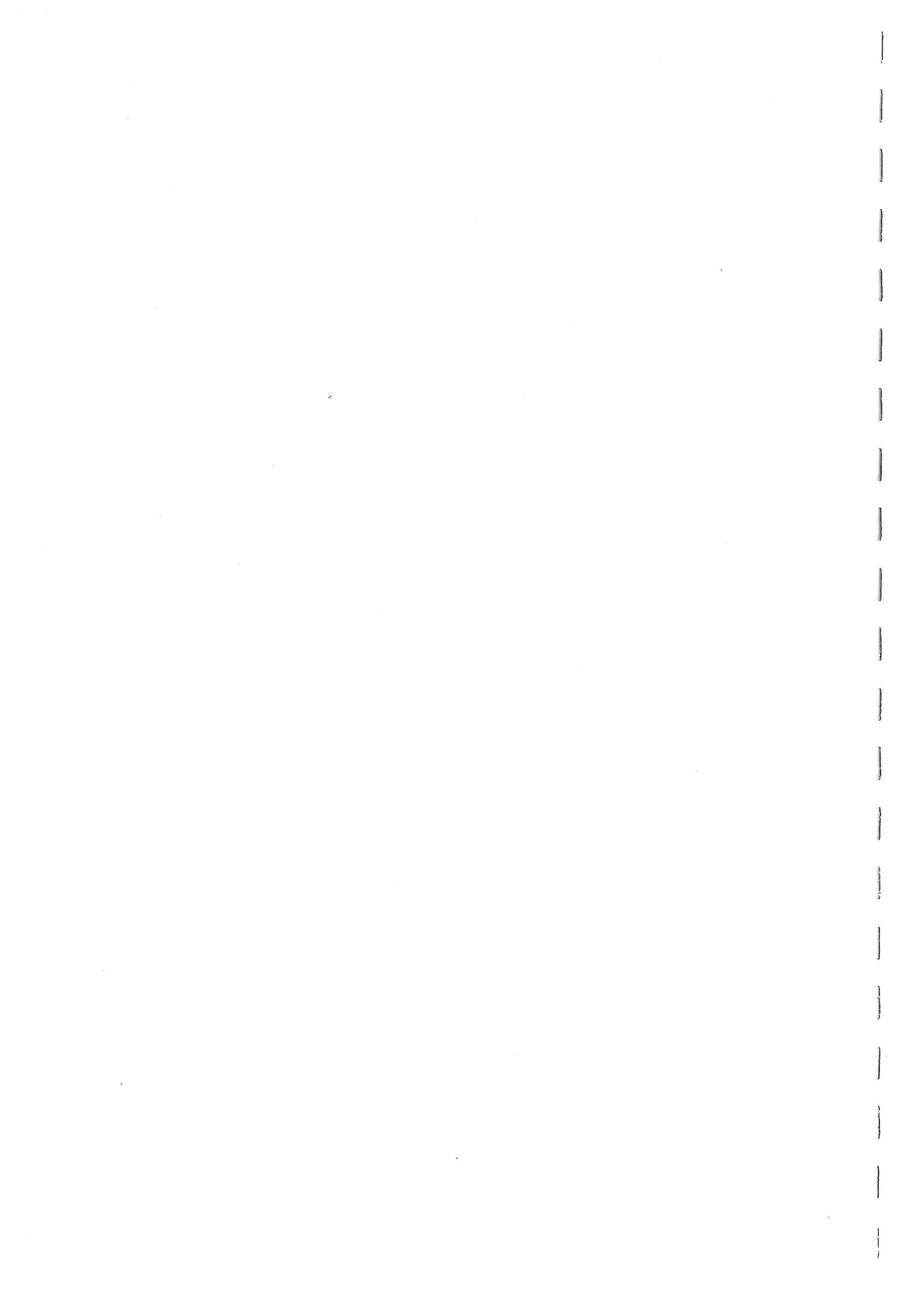
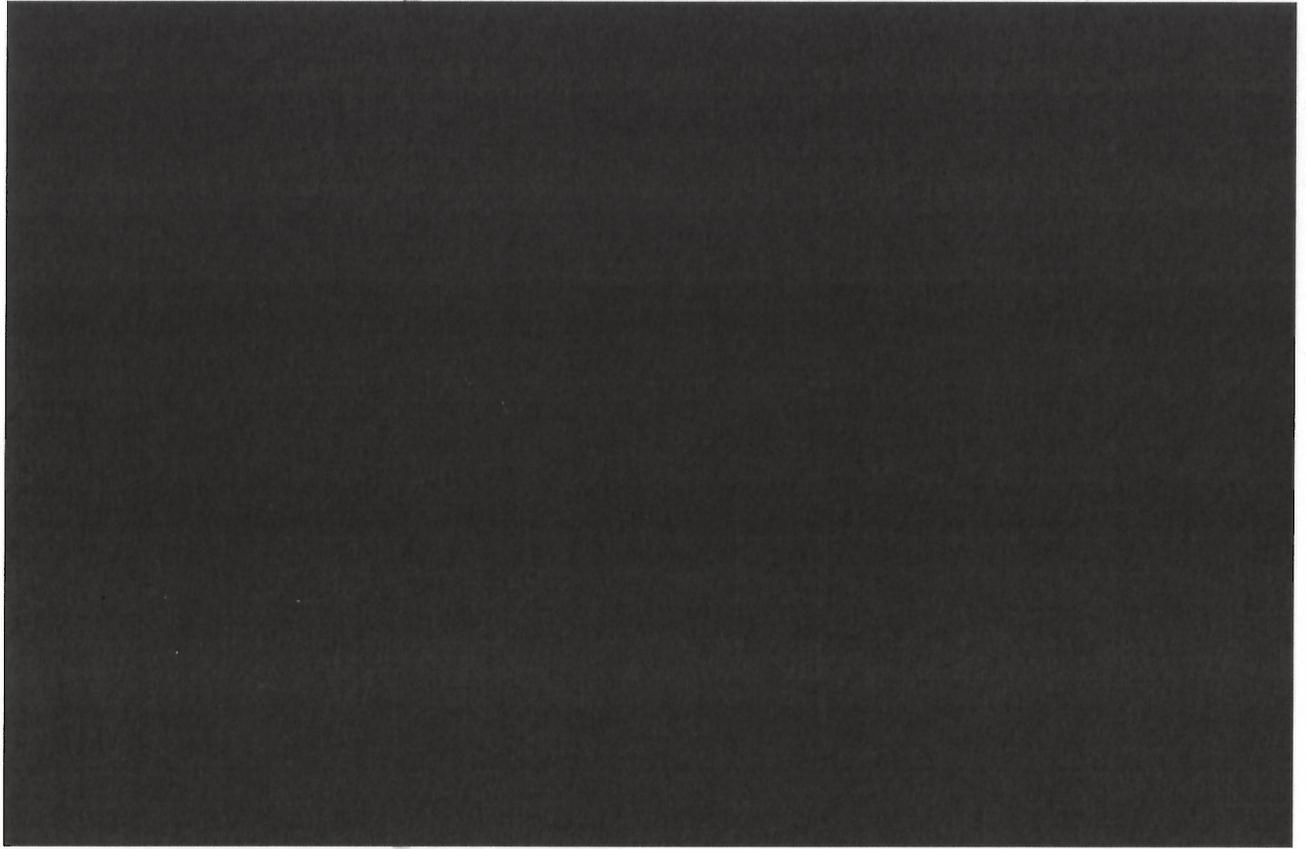


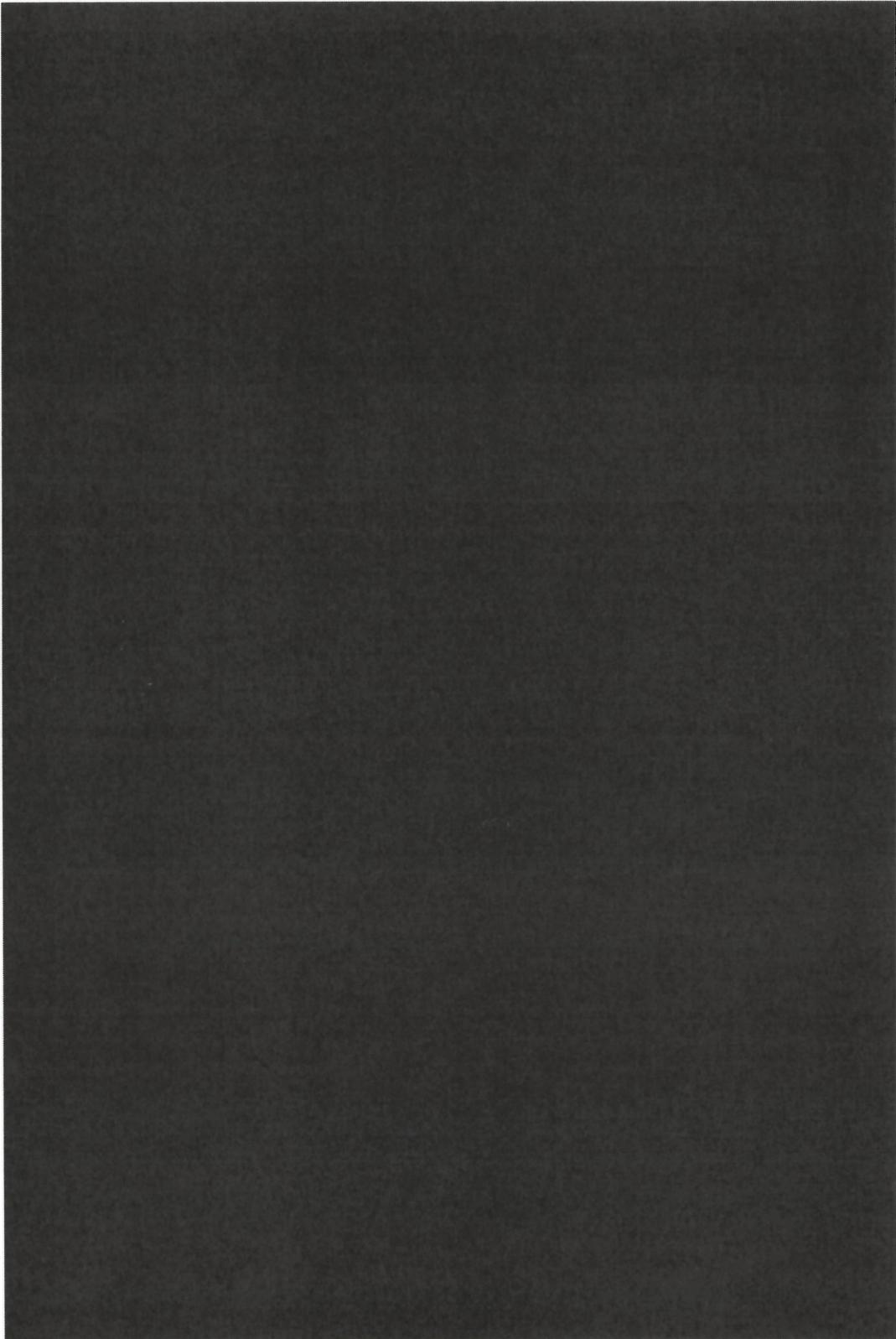


## 2) HEALTH AND SAFETY INFORMATION

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## STATEMENT OF INTENT

### 1. GENERAL POLICY ON SAFETY AND HEALTH

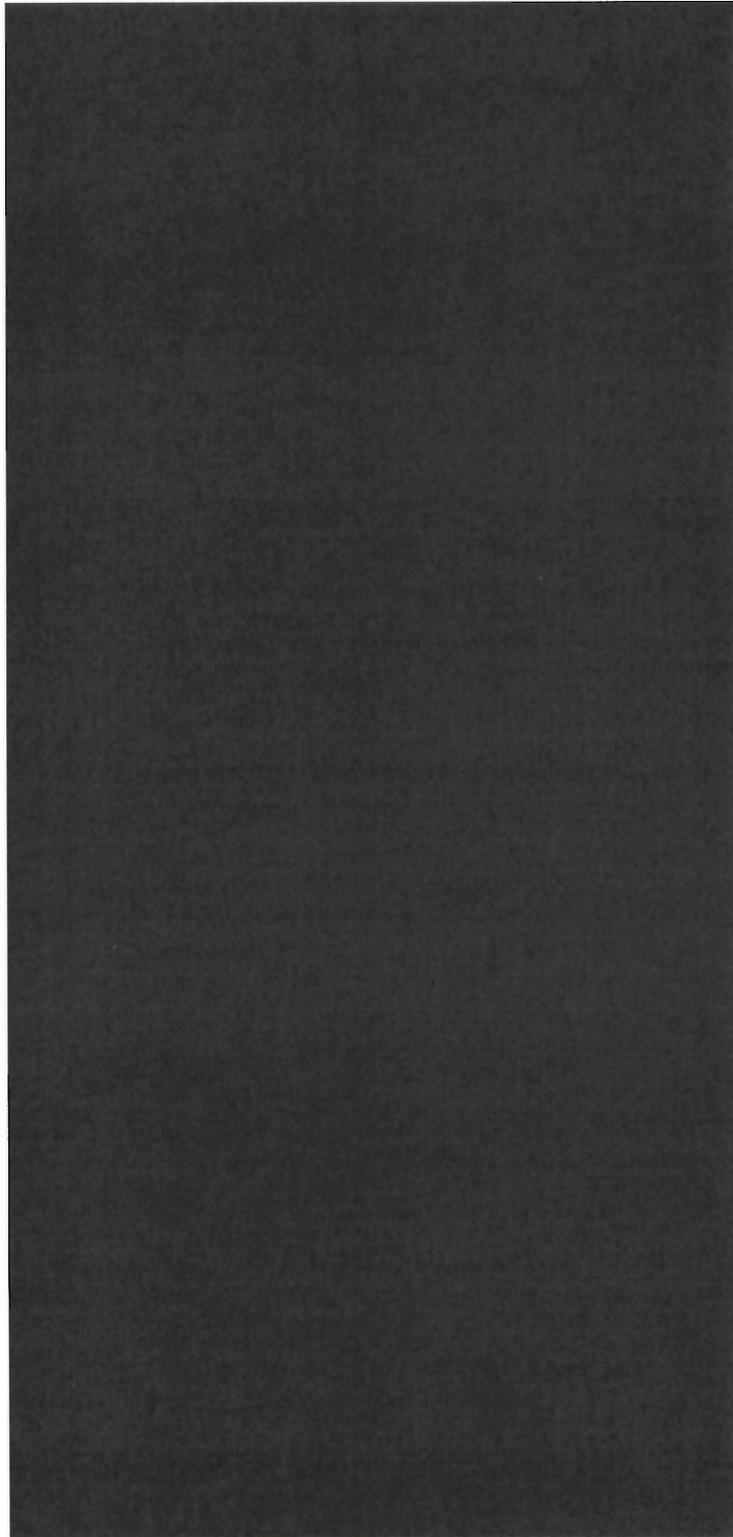
- 1.1 It is the policy of Sheffield Refrigeration Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all its employees and of other persons who may be affected by its operations.
- 1.2 The Company seeks to achieve the aims of this policy by complying with the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provisions and by providing operating and maintaining plant and equipment, places and systems of work that are safe and without risks to health. It will be the responsibility of the Contracts Manager with guidance from Safety 2000 Ltd. to ensure that all work equipment is properly maintained and that those using such equipment are correctly trained / competent to use such equipment. It will be a disciplinary offence for any operative to use any work equipment that they are not qualified to use this includes any hired in equipment. Any equipment hired in will be accompanied by the appropriate documentation. It is the site supervisor's responsibility to ensure such documentation is provided before the equipment is used.
- 1.3 The Company will provide all necessary information, training and supervision to ensure the implementation of the Policy. Facilities exist for consultation between management and employees at all levels and other persons not directly employed, on any aspect of Safety and Health at work. Regular safety meetings are held involving management, Safety 2000 Ltd. and workers representatives. All such meetings work to an agreed agenda and minutes produced.
- 1.4 Safety and Health advice and information within the Company is provided by Safety 2000 Ltd who will carry out regular inspection of all the company's places of work and provide written reports to all concerned. Further expert advice outside the Company is sought and utilised as required.
- 1.5 The organisation and arrangements for the implementation of this policy are further described in the following Code of Practice and Site Safety Regulations which are issued with this document. Further copies of relevant regulations, instructions and information are issued or displayed as appropriate and freely available.
- 1.6 The Directors are ultimately responsible for safety throughout the Company and for monitoring the effectiveness or otherwise of this policy on a regular basis as this policy is part of the normal management function and is the duty of employees at ALL levels to co-operate in achieving its aims.
- 1.7 The Directors will ensure the satisfactory provision of financial and otherwise resources to satisfy Health and Safety issues.
- 1.8 The Directors also undertake to ensure that this policy will be reviewed and, where necessary, amend as circumstances, legislation or safety and health requirements change or require it. In any event this policy and its effectiveness will be reviewed on an annual basis by the Directors after due consultation with management and other persons involved.

SIGNED \_\_\_\_\_

Director

DATE ...5<sup>th</sup> January 2016 .....

## ORGANISATION CHART



## **2. CODE OF PRACTICE & SITE REGULATIONS**

### **2.1 INTRODUCTION**

- 2.1.1 This document is provided in the interests of Health and Safety and **MUST** be observed at all times.
- 2.1.2 A code of practice for employees and Sub-Contractors undertaking work for and on behalf of Sheffield Refrigeration Ltd It will be the responsibility of Mr. J. Clarke with the aid of Safety 2000 Ltd. to vet the competence of any Sub-Contractor employed by Sheffield Refrigeration Ltd Sub-contractors must complete the certification at the end of the document.
- 2.1.3 These Site Regulations are incorporated in and form part of the Contract Documents for all employees and Sub-Contractors engaged in carrying out work on site for Sheffield Refrigeration Ltd
- 2.1.4 These Site Regulations are in no way intended to relieve the Contractors and Sub-Contractors from any obligation or liability to Sheffield Refrigeration Ltd under the contract. Nor are they intended to relieve the Contractor or Sub-Contractor of any of his / her obligations for the avoidance of accidents.
- 2.1.5 In all matters arising in the performance of the Contract, Sub-Contractors shall conform, at their own expense, with all Acts of Parliament and with all orders, regulations and by-laws made with the statutory authority by Government Departments or by local or other authorities that shall be applicable to the works, including the Construction (Design and Management) Regulations.
- 2.1.6 Where necessary specific documents and Regulations governing client's sites must be taken into account and be available prior to commencing work.
- 2.1.7 The Sub-Contractor shall be required to sign the site certificate relating to these Site Regulations before any work may commence.
- 2.1.8 Sheffield Refrigeration Ltd reserve the right to cancel, amend or add to these Regulations from time to time as deemed necessary.

### **2.2 THE SITE - BASIC RULES**

- 2.2.1 On arrival at the site all employees and sub-contractors must, before commencing work, report their presence to the client's appointed personnel.
- 2.2.2 Leaving the premises on completion of the work must also be reported.
- 2.2.2 To assist supervision in controlling the premises in fire or other emergency situations, it would be helpful for them to be informed of any period of temporary cessation of work.
- 2.2.4 Where practical, access to individual work areas is to be restricted to authorised personnel only. This is achieved by use of permanent or temporary barriers and suitable warning notices.
- 2.2.5 During the carrying out of work on site, surrounding areas shall be maintained in an orderly and tidy condition and loose materials of any kind shall not be left in gangways of adjacent working areas.

- 2.2.6 At the end of the working day the site shall be left in a safe and tidy condition.
- 2.2.7 Whenever carrying out any work connected with or in proximity to roads and footpaths adequate precautions shall be taken to ensure the safe passage of persons and/or vehicles.
- 2.2.8 All spillage caused by traffic using routes on the site or access routes to and from the site shall be removed.
- 2.2.9 All personnel shall comply with the following:
  - Traffic Signs
  - Speed Limits
  - Warning Notices
  - Mandatory Notices
- 2.2.10 All relevant prescribed notices will be displayed.
- 2.2.11 All employees and Sub-Contractors shall be made aware of any COSHH related products or processes applicable to the site and, having done so, any necessary precautions will be taken, including any necessary training.

### **2.3 EMPLOYEES / SUB-CONTRACTORS DUTIES**

"The prevention of accidents is as important as production". Safety is a personal matter and is of greater concern to yourself than other persons, but in addition you should always consider the safety of those about you.

#### **LEGAL REQUIREMENTS**

Observe the requirements of sections 7 and 8 of the Health and Safety at Work Act 1974 which reads:

"IT SHALL BE THE DUTY OF EVERY EMPLOYEE AND SUB-CONTRACTOR AT WORK":

- 7(a) To take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions at work and:
- 7(b) As regards any duty or requirements 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.
- 8 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety or Welfare in pursuance of any of the relevant statutory provisions.

#### **DISCIPLINARY PROCEDURES FOR BREACHES OF SAFETY REGULATIONS.**

Non-compliance with the Health and Safety procedures will lead to disciplinary action through the application of the company's disciplinary procedure.

## **2.4 EMPLOYEES' RESPONSIBILITY**

- 2.4.1 Use the proper tools, equipment and facilities provided.
- 2.4.2 Never indulge in horseplay.
- 2.4.3 Keep work areas clean and tidy at all times.
- 2.4.4 Use / wear safety equipment and protective clothing as required.
- 2.4.5 Never undertake to work in a manner which you know to be dangerous.
- 2.4.6 Lift and handle materials correctly.
- 2.4.7 Use machinery guarding, where applicable; at all times.
- 2.4.8 Come to work suitably dressed for the job (loose or torn clothing, rings, long hair etc. can cause accidents).
- 2.4.9 Do not misuse power/plant equipment.
- 2.4.10 Report all accidents, however minor to Mr. A. Jones or Mr. Gavin Wells
- 2.4.11 Be alert to electrical, mechanical, chemical and fire hazards.
- 2.4.12 Develop a safe working attitude.
- 2.4.13 During normal working time, inform supervisors if you are leaving your workplace - in case of emergencies.
- 2.4.14 Learn to be ready to implement the fire procedure.
- 2.4.15 Identify the fire points, exits etc.
- 2.4.16 Familiarise yourself with the Health and Safety requirements.
- 2.4.17 Identify your safety representative.

## **2.5 GENERAL PRINCIPLES**

- 2.5.1 Safety is essentially a personal matter.
- 2.5.2 Discipline is an essential safety measure. All company safety rules must always be carried out carefully. You have a legal obligation to apply company safety rules.
- 2.5.3 Management has a legal responsibility to apply the company safety rules.
- 2.5.4 Let no one meet with an accident through a careless or thoughtless action of yours.
- 2.5.5 Every job you do must be carried out in a safe manner and you must call the attention of your supervisor to any unsafe situation or practice.
- 2.5.6 Use safety equipment provided and take care of it. There could be legal obligations on your part to do this i.e. HASAW Act 1974 Section 8.

## 2.6 FIRE

In line with Regulatory Reform (Fire Safety) Order (FSO) a fire risk assessment will be undertaken to determine arrangements in place through identifying hazards (source of ignition), people at risk (in and around the premises), evaluation (control measures in place to remove, reduce and protect from risk). A record of significant findings and action taken (emergency plan and arrangements) will be formulated. Where applicable a 'Fire Plan' will be produced and brought to the attention of all concerned.

On site fire and evacuation procedures will be posted within the site cabin and brought to the attention of all personnel at site inductions. Notices are posted throughout the head office.

Site supervisors and office supervisors will be responsible to ensure that fire / emergency evacuation procedures are implemented.

Mr. J. Clarke / Mr. A. Jones with assistance from Safety 2000 Ltd. will be responsible for fire safety.

Generally:

- 2.6.1 Learn the fire procedure.
- 2.6.2 Solvents should be stored in accordance with Company Policy.
- 2.6.3 Do not use solvents from unmarked containers.
- 2.6.4 Smoking is prohibited DO NOT SMOKE.
- 2.6.5 Do not allow waste to accumulate.
- 2.6.6 Keep all workstations clean and clear.
- 2.6.7 Do not block fire exits or wedge open fire doors.
- 2.6.8 Switch off electrical equipment when not in use.
- 2.6.9 Ensure that no material which could easily catch fire is left near to a source of heat
- 2.6.10 Make sure that machinery and any office equipment is well ventilated and regularly cleaned.

## 2.7 ACCIDENT REPORTING ARRANGEMENTS

Data Protection Law requires the secure keeping of personal information; this includes entries into Accident Books. Once details have been entered, the page will be removed and secured by a Nominated Person. The page and the stub are numbered for later reference.

The Nominated Person is: [REDACTED]

Further information is contained within the New Accident Book. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation. These regulations require that certain accidents and dangerous occurrences at work to be notified to the local authority, and extend to anyone at work, whether they are self employed, and employees or under training for employment.

Accidents will be investigated to identify root cause and personnel will be interviewed as necessary. Any recommended remedial actions will be carried out without delay. All accident records will be held on file.

**The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.**

These regulations require certain accidents and dangerous occurrences at work to be notified to the local authority, and extend to anyone at work, whether they are self employed, employees or under training for employment. However, the injured person does not necessarily have to be employed at the premises where the accident occurred, only that the accident may have occurred as a manner in which that undertaking was being conducted. Therefore accidents to contract cleaners in offices or customers in retail premises which result in injuries specified below should be reported in the same way as if they were employees.

**2.7.1 Accidents which require reporting:**

- Accident causing death
- Fractures of skull, spine, pelvis
- Fractures of bones in arm or wrist, in leg or ankle
- Amputation of hand or foot, finger, toe, thumb or part of bone severed
- Loss of sight of eye, penetrating injury to eye or chemical or hot metal burn to eye
- Injury requiring treatment or loss of consciousness resulting from electric shock
- Loss of consciousness due to inhalation, indigestion or absorption of any substance
- Illness due to exposure to pathogen or infected material

**2.7.2 Dangerous occurrences requiring immediate reporting:**

- Collapse, overturning or failure of load bearing part of lift, hoist, crane, derrick, mobile powered access platform or excavator.
- Explosion collapse or bursting of closed vessel e.g. boiler or boiler tubes.
- Electrical short circuit causing fire and 24-hour closure
- Sudden, uncontrolled release of min. one tonne of highly flammable liquids.
- Collapse of any floor or wall.
- Uncontrolled or accidental release of dangerous substance or pathogen.
- Unintentional ignition of explosives.
- Incident when equipment comes into accidental contact with overhead power lines (over 200 volts).

**2.7.3 Other accidents that should be reported:**

- Accidents where a person is admitted to hospital and detained for 24 hours.
- Accidents where a person is absent from work for 7 days after the day of the accident.
- Accidents where a person dies within one year, whether or not otherwise reportable.

**2.7.4 Procedure for reporting accidents:**

All incidents can be reported online but a telephone service remains only for reporting fatal and major injuries only. Telephone the Incident Contact Centre on 0845 300 9923. (opening hours Monday to Friday 0830-1700) This should be followed with a written notification of Form F2508 within 15 days of the accident. In the case of hospital admission, after the patient has been detained for 24 hours immediate notification is required by telephone to the appropriate HSE office. Written notification is also required within 15 days of the accident.

In the case of absence from work for 7 days to an accident at work (not counting the day of the accident), then a Form F2508 should be sent within 15 days of the accident. In the case of death within one year, notification should be sent in the form of a letter, sent as soon as it is known. **A record of 3 day accidents must also be retained.**

Written notifications should be sent to  
Incident Contact Centre  
Caerphilly Business Park

## 2.8 FIRST AID

The number and type of first aid personnel required is based on an assessment in accordance with First Aid at Work Regulations. In assessing the need consideration will be given to aspects of the working environment.

The number of first-aid boxes is dependent to the number of people and assessment of first-aid boxes will be in line with the number of first aiders required and include provision in specific high risk areas.

Appointed first aiders are detailed in the site specific Safety Plan (usually site supervision along with their location and location of first aid equipment).

The nominated First Aiders are: Brendon Garrety, Chris Rawson

The nominated First Aiders will be responsible for ensuring that the contents of any first aid boxes are maintained and ensure all accidents and near misses are reported and entered into the accident report book. All first-aid boxes will be checked at a periodicity not exceeding 3 months.

### **General rules concerning health at work.**

Every employee, at whatever level, has a duty to take responsible care of his / her health whilst at work. Outlined below are some general notes that should be followed at all times.

Always wash hands thoroughly before handling food.

If you feel unwell at any time, with your supervisor's permission, seek first aid / medical treatment.

Do not consume food in working areas.

## 2.9 WELFARE

Sheffield Refrigeration Ltd will provide the necessary welfare facilities for the use of employees on site. These will include:

- adequate sanitary conveniences
- washing facilities (including showers if necessary)
- An adequate supply of drinking water located at accessible and suitable place
- Clothing accommodation areas
- Changing areas as appropriate

## 2.10 SAFE WORKING GUIDE

Report all suspected hazards - better safe than sorry.

### GENERAL

Use PPE when required - look after it.

Clean up any spillage - prevent slipping.

Observe all notices and rules.

Follow "No Smoking" arrangements.