5 Procedures for dealing with health and safety issues

Where an employee raises a matter related to health and safety the company will:

Take all necessary steps to investigate the circumstances
Take corrective measures, where appropriate
Advise the employee of the actions taken

3.6 Induction training

All employees receive a health and safety briefing on the following:

- Fire Precautions and Procedures
- Manual Handling
- Substance handling and use (COSHH)
- Use of Personal Protective Equipment (PPE)
- Risk assessment

3.7 Housekeeping

Always keep working areas, walkways, corridors, stairs etc. clear of materials and rubbish likely to cause a tripping hazard.

Avoid accumulations of combustible materials such as paper and cardboard as these increase the risk of fire.

Good housekeeping in canteen and toilet facilities is extremely important with regard to hygiene.

Spillages likely to cause a slipping hazard should be cleaned up immediately, and if the area of the spillage is likely to remain a slip hazard until it dries then an appropriate sign warning of the danger should be displayed.

3.8 Hazardous Substances

Read and understand the requirements on the Control of Substances Hazardous to Health (COSHH) assessments relating to any hazardous substance you may come into contact with.

Report any new hazardous substances to your line manager.

Before dealing with spillages obtain and read the material data sheets that are available in the office.

3.9 Personal Protective Equipment

The company has a duty to provide the right type of protection appropriate to the risk. The requisite PPE will be identified by task risk assessment or COSHH risk assessments.

Employees have a duty to use PPE that has been provided for their safety and should report damaged or defective PPE to the management.

3.10 Manual Handling

There is a duty under the Manual Handling Operations Regulations 1992 to assess the risks involved with manual handling operations and give adequate information and instruction in the hazards involved and safe lifting procedures to be adopted.

The company will fully comply with its obligations under this legislation. A separate procedure has been developed for manual handling that accompanies this policy statement.

3.11 Portable Electrical Appliances

Portable electric appliances can be classified as items that are connected to an electricity supply by means of a cable to a socket. These items must be visually checked for damage on a regular basis and subject to a Portable Appliance Test carried out by a suitably qualified competent person on an annual basis.

All portable electric appliances should be marked as to when the last inspection was conducted and an inventory record kept.

3.12 Contractors

The company will only use recognised competent contractors to carry out work on the premises. For minor work it will be sufficient to use a reputable contract company, however, in the case of major work or work (e.g. roof work) that could pose a risk to employees, visitors or members of the public a more in depth assessment of the contractor's capabilities and competence will be required.

Risk assessments, method statements and copies of public liability insurance should be requested prior to works being carried out. Advice will be sought from the appointed competent health and safety representative to ascertain the suitability of risk assessments and method statements.

3.13 Drugs and Alcohol

No employee is to bring any drugs or prohibited substances onto the premises or work under the influence of drugs or alcohol.

3.14 Violence in the Workplace

Staff are to walk away from violent or abusive customers and seek the assistance of the present senior member of staff. Never try to deal with the situation on your own and do not argue with or provoke an already irate person.

If the situation escalates the senior member of staff present should consider contacting the police.

Any act of violence directed at staff in the workplace which results in a major injury is a reportable incident under RIDDOR.

3.15 Health & Safety for VDU Users.

Your attention is drawn to the HSE booklet "Working with VDUs".

A VDU User is anyone who regularly uses display screen equipment as a significant part of their normal work. Working with VDU equipment is not regarded as high risk but it can lead to muscular and other physical problems, eye fatigue and stress.

All work stations will be assessed to ensure they meet the requirements which are set out for display screen, keyboard, desk, chair, working environment and task design and software. The company will provide any necessary accessories or alterations to existing workstations which may be necessary to achieve compliance with the regulations.

Workloads should be planned to incorporate sufficient breaks from screen work.

All VDU Users will be entitled to one annual eye-test, the cost of which will be reimbursed by the company upon proof of payment.

In the event that the optician confirms in writing to the company that the VDU User needs glasses for VDU use only, the company will provide a basic pair of glasses (current costs for glasses for this purpose are approximately £45.00). Any extra cost incurred for more expensive frames or lenses must be paid for by the individual concerned. Likewise, if the optician confirms in writing that VDU work has contributed to the deterioration of a VDU User's eyesight, the company will provide a pair of glasses as above. Again, any extra costs incurred for more expensive frames or lenses must be paid for by the individual.

Should either of these situations arise, please obtain a quotation from your optician and present it to the office manager who will advise what proportion of the cost will be met by the company.

Once a VDU User has been provided with a pair of glasses at the company's expense, the company will only pay for future upgrading of lenses as recommended by the optician; the cost of replacement frames must be met by the individual.

3.16 Working at height

All working at height will be undertaken from either a MEWP or access steps. No personnel will climb racking. If it is not possible to access stores from the MEWP or steps then the items will be left and contact will be made with the site management to determine further action.

3.17 Noise

Ensure you obey any site instructions regarding the wearing of hearing protection in designated areas.

Ensure plant and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc closed during use, and where possible select equipment to minimise the noise levels.

If generators/compressors are used ensure that they are positioned outside with the exhaust pointing away from the building.

When necessary, ensure that personnel have been instructed in the use of any equipment provided for their protection.

Whenever possible, position noisy equipment away from working or public areas.

If the noise level exceeds 80db (A) then ear protectors will be worn and that area clearly identified.

Ear protection supplied must be suitable for the conditions of exposure.

Where possible, consider alternative methods of work to eliminate or reduce possible noise levels.

Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.

Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds that may need to be heard, alternative signals may need to be provided.

The Proprietor Responsible for Safety will provide the following services on request, if considered necessary: - noise assessments, noise monitoring, noise control measures, individual training and instruction for personnel, supply of warning signs and ear protectors.

3.18 Smoke free statement

Smoking in any of the company vehicles whether accompanied or alone is not prohibited

It is the responsibility of individuals to make themselves aware and to comply with any smoking restrictions that may be in place at any of the clients sites.

Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

4.0 COMMUNICATION

This policy will be communicated to all employees and a copy will be displayed in a prominent position in the workplace.

Regular meetings will be held with employees to discuss health and safety issues and performance.

All actions and findings from risk assessments will be communicated to employees.

5.0 AUDIT AND REVIEW

The company will audit and review the contents of this policy on a regular basis and at least annually.