

Organisation of Health and Safety

Responsibilities of Ray Seager Scaffolding Services Ltd and their Employees

Managing Director

The overall responsibility for Health & Safety rests with the Managing Director. He will ensure that adequate resources are dedicated to the training of the staff and workforce to ensure health and safety remains a priority

Contracts Manager

The Contracts Manager is responsible for ensuring the implementation of the policy on Sites. Also ensuring PPE is available to all employees

Health and Safety Administrator

The principal role of the Health and Safety Administrator is to facilitate implementation of the Health & safety policy, which includes:

- ✓ The provision of information, advice and instruction on matters of health, safety and welfare and fire prevention.
- ✓ The investigation and reporting of accidents
- ✓ Regular inspections of company premises and contract site work areas
- ✓ Liaison with enforcement authorities as required
- ✓ Ensure adequate training is provided and records maintained
- ✓ Ensure that PPE is available in good condition and maintained

Supervisors /Crew Leaders

Will assist in ensuring compliance with the company's Health & Safety Policy by monitoring everyday operations, carryout regular tool box talks , and checks on harnesses and recording results, rectifying and reporting problems. Also identifying training needs of employees and bring this to the attention of the Health and Safety and Training Administrator.

Employees

All employees have a duty to:

- ✓ Take reasonable care of their own health and safety as well as that of fellow employees, other site workers and any visitors to company premises, who may be affected by their acts or omissions
- ✓ Co-operate fully in the implementation of the Health & Safety Policy.
- ✓ Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

Yard Supervisor

Responsible for all inspections of work equipment including PPE including Electrical visual inspections and informs workforce of the daily checks on portable equipment – also imparted through toolbox talks to workforce. PAT testing carried out regularly by electrical firm.

Accident and Near-miss Reporting

Company Procedure

Ray Seager Scaffolding Services Ltd will encourage employees to report all accidents, dangerous occurrences and 'near-miss' incidents, however minor, to a member of management. In this way a positive attitude will exist in relation to the investigation of accidents and prevention of a recurrence. The Health and Safety Administrator or a member of management, will report the findings to the Health and Safety Administrator, who will investigate all accidents, dangerous occurrences and 'near-miss' incidents.

Definitions

Accident -an unplanned occurrence resulting in loss (e.g. damage or injury).

Near-Miss -an unplanned occurrence that could have resulted in loss, but didn't

Arrangements for Implementation of the Procedure

- ❑ All accidents to staff or visitors and dangerous occurrences must be reported to the Health and Safety Administrator or a member of management, irrespective of whether they result in personal injury and no matter how trivial any injury may seem. This applies to any such occurrences whilst employees are on company business, **regardless of where they take place**. This is a legal obligation, therefore must be strictly observed and enforced
- ❑ Reference **must** be made to the section of this manual concerning the "Reporting of Injuries, Diseases and Dangerous Occurrences" to ensure that the Company complies with its statutory responsibility in this respect
- ❑ The member of management to whom accidents are reported will be responsible for ensuring that details are entered in the Accident Book, which is kept in Head Office
- ❑ Employees must notify the company immediately of incapacity to work, or admittance to hospital, that results from an injury sustained during a work activity

All near-misses must also be reported to the Health and Safety Administrator or a member of management, as soon as possible, so that action can be taken to investigate the causes and prevent a recurrence. The Health and Safety Administrator will maintain details of 'near misses'. See RIDDOR Procedure section 15

Alcohol and Illegal Drugs

Company Policy

Ray Seager Scaffolding Services Ltd is required under legislation to provide a safe and healthy working environment for all employees and visitors to the premises.

This duty can be put at risk by persons who misuse alcohol or drugs to such an extent that it has a deleterious effect on their health and their capability to work safely. This creates a serious risk to the health and safety of all employees and visitors.

In this respect Ray Seager Scaffolding Services Ltd will make the health and safety of employees and visitors its primary concern, whilst adopting a sympathetic stance when circumstances indicate that this is needed.

Legislation

The Health and Safety at Work etc. Act 1974 and the Management of Health and safety at work regulations 1999 imposes duties on:

Employers to ensure, so far as is reasonably practicable:

- the health, safety and welfare at work of all employees
- that they do not expose non-employees to risks to their health and safety

Employees, who must

- take reasonable care of their own health and safety, and
- that of others who may be affected by their acts or omissions

Arrangements for Implementation of the Policy

Ray Seager Scaffolding Services Ltd will

- On company premises or any other site where employees are engaged in work activities on behalf of the company
 - ⇒ Prohibit the use of alcohol by employees
 - ⇒ Prohibit the supply or possession of illegal drugs
 - ⇒ In the case of supply or possession of illegal drugs, which might be a criminal offence, take appropriate action including the reporting of any such incidence to the police
- In respect of any employee whose capability to work is considered to be impaired through the consumption of alcohol or drugs, temporarily suspend the employee from duty in the interests of safety, whilst further inquiries are conducted
- In respect of any employee who breaches this policy, consider disciplinary action and dismissal

Control of Contractors

Company Policy

Ray Seager Scaffolding Services Ltd recognises its responsibility towards its employees and any other person who may be affected by the activities of contractors and visitors to its premises or remote sites.

Equally it is aware of the responsibility of contractors to ensure that their activities on the company's premises do not pose a risk to the health and safety of the company's employees or any other person who may be affected by their activities.

In this respect, Ray Seager Scaffolding Services Ltd will seek to ensure that it engages contractors who are able to meet their responsibility with regard to Health and Safety and that it controls the activities of contractors and visitors to its premises.

Legislation

Occupier's/Employer's Responsibilities

- The Health & Safety At Work Act 1974 and the Management Of Health And Safety At Work Regulations 1999 lay down that employers have a 'duty of care' to protect employees, visitors and members of the public who may be exposed to danger or risk to their health and safety from work activities
- The employer must ensure that all contractors and visitors are provided with adequate information about:
 - The risks to health and safety arising from work activities on the site
 - Measures to be taken to ensure compliance with statutory requirements
- The Occupiers Liability Act puts the onus on the occupier to ensure that the premises are left in a safe, secure manner, so as not to expose anyone to risk of injury by negligence (anyone means employees, visitors, the public including children and contractors who may be on site; it can also include trespassers).

Contractors

Contractors Responsibilities

- An independent contractor can be a large company or an individual, engaged to perform specific work, by the occupier, "without direction".
- The term "without direction" is important to the relationship between the occupier and the contractor, meaning that the contractor will not be told how to undertake his work.
- Take all reasonably practicable steps
 - to supply, erect, install plant and equipment which is safe and without risk
 - To safeguard their own employees, other persons on site and the public
- Ensure they carry out risk assessments of the work they intend to carry out and ensure that effective measures are taken to eliminate or reduce any risks identified. The occupier must be informed of any significant findings.
- Contractors who are self-employed carry the same duties as employers to make proper provision for health, safety and welfare during their activities on site.

Arrangements for Implementation of the Policy

Selection of Contractors

Simple Approach

- Identify suitable contractors for the job
- Check for health and safety policy and procedures
- Specify the job required and include special hazards if appropriate
- You decide '*what*' is to be done, they decide '*how*' it is to be done

On Arrival at Site

All contractors must

- Sign into the premises in the Visitors Book
- Confirm details of how and when the work is to be carried out
- Provide any extra information which may affect the health and safety of either party

Control of contractor on the premises

- Make contractor aware of fire and evacuation procedures and any hazards the contractor may be exposed to
- Check contractors work equipment and any substances brought on site to ensure health and safety of employees
- Make periodic checks of the area in which contractors are working to ensure safe working practices are in use and that no company equipment is being used by the contractors
- Check that work is completed properly and area left in a safe condition
- Ensure contractors sign out before leaving the site

NB. do not forget about visitors and any risks to their health and safety.

Visitors and Customers

- Must not be left unattended in any of the work areas
- Must not be permitted to enter areas of high risk of personal injury
- Children must not be permitted to enter any work area.

Control of Substances Hazardous to Health *COSHH*

Company Policy

Ray Seager Scaffolding Services Ltd will take all reasonably practicable measures to ensure that employees are not exposed to substances hazardous to health and where this is not possible, to ensure that any exposure is controlled within the limits defined by statute.

Control of exposure will be by engineering measures and as a ***last resort*** by means of Personal Protective Equipment. All employees who may be exposed to substances hazardous to health at work will receive relevant information, instruction and training.

Legislation

The Control of Substances Hazardous to Health Regulations 2002:

- Aim to prevent workplace diseases resulting from the exposure to hazardous substances.
- define a hazardous substance as any natural or artificial substance in solid, liquid or gaseous form used in the work environment which is harmful to a persons health
- impose a duty on employers to protect employees and non-employees who may be exposed to substances hazardous to their health
- recommends a five stage framework:

1. Assessment

Assess the risks to health arising from the work activities associated with hazardous substances

2. Prevention/Control

Following the assessment, the introduction of adequate control measures to eliminate or minimise the risk

3. Maintenance

Maintaining the measures introduced to control the risk

4. Monitoring

Ensuring the control measures are effective

5. Inform, Instruction and Training

Ensure all personnel involved in the use of the substance have adequate and appropriate information, instruction and training on how to use the substance in the safest way and measures to be adopted in the event of accidents/exposure to the substance.

Arrangements for Implementation of the Policy

Ray Seager Scaffolding Services Ltd will:

Carry out a full inventory of all hazardous substances in use on site and list products in the materials inventory (appendix 1)

- ❖ Obtain safety data sheets for all products listed
- ❖ Assess the risk the product represents to the persons using it and those working in the area where it will be used
- ❖ Record the assessment on the COSHH Risk Assessment Sheet (appendix 2) for all items on the inventory
- ❖ Ensure all products are used in accordance with the manufacturers instructions
- ❖ Ensure all actions to eliminate or reduce the risk identified are taken, e.g. substitute the product for a less hazardous one, protective clothing, goggles etc.

- ❖ Review the risk assessments annually or whenever a change of product or method of use occurs
- ❖ Ensure all hazardous substances are kept in secure storage, which is marked to show it contains hazardous substances, and restrict access to authorised personnel only
- ❖ Ensure all relevant staff are trained in the correct use of the hazardous substance and the action to be taken in the event of spillage or other emergency, carry out refresher training periodically and keep a record the training
- ❖ Ensure copies of the safety data sheets and risk assessment sheets are readily accessible in the event of an emergency
- ❖ Ensure that for any hazardous substance which is transferred or decanted into another container, the new container is clearly and indelibly marked to show the contents and hazardous nature
- ❖ Ensure that no new hazardous substances are brought into use within the company until the Company Health and Safety Advisor approves such substances for use.

Procedure for Carrying out COSHH Risk Assessments

This procedure is detailed in the accompanying Risk Assessment Manual and reference must be made to the manual before any hazardous substance is brought into use within the company.