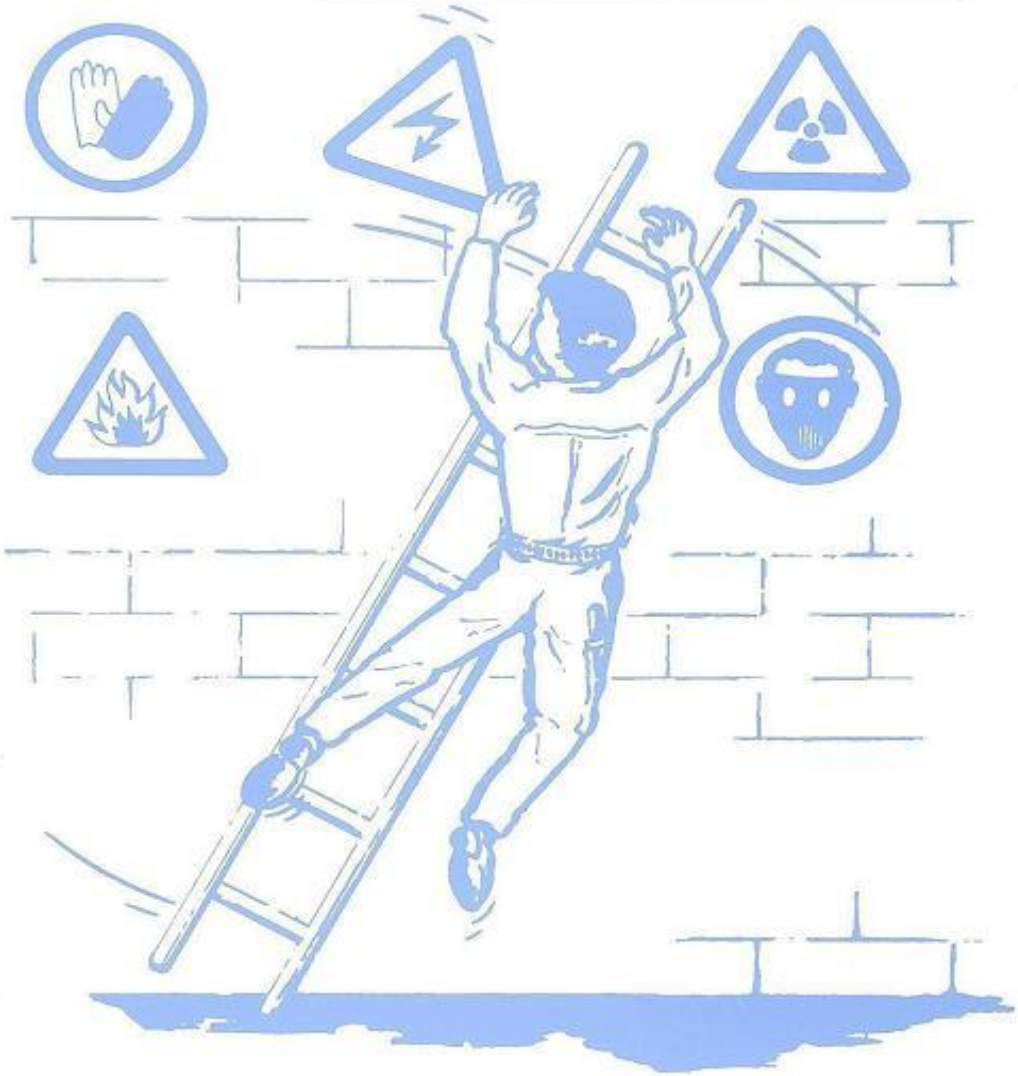
GMD ASSOCIATES

HEALTH & SAFETY TRAINING AND ADVISORY SERVICES LIMITED

CREATING A SAFER WORKING ENVIRONMENT

Digey Limited
Health & Safety
Policy Document
Parts I and II
February 2019



ISO 9001
REGISTERED FIRM
Registration No GB 6894

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SAFETY POLICY DOCUMENT
DIGEY LTD
FEBRUARY 2019

PART I

THE HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

1 **Digey Ltd** regards the promotion of the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 as an essential objective for all people who work for this Company.

2 It is our Policy to do all that is reasonable to prevent personal injury and damage to property and to protect personnel and the environment from reasonably foreseeable hazards and cover the public in so far as they come into contact with this Company's activities.

3 In particular, it is our Policy to:-

a. Provide and maintain safe and healthy conditions; taking account of statutory requirements to provide training and instructions to enable employees to perform their duties safely and efficiently.

b. Make available all necessary safety devices and protective equipment, train and supervise their use as necessary.

c. Actively pursue reduction in the use of substances and procedures, which adversely affect the environment.

d. Carry out an annual review of this policy and other Health & Safety control systems employed by the Company.

e. Consult with employees on any matter, which may affect them related to Health, Safety and Welfare.

4 Employees have a legal duty to co-operate in the operation of this Policy by:

a. Not interfering with or misusing anything provided in the interest of Health and Safety.

b. Reporting incidents that have or may lead to accidents.

c. Complying with all Health, Safety and Environmental instructions.

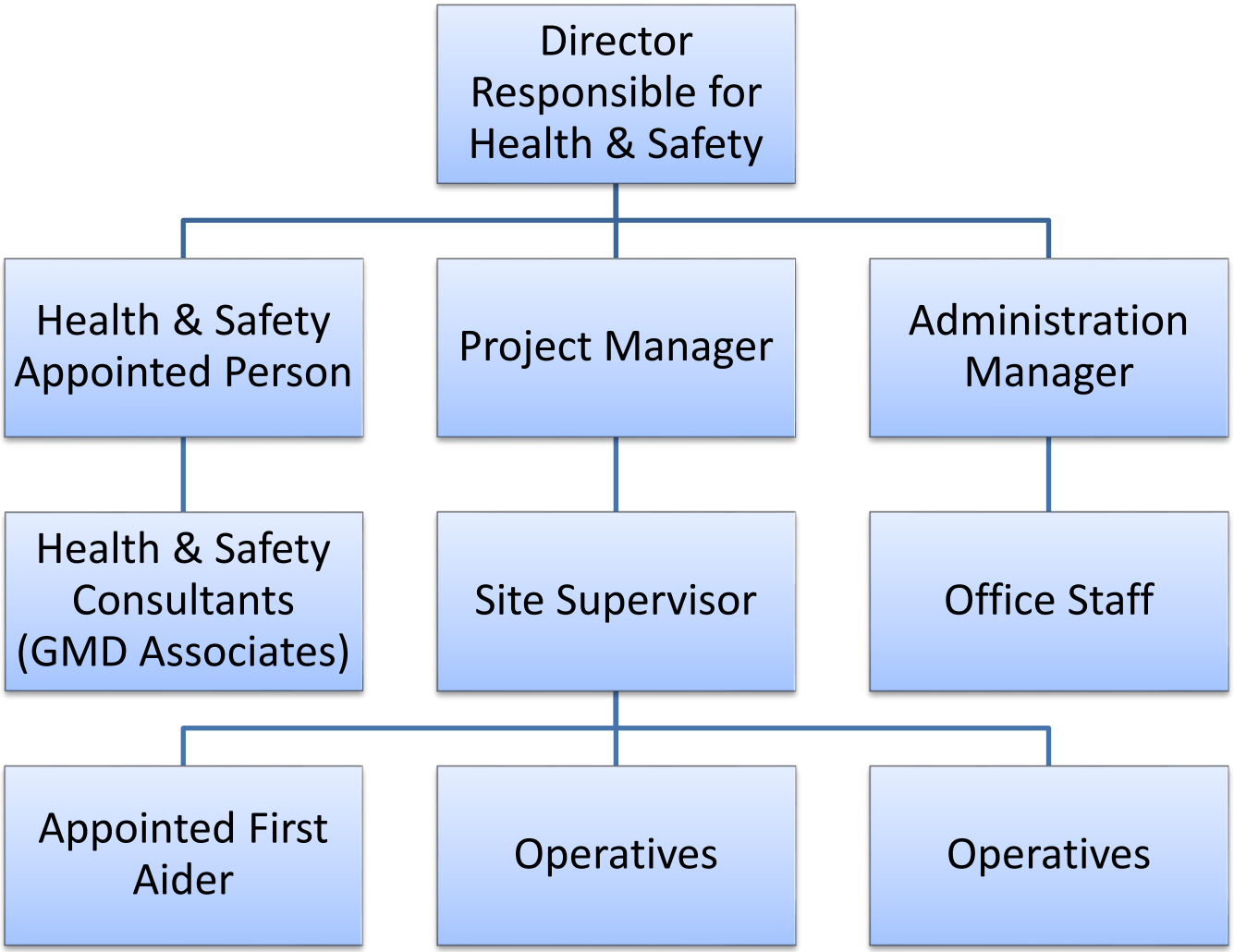
5 Each member of the Company is ultimately responsible to the Board of Directors for carrying out the Safety Policy.

_____ _____

DIRECTOR RESPONSIBLE FOR HEALTH & SAFETY

DATE

DIGEY LTD
HEALTH, SAFETY AND ENVIRONMENTAL ORGANISATION CHART



PART II A

ORGANISATION AND RESPONSIBILITIES

1 THE DIRECTOR RESPONSIBLE FOR HEALTH & SAFETY

In conjunction with the Company's Health & Safety Consultants, The Director Responsible for Health & Safety is to have the duty of assisting supervisors and individuals to meet various responsibilities for Health, Safety, Welfare and the Environment by:-

a. Ensuring the implementation of the Policy for Health, Safety and Environment and establishing the necessary procedures and standards to ensure its effective operation.

b. Ensuring adequate resources and organisation are provided to carry out the Policy.

c. Ensuring all the necessary precautions have been covered including that Environmental Health & Safety considerations have been taken into account prior to a change in work practices or new equipment being installed.

d. Ensuring that employees receive adequate safety training and instruction appropriate to the task they perform. (Safe System of Work)

e. Demonstrating personal involvement and support on Health & Safety matters.

f. Completing risk assessments and method statements for specific contracts.

g. Supplying expertise on safety audits and inspections.

h. Participating in the investigation of accidents and near-miss accidents and recommending remedial action.

i. Through training, develop safety awareness at all levels.

j. Maintaining a library of safety information necessary for the Company's functions and circulation of such information as required.

k. Keeping up-to-date with Health & Safety legislation and advising the staff accordingly.

l. Recommending where necessary the provision of the appropriate safety clothing and equipment.

m. Liaising with the Health & Safety Executive, Fire Authorities, Local Authorities and other agencies involved in Health and Safety matters on behalf of the Company.

n. Being responsible for the provision of services, where they are the Company's responsibility i.e. heating, lighting, power, water, compressed air/gases, etc and to ensure that so far as is reasonably practicable they are without risk to the health and safety of all who come into contact with them.

o. Ensuring the installation and maintenance of emergency lighting, fire-fighting equipment, fire alarm systems and emergency escape routes, where these are the Company's responsibility.

p. Ensuring that major plant such as boilers, air conditioning etc are maintained and tested in line with statutory requirements and are so far as is reasonably practicable without risk to others.

q. Ensuring the Company's compliance with all environmental legislation.

r. Ensuring prospective sub-contractors have suitable and sufficient Health & Safety systems to represent the Company at client's sites.

s. Ensuring that the Health & Safety Information for Employees Poster (ISBN 9780 7176 6314 9) is displayed where it can be easily seen and read by all staff. The appropriate spaces must be filled in accordingly with the details of the Local Enforcing Authority.

2 SUPERVISORS/SITE FOREMEN

All Supervisors/Site Foremen are responsible for ensuring that the employees under their control including contractors who will be treated as direct employees are made aware of and comply with the Company's Health & Safety Policy and the organisation and arrangements for carrying it out by:-

a. Ensuring that the Health & Safety Regulations and related Company requirements are understood and implemented in their area of responsibility.

b. Training operators on machines, assessing their work and certifying them as competent operatives on the Company Training Form.

c. Assisting staff to deal with Health & Safety matters by providing advice and information.

d. Setting a good example on Health & Safety matters.

e. Ensuring that relevant safety signs, notices and policies are displayed in their area of responsibility and that employees are aware of them.

f. Ensuring that thorough investigations are carried out into all reported accidents and incidents, including near misses, and that all necessary corrective action is taken to avoid reoccurrence.

g. Ensuring that all employees are trained in the wearing of and wear any protective equipment provided for their use and understand why it is to be worn.

h. Ensuring that all protective equipment is suitable for its purpose, regularly maintained, in good repair, serviceable and hygienic.

i. Ensuring that all employees understand the safe use and risks of adverse health effects of chemicals and physical agents which may be produced from work activity or are issued to them to carry out their task by having a COSHH Assessment available.

j. Ensuring that no dangerous machine is used by untrained staff or those under 18 years of age.

k. Ensuring that Part III of this Policy (Safe Working Practices) is fully understood and implemented in all areas under their control.

3 INDIVIDUALS

It shall be the duty of every employee whilst at work:-

a. To take reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions at work.

b. To co-operate with the employer to ensure that any duties or requirements imposed by or under the relevant statutory provision are fully accepted and carried out.

c. To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment.

d. To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990.

e. To maintain good standards of housekeeping in their work areas, vehicles and storerooms.

f. To report any accident or incident including near misses (whether or not personal injury results) to their immediate supervisor and seek first aid treatment for any injury no matter how slight.

g. To report any defects in equipment without delay to their immediate supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake.

h. To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate supervisor.

i. To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used.

j. To undergo any Health & Safety training deemed necessary by the Company.

k. To not operate a machine or use equipment they have not been certified as competent to use.

l. To frequently familiarise themselves with the Company's fire and other emergency procedures.

4 CONTRACT OR SUB-CONTRACT STAFF

Persons responsible for the presence of contract or sub-contract staff on our premises/ sites or client's premises/sites have a special responsibility for safety. They will need to co-ordinate the activities of the Contractor with those of the Company and any questions related to this should be addressed to the Director Responsible for Health & Safety.

5 OTHER PERSONS ON COMPANY PREMISES

a. Are responsible for observing the Company's safety rules and any instructions given by those responsible for enforcing the Company Safety Policy.

b. Other persons shall not visit or commence maintenance or other contract work on the company's premises until the contractors safety rules are read, understood and accepted.

c. They will work to high safety standards and must as a minimum fall into line with the levels imposed by Digey Ltd in their Part III Policy.

d. Other persons shall not work on the premises or on contracts unless covered by insurance against risk. A copy of the Contractors' Public Liability Insurance should be sent to Head Office.

e. No contractor will work on site without the person appointing that contractor first establishing the competence of that person to undertake the task. This should be documented through our contractor's safety guidelines procedure.

PART II B

KEY SITE HEALTH & SAFETY ISSUES

1 ACCIDENT PREVENTION

a. Storerooms and work areas on sites must be maintained in a clean and tidy condition. No articles will be placed in such a position that would be likely to fall and cause an accident.

b. All employees must ensure that they do not obstruct any gangways or store items that may obstruct any walkways, thereby reducing the access to less than one metre.

c. Horseplay will not be tolerated!

d. All electrical equipment will be maintained and regularly inspected (only a competent qualified person can repair electrical equipment).

e. Practice fire evacuation will take place at least once a year and all fire equipment will be serviced annually.

f. No vehicle while in use for Company business or on client's sites will obstruct any escape route, pedestrian crossing or cause an obstruction.

g. All permanently installed electrical equipment must be turned off and unplugged when not in use after working hours unless instructed otherwise.

h. Any person using a VDU is to be aware of the dangers of incorrect use and regular breaks must be taken of at least five minutes each hour. (See Part III)

i. All personnel should ensure that any hazard, which may cause danger to others associated with their work, such as trailing leads, equipment, ladders or falling objects are clearly posted on warning signs. Where a serious danger exists that area must be closed by a physical barrier for general access until the task is complete or the risk of danger has passed.

2 SMOKING

The Health Act 2006 prohibits smoking in enclosed or substantially enclosed workplaces, public places and work vehicles/public vehicles used by more than one person. All persons are encouraged to promote an active "No Smoking Policy" within the Company. This, the Company feels, is necessary in order to protect the Health & Safety of all employees. Smoking is a risk to health and the third major cause of fire, therefore, your co-operation in this matter is actively sought. No smoking areas (on all sites) must be strictly adhered to.

3 LADDERS, STEPLADDERS AND STOOLS

Ladders, stepladders and stools in this context means any portable device specifically designed to bear the load of persons while working or reaching above their normal height.

Falling off ladders is a common cause of accidents and personnel using ladders are to ensure the following:-

a. The ladder is securely fixed near its upper resting place or upper end. Where this is impracticable, a person must be stationed at the base of the ladder to prevent it slipping.

b. The ladder has a level and firm footing and is not standing on any loose material or substance. Never try to raise the height with the use of bricks, planks, etc.

c. The ladder is equally and properly supported in each stile or side.

d. Where practicable, the ladder is to extend at least 1.05m above the stepping off point (5 rungs).

e. The ladder is secured where necessary to prevent undue swaying or sagging.

f. Individuals should check ladders before and after use to ensure they are safe and any defects should be reported immediately to a supervisor or manager.

g. Ladders are not to be used when working over 6 metres.

4 MANUAL HANDLING

a. Never attempt to lift a load beyond your physical capabilities; always get help if in doubt.

b. Stand with the feet apart (but no wider than shoulder width) and positioned with one foot slightly forward alongside the object, pointing in the direction of movement. NEVER lift and twist at the same time.

c. Bend the knees and not the back.

d. Get a firm grip with the whole of the hand and not just the fingertips.

e. Keep the back straight, chin tucked in and lift by straightening the legs.

f. Keep the load close to the body.

g. Keep clear vision ahead, you should always be able to see over the load.

h. Get help to open doors.

i. Avoid trapping the fingers when placing the load down.

j. Always use mechanical lifting aids when practicable.

k. Never carry heavy objects up ladders, use a rope or line.

5 C.O.S.H.H. (Control of Substances Hazardous to Health)

All persons using substances which relate to COSHH regulations should make themselves aware of the following:-

a. The information provided in the assessment which will say how to use the substance safely and what, if any, controls are required.

b. First aid procedure in case of exposure by inhalation, skin absorption or ingestion.

c. Safe handling and incompatibility of substances mixed together, safe storage and disposal arrangements.

d. How to deal with spillage.

e. If you have any doubts as to whether a substance is covered under COSHH regulations seek immediate advice from your supervisor.

f. No activity should be carried out with hazardous substances unless a COSHH assessment has been completed.

6 HEALTH & SAFETY PERSONNEL

THE DIRECTOR RESPONSIBLE FOR HEALTH & SAFETY	Paul Woodward
THE APPOINTED SAFETY PERSON	_____
THE COMPANY APPOINTED HEALTH & SAFETY CONSULTANTS	GMD ASSOCIATES HEALTH & SAFETY TRAINING AND ADVISORY SERVICES LTD Tel No: 01256 461693 Email:services@gmdassociates.co.uk
CONTACT	Graham Dann Emergency No: 07802 408225 Scott Watson Emergency No: 07884 456777 Trevor Huskisson Emergency No. 07789 738993 Ian Hobbs Emergency No. 07772 723463
ADMINISTRATION MANAGER	_____
TRAINED FIRST AIDER	_____
TRAINED FIRST AIDER	_____
APPOINTED FIRST AIDER	_____

Declaration

I _____
(NAME IN BLOCK CAPITALS)

Acknowledge receipt of the Company Health & Safety Policy as revised February 2019.

I confirm that I have read the Policy and fully understand the responsibilities that apply to me in the capacity in which I am employed. If I am unable to fulfil those responsibilities in any way, I will inform my supervisor/manager or the Director Responsible for Health & Safety as soon as it is reasonably practicable.

Signed _____ Date _____

PLEASE COMPLETE THIS PAGE AND RETURN IT TO HEAD OFFICE