



 **CDY Ceilings & Partitions Ltd**
Unit 2, Venture Business Park,
Witty Street, Hull, HU3 4TT

 (+44) 01482 210612

STATEMENT OF POLICY & PROCEDURES

HEALTH & SAFETY AND WELFARE OF EMPLOYEES

CDY CEILINGS & PARTITIONS LIMITED

**Unit 2
Venture Business Park
Witty Street
Hull
HU3 4TT**

Company Registration No. 4961472

Registered Office: Unit 2, Venture Business Park, Witty Street, Hull, HU3
4TT



 www.cdyceilings.co.uk

 hello@cdyceilings.co.uk

 facebook.com/cdyceilings

 twitter.com/cdyceilings

Registered office: CDY Ceilings & Partitions Ltd Unit 2, Venture Business Park, Witty Street, Hull, HU3 4TT - Company registration number: 4961472 - VAT registration number: 7894 70 959

Health & Safety – CDY Ceilings & Partitions Ltd

It is the purpose and intent of CDY Ceilings & Partitions Ltd to ensure that every reasonable step is taken to safeguard the health, safety and welfare of each employee.

Each employee will receive, read and comply with the Company's Health & Safety Policy

General Statement of Policy

It is the policy of the Company to comply with the terms of the Health & Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. The objective being to work towards eliminating accidents and occupational illness and ultimately to achieve an accident free workplace.

The Company has a commitment to the prevention of injury and ill health and also the continual improvement of our health and safety management and performance and will ensure that adequate resources, of both time and money will be provided to ensure that our health and safety responsibilities will be complied with. The Company's Health & Safety Management System will provide the framework for setting and reviewing Health and Safety objectives.

Under section 7 of the Health and Safety at Work Act 1974 all employees have a responsibility to take care for the health and safety of themselves and others and to comply with the Company policies and procedures which apply to their work activities. To co-operate with the Company to enable them to comply with any duties imposed on them by statutory or Company provisions. They must not intentionally or recklessly interfere with, or misuse, anything provided in the interest of health, safety and welfare.

All employees will be provided with such equipment, information, training and supervision as are necessary to implement the Policy and achieve our objective.

The Company accepts its duty to protect the health and safety of all visitors, including contractors and temporary workers, as well as members of the public who might be affected by our operation.

The Company will do all that is within its power to ensure the health and safety of its employees, however health and safety at work is also the responsibility of every individual associated with the Company. Each employee has a duty to take reasonable care of their own and other people's welfare.

The Company Management will provide each employee with the training necessary to carry out the roles safely. If an employee is unsure how to perform a certain task or feels it could be dangerous to perform a specific job then it is the employee's responsibility to report this to their Supervisor. Communication between employees at all levels is required for an effective health and safety programme. Should any situation jeopardise the well being of an employee or any other person it is essential that the employee reports it immediately.

All accidents however small sustained by a person at work must be reported and entered into the accident book. Records are necessary for the effective monitoring and revision of this policy and must be accurate and comprehensive.



The Company will as far as reasonably practicable, make provision for

- Safe plant and safe systems of work
- Safe handling, storage, maintenance and transport of substances and work equipment
- Information, training and supervision
- Safe places of work, with safe access and exits
- Safe working environment with adequate welfare facilities

Management of Health and Safety at Work Regulations 1999 (Section 3) – Risk Assessment

The Company will make assessments of risk to health and safety, to which employees are exposed to whilst at work and also risks to third parties,

Management of Health and Safety at Work Regulations (Regulation 3)

Employees of the Company will use whatever machinery or equipment is provided and work in accordance with safe systems of work. All employees must take care of their own health and safety and that of others and not misuse any equipment or procedure put in place for the benefit of health and safety.

Management of Health and Safety at Work Regulations (Regulation 14)

The Company is a member of the Hull Building Safety Group and have the service of a Health & Safety Officer to assist with all aspects of health and safety. Chris Young, Director, has ultimate responsibility for health and safety.

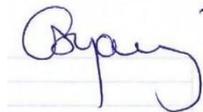
The principal hazards associated with the Company's business are:

- Driving
- Coming into contact with asbestos
- Working at height
- Manual Handling

The Company's Health and Safety Policy will be continually monitored and updated annually or following significant changes to the Law

Mr C D Young
Managing Director

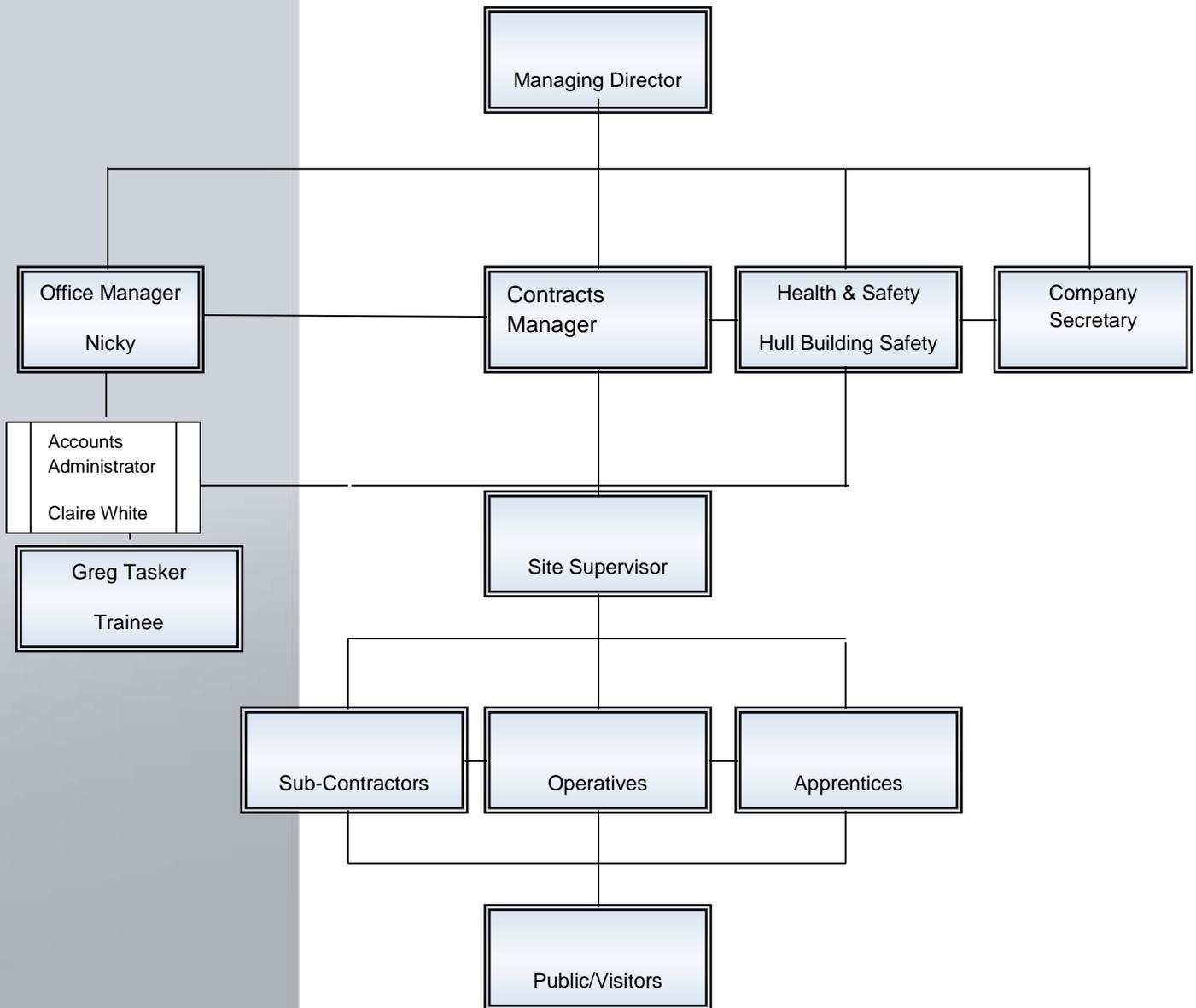
Signed:



Date: Revised February 2016



Organisational Chart/Reporting Line



Responsibilities

Responsibility is as follows:

- Director
- External Health & Safety Manager
- Project Manager
- Company Secretary
- Office Manager
- Site Supervisor
- Operatives
- Sub-Contractors
- Public, Visitors

Organisation

Managing Director

The Managing Director is responsible for the health and safety throughout the Company. He will put in place financial resources and competent people to ensure the Policy is carried out. He will ensure that all statutory legislation is complied with using an external advisor. He is responsible for auditing and monitoring the Health & Safety Policy to maintain and improve the performance of the Company. He must action any improvements highlighted from the above and review the Health & Safety Policy when required, but not less than annually.

External Health & Safety Manager

He will go to company sites to carry out Health & Safety Audits and has the capacity to check the Health & Safety Policy is being followed at all times by all levels of employee. He will advise the Directors where breaches occur. He will provide advice on the Law, approved codes of practice, safe systems of work and general guidance.
Contact Details – Mark Dobson – Hull Building Safety Group – 07977 458217
markhbsg@hotmail.co.uk

Project Manager

He is responsible for all aspects of Health & Safety on site. He will ensure that all operatives adhere to safe working systems and codes of practice that comply with current statutory regulations. He will ensure that operatives have the correct level of training, instruction and induction to carry out their work safely. He is responsible for carrying out Health and Safety checks whilst visiting site.

Company Secretary

The Company Secretary is responsible for carrying out the Managing Directors' instructions for health and safety. It is necessary to read and understand the Health & Safety Policy and help with its practical implementation. Introduce and adhere to safe systems of work and codes of practice that comply with statutory regulations. Make adequate resources available for training, instruction and induction. The Company Secretary will be responsible for putting together and issuing disciplinary policy/actions to be used for persistent flouting of health and safety at any level and must show commitment to health and safety by setting good examples to all employees.



Office Manager

The Office Manager is responsible for carrying out the Managing Directors' instructions for health and safety. It is necessary to read and understand the Health & Safety Policy and help with its practical implementation. Adhere to safe systems of work and codes of practice that comply with statutory regulations. The Office Manager will be responsible for the control of the documents within Health & Safety Management System and show commitment to health and safety by setting good examples to all employees.

Site Supervisor

He is directly accountable to Directors and must read and understand the Health & Safety Policy. He is directly responsible for the health and safety of all operatives, client staff and public within his site. Using the Health & Safety Policy and his own knowledge he must use the reporting line to highlight any unsafe practices or breaches of statutory legislation so the Company can improve its health and safety performance.

Operatives/Staff

All employees must take care of their own health and safety and that of others who may be affected by what they do or fail to do. They must read and understand the Health & Safety Policy and comply with it at all times. They must co-operate with the Company to enable their employer to meet the requirements under Health and Safety Legislation.

Sub Contractors

Before using a sub contractor, they must pass a health and safety audit leading to approval to use. They are required to read and comply with the Company's Health & Safety Policy and also ensure that any employees under their control have knowledge and comply with the Policy. They must ensure that injury or damaged caused by them is reported to the Site Supervisor. They must keep all workplaces clean and tidy and wear appropriate protective equipment.

A copy of the Company's Health & Safety Policy will be issued to the sub contractor on the first contact.

Other Interested Parties

A copy of the Company's Health & Safety Policy can be viewed on the Company website.



Arrangements

Construction (Design and Management) Regulations

The Company will co-operative with and provide all relevant information to clients in accordance with the Construction (Design and Management) Regulations 2015 in order to create a safe working environment.

Health Surveillance

Within the scope of works for company staff there are several tasks/operations which expose our staff to potential long term health risks such as noise, vibration and dusts.

Under current regulations when we are aware that our staff are exposed to such risks we must ensure that there is adequate exposure monitoring and health surveillance are put in place.

All new directly employed operatives will be required to complete an Application for Direct Employment Form which entails a health questionnaire. Any health issues will be recorded and a suitable plan would be put into place if required. This will be reviewed annually for each employee.

Should an employee have any concerns regarding health problems they should speak to their Manager. In the event that an employee should suffer a health problem a suitable plan of action would be put in place for that individual.

Where staff are exposed to a risk, the Risk Assessment and Method Statement will recommend the minimum levels of PPE to protect against the risk.

Training

Training is a vital ingredient of an effective health and safety programme and it is essential that every worker in the organisation is trained to perform his or her job effectively and safely.

All workers will be trained in safe working practices and procedures prior to being allocated a new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task and the formulation of emergency contingency plans.

The Company operates a formal CITB training plan which is renewed in June each year.

The Company will provide appropriate training through approved training establishments. Records for such training will be kept by the Company in the employee's record file and on a central database.

Safe systems of work

In order to ensure a safe working environment, safe method and systems of work the following practices will be implemented in accordance with the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015. Permits to work will be used to control and works which are known to be high hazard.

Manual Handling Operations

The Company complies with the law as set out in the Manual Handling Operations Regulations 1992.



Manual handling operations will be avoided as far as is reasonably practicable where there is risk of injury. Where it is not possible to avoid, an assessment of the operation will be made by the Site Supervisor, taking into account the task, the load, the working environment and the capability of the individual concerned.

Working in Confined Spaces

The company may be required at times to work in confined spaces such as ceiling voids, roof spaces etc. It is the responsibility of the Site Supervisor to satisfy himself that the areas are free from risks and dangers to employees and anyone else who may be affected.

Plant and Equipment

The Managing Director will ensure the Company complies with the law as set out in the Provision and Use of Work Equipment Regulations and endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. Training will be given to employees to become qualified to operate machinery, plant and tools. Equipment will be risk assessed if required, PAT tested every 12 months and maintained in good working order and repair. Certificate of inspection and test will be held for each appliance. A current test certificate must accompany hired equipment.

Personal Protective Equipment

It is the duty of all employees to ensure that the appropriate individual protective clothing and protective items provided are worn or used at all appropriate times and that they are maintained in good order. They must ensure that boots, protective helmets, gloves and appropriate ear and eye protection are worn or used at all appropriate times and are maintained in good order. Defects or damaged items must be reported. Employees must ensure that items provided for use by more than one employee are maintained in good order and replaced so they are constantly available. The company will provide a full P.P.E kit to employees on first day of employment as part of their induction.

Asbestos

Asbestos and asbestos-containing products encapsulated or paint-seal and left undisturbed and undamaged present no hazard. On the discovery of any asbestos in a work area, employees should immediately cease all work and advise the Site Supervisor and Contract Manager of the situation. No work to re-commence until instructions from the client has been received. A sub policy for asbestos is held in the office.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences require to be reported to the relevant authorities for certain injuries or occurrences as set out in the RIDDOR Regulations 2013.

How to Report

Online – go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. A copy will be received for our records.

Telephone – All incidents can be reported online but a telephone service remains for reporting **fatal and specified injuries only**. Call the Incident Contact Centre on **0845 300 9923** (opening hours Monday to Friday 8.30 am to 5pm)
Records should be kept as set out in Regulations 2013 (RIDDOR)



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

The Company policy in respect of C.O.S.H.H. is that only substances approved and assessed will be used on company premises or sites. Appropriate COSHH sheets will be obtained for the purpose of providing any relevant data to employees, clients and sub-contractors.

Procedure for Accidents/Incidents/Dangerous Occurrences

Method of Reporting – any employee, who sustains an injury whilst on the premises, site or otherwise engaged in the company activities, should report the details to his immediate superior, before leaving the premises or site. The accident books should be completed and reported to a Director, who will then make the necessary arrangements with regards to informing relevant authorities or next of kin.

Investigation – the degree of investigation will vary according to the type of injury or nature of occurrence. In those of a more serious nature and class as “Serious Bodily Injury” and “Dangerous Occurrence”, a more thorough investigation will take place and these will be the subject of a full report, detailing agreed subsequent preventative action to be implemented.

Near Misses – all “near misses” will be recorded and where immediate action can be taken to prevent a recurrence then the necessary steps will be taken. All recorded occurrences will be brought to the attention of the Directors for discussion and any other appropriate action deemed necessary.

Identification of Existing and Possible New Sources – employees are encouraged to bring to the attention of the company, any existing and possible new sources of accidents or occurrences and to make suggestions towards improvement or elimination of same. Arrangements will be made for extra supervision in connection with new or amended operations, procedures, plant to identify any new risks.

Office Emergency Procedure – all procedures will comply with those recommended by the Regulatory Reform (Fire Safety) Order 2005. Employees will be instructed in the use of fire fighting equipment and fire alarms during their induction. On hearing the fire alarm all employees are to exit the premises by the nearest route. It is the responsibility of the most senior person on site to inform the emergency services. No person must return into the building, under any circumstances, until the all clear has been given. A Fire Risk Assessment of the premises has been completed which will be reviewed and revised annually. It is the Managing Directors responsibility to ensure these arrangements are in place and to carry out weekly fire alarm tests.

A copy of ‘Health and Safety Law: What You Should Know’ must be displayed in the office. The person nominated as responsible for safety will ensure welfare, hygiene and safety on the premises and ensure that all employees are conversant with the operation of equipment.

Sub Contractors

The Managing Director is to ensure all subcontractors are assessed prior to commencement on a project and monitored and reviewed on a regular basis. Performance audit of subcontractor works to be undertaken on completion of each project.

Welfare – The Company will ensure that the physical welfare of employees is protected by:

Providing training in both safe working methods and first aid

Safe working practices

Provide adequate cleansing and sanitary facilities



Maintain first aid facilities
Provide adequate fire fighting equipment
Provide adequate protective clothing

First Aid – The first aid facilities on site will be in line with the provisions for all employees as described by The Health & Safety (First Aid) Regulations 1981.

Lone workers operating on a site or in a vehicle must carry a first aid kit with them at all times and have immediate access to a mobile phone.

The Managing director is responsible for ensuring first aid kits are situated within all vehicles, office and on site and that they are maintained.

Transport – Company owned vehicles, including plant, will be maintained to at least MOT standards, weekly checks should be carried out by the driver. Vehicle drivers will ensure that any routine maintenance necessary has been carried out before using the vehicle and that it is maintained to the relevant manufacturer's instructions. Drivers will be competent and not permitted to drive any vehicle without the appropriate driving licence or to carry unauthorised passengers. No person under the age of 24 is permitted to drive company vehicles.

The responsibility of the vehicle rests with its driver.

Maintenance and repairs are only to be carried out by a qualified engineer.

Working at Height – Consideration should be given to provision of a more permanent means of access before accepting that a ladder is the suitable means of access to a place of work. No ladder should be used unless it is of sound construction and the correct length and either secured or footed. The ladder must extend at least 1.1m above the landing platform. Aluminium ladders must not be used near any live cables or plant. Stiles of ladders must not be painted and any defective ladders must be removed from service immediately.

Scaffold must be erected by specialist contractors.

Mobile access platforms must only be erected and dismantled by operatives with the appropriate qualifications (PASMA)

Cherry pickers/MEWPS may be used by the company but should only be used by any person who is trained to use them. If a MEWP is required it will be hired along with a competent person/driver to operate it unless the Company operative is trained and competent in its use.

Any work at height must be compliant with the Working at Height Regulations 2005 and Risk Assessed prior to work beginning.

Protection of Young Persons – The Company will ensure that young persons employed are protected at work from any risks to their health or safety with the use of a Young Persons' Policy.

Environmental Policy – it is the Company's policy to aim for best practice environment solutions and to ensure compliance with applicable legal and other environment requirements.



Disciplinary Procedures – disciplinary and grievance procedures are as detailed in the Company Manual. Any disregard of the Company’s health & safety procedures and Policy will be dealt with under the Company’s disciplinary procedures.

Monitoring and Review – the Company’s Health and Safety Policy will be constantly monitored and reviewed by the Managing Director who will take into account.

- Personal observations
- Comments from clients and fellow contractors
- Employer’s liability claims
- Costs from failures and oversights
- Visits from enforcing authorities and insurers
- Published best practice

Safety Audits – the Company and its clients are committed to operating safe working sites. Regular safety audits are undertaken.

Consultation – the input of employees into health, safety and welfare arrangements is vital. Communication channels are in place to ensure that changes, information or specific hazards are quickly communicated. This is done by toolbox talks or by way of safety notes distributed to all employees with the wage slips where new legislation is introduced or specific clarification of procedures is required.

The Company does not operate a formal safety committee but encourages all employees with observations and ideas concerning health, safety and welfare to contact the Managing Director or Company Secretary without hesitation.

Toolbox Talks – regular toolbox talks are made to ensure that employees are reminded of health and safety issues and any new legislation that has been introduced.

Smoking at Work – the company complies with the Health Act 2006 and does not permit smoking in Company premises, Company vehicles or client premises.

Review date: February 2016

