



HEALTH & SAFETY 2017/18

POLICY & PROCEDURES

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PASSHA STORAGE & INTERIORS LIMITED

Statement

This policy statement has been issued by Passha Storage & Interiors Limited 2017/18

The Directors wish to place on record that the Company is committed to meeting all legal requirements to ensure the Health & Safety of employees, customers, visitors and the public at large.

Passha Storage & Interiors Limited believes that its responsibilities for health, safety and welfare at work for employees and customer's ranks equally with its other business objectives. Therefore all hazardous conditions that are identified will be awarded a high priority for rectification as far as is reasonably practicable.

Health and Safety legislation places both specific and general duties equally on Passha. This legislation ensures the health, safety and welfare of employees, customers and others at work.

Passha understands it cannot successfully carry out its duties without consultation, participation and cooperation of all those participating in the Business including its customers.

Policy objectives

To set standards of health, safety and welfare that comply fully with the Health and Safety at work Act 1974 and all other relevant statutory provisions and approved codes of practice.

To identify, evaluate & develop the risks associated with site operations including awareness and general responsibilities for all employees in relation to health, safety and welfare at all levels.

To encourage full effective consultation on health, safety and welfare matters with employees.

To make available and provide all employees (including other parties with legitimate interest) with sufficient information, training and supervision in order to work safely and efficiently.

To maintain a safe and healthy working environment for all employees, customers and others.

To ensure that all legal requirements are satisfied.

To review the Health & Safety policy on an annual basis and if appropriate implement remedial actions.

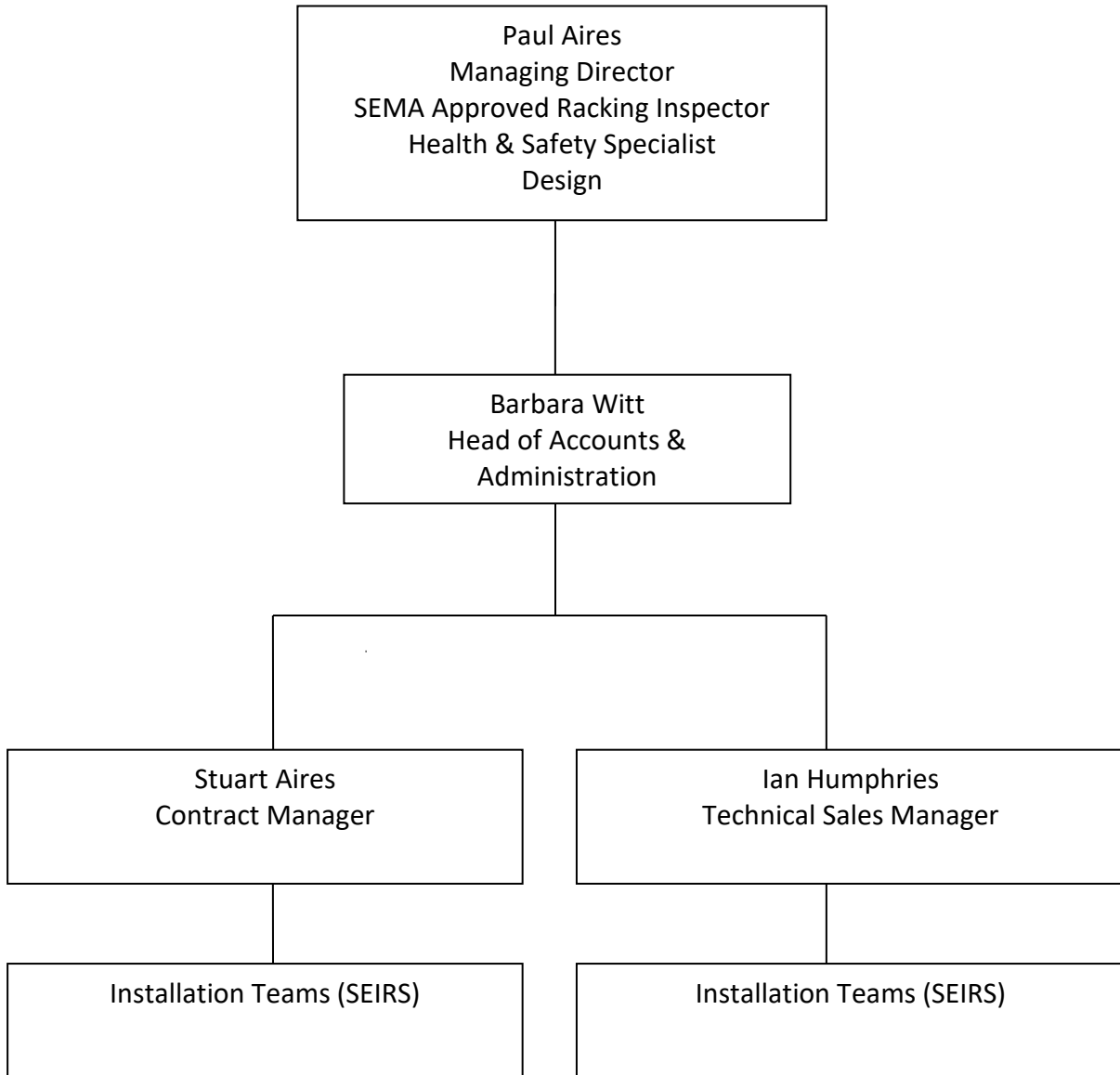
Organisation of responsibilities

To ensure the effective implementation and subsequent monitoring of the health and safety policy by defining the duties and accountabilities of all personnel. Details set out in the organisation and responsibility sections of this policy.

The policy will be reviewed and updated regularly as risks are identified and in line with changes in statute and regulation. This is the responsibility of the Directors and will form part of the health and safety policy monitoring. The monitoring procedures are set out in the arrangements section of the policy.

Section 2: Organisation Chart

(For the purposes of health and safety)



Section 3: Responsibilities

3.1 Directors

3.1.1) Overall responsibility for Health & Safety - Paul Aires (Managing Director / SARI)

3.1.2) Paul Aires (SARI) will ensure that sufficient funds are made available for the effective implementation of health, safety, welfare and training.

3.1.3) Paul Aires will ensure that competent advice in relation to health and safety is available to all Passha employees.

3.2) Site Supervisors:

3.2.1) Paul Aires (SARI) will ensure that all site health, safety and welfare procedures are followed.

3.3) Employees

3.3.1) Employees will take reasonable care for the health, safety and welfare of themselves and others who may be affected by their actions and omissions.

3.3.2) Employees must co-operate on matters of health, safety and welfare.

3.3.3) Employees should always correctly use work items provided including personnel protective equipment in accordance with training instructions.

3.3.4) Employees must not interfere with or misuse anything provided for their health, safety and welfare.

Section 4: Arrangements

4.1 Monitoring Group:

4.1.1) In order to implement and monitor the policy on health, safety and welfare at work, certain responsibilities have been delegated. A monitoring group has been created as follows:

Paul Aires	Managing Director / SEMA Approved Racking Inspector (SARI)
Stuart Aires	Contracts Manager
Ian Humphries	Technical Manager

4.1.2) the monitoring group will review the health, safety and welfare policy at least every 12 months or when there is a change in an individual or their responsibilities.

4.1.3) prior to each review Paul Aires will carry out an audit of health, safety and welfare arrangements.

4.1.4) the report generated from the audit will be presented to the monitoring group at the policy review meeting.

4.1.5) minutes will be drawn up by the health and safety advisors in which allocation of action points will be recorded.

4.1.6) the monitoring group will only discuss health, safety and welfare issues.

4.1.7) Agenda:

Minutes of last meeting
Review of action list
Review of health and safety policy
Review of accidents and near miss records
Review of risk assessments
Any other Business

4.2) Employee Consultation

4.2.1) The Company has a duty to consult with the workforce and will incorporate the opportunity for direct consultation into its regular team meetings. It should be noted that given the size of the Company these informal and regular arrangements provide ample opportunity for consultation.

Consultation will include dialogue on the following matters:

The introduction of any new systems, changes or technology
Arrangements for obtaining competent advice
Information about the risks, dangers and appropriate controls relevant to their work
The planning of health & safety training and instruction

4.3) Health and Safety Management Steering Committee

4.3.1) a health and safety management steering committee has been established. The team meet on 3 monthly basis. The Committee Consists of:

Paul Aires	Managing Director / SEMA Approved Racking Inspector (SARI)
Stuart Aires	Contract Manager
Ian Humphries	Technical Manager

4.3.2) the purpose of this committee is to oversee the formation and implementation of management controls relating to health, safety and welfare.

4.3.3) minutes will be drawn up by Barbara Witt (Administrator) in which allocation of action points will be recorded.

4.3.4) the Health and Safety Steering Committee will only discuss health, safety and welfare issues.

4.3.5) agenda:

- Minutes of last meeting
- Review of action list
- Review of health and safety policy
- Review of accidents and near miss records from last quarter
- Review of risk assessments
- Any other Business

4.4) Appointment of competent persons

4.4.1) Passha has Paul Aires (Managing Director) in the capacity of SEMA Approved Racking Inspector / SEIRS Supervisor to advise the Company employees and others who may be affected by Passha's activities in relation to health and safety.

4.4.2) Passha will appoint an external consultant (as and when required) to advise them on complex matters of health and safety in both a general and construction-related capacity.

4.5) Communication

4.5.1) The "Health & Safety Law You Should Know" leaflet has been produced by the Health and Safety Executive. This will always be available to employees including the self-employed.

4.5.2) Passha will also provide contact details for Mr Paul Aires (on site H & S), the local Health and Safety Executive and Local Employment Medical Advisory Service

4.5.1) Site inductions will include details of:

- Emergency procedures
- Emergency contact numbers
- First aid arrangements
- Fire evacuation notice
- Details of access to copies risk assessments and safe working practices
- Site rules

4.6) Training

4.6.1) Passha Storage & Interiors Limited have set a minimum training standard for all their installation teams. They must all hold SEIRS cards at an appropriate level. New staff and temporary labour can hold a temporary SEIRS card as long as they work under a SEIRS registered Supervisor or Manager. In all cases, after 12 months they must have attended and successfully completed a SEIRS basic training course. All staff must adhere to the SEMA codes of practice.

Note: CSCS now recognises the SEIRS qualification and will show it on the rear of their card.

4.6.2) those operating plant and equipment must hold the relevant certification and Passha expect at least one member of each team to hold:

- IPAF (scissor lifts and booms)
- Counterbalance forklift licence
- Harness rescue
- First aid certificate

4.7) Construction (Design and Management) Regulations 2015

4.7.1) Passha recognise the requirements of the Construction (Design and Management) Regulations 2015.

The Company is aware that site work falls within the scope of these regulations as Pallet Racking, Shelving Systems and Mezzanine Floors are regarded as a “structure”. The core duties require:

- Competence by all parties involved
- Co-operation of all parties involved to ensure all parties comply with the regulations
- Co-ordinating activities to ensure health and safety arrangements are maintained
- The application of general principles of prevention by all parties
- The planning and management of projects to be appropriately controlled
- The provision of information to contractors by clients
- The provision of adequate time to plan and carry out intended works
- The provision of adequate training, information and site induction to all workers
- The supplementary part 4 of the regulations set out general practical standards for site safety including specific duties for those engaged in legally “notifiable” work of substantive duration in part 3. The Company recognises the CDM Approved Code of Practice as setting out such duties in detail.

The Company may on occasions operate as the nominated CDM “Principal Contractor” where the scale of work and local arrangements make this appropriate, and in such cases will ensure that appropriate contract management arrangements are established including the preparation of a CDM “Safety Plan” that will be prepared in conjunction with the Company Safety Consultant.

Clients are responsible for providing appropriate information and the Director takes responsibility for ensuring that any such information is accommodated in the planning of the intended work.

Enquiries will be made by the Director to ascertain whether there is any potential for overlapping work or risks to third parties and will establish communications with such contractors or persons so that co-operative and co-ordinated arrangements for safe working can be agreed and implemented on an ongoing basis for the duration of the contract. For maintenance and inspection works carried out on a “call-out” basis where no prior site survey is undertaken, this will be delegated to individual workers attending the site.

The Director is responsible for ensuring that adequate time has been allowed for the planning and implementation of any work including site inductions, training and briefings prior to commencement of work on site.

The Director is responsible for overseeing and monitoring this work through to satisfactory completion.

Section 5: Selecting, operating and maintaining work equipment

5.1) Selecting Work Equipment

5.1.1) Suitable work equipment will be selected in line with all current statutes, regulations, approved codes of practice and Health Executive guidance including the provision and use of Work Equipment Regulations Act 1998.

5.1.2) Risk assessment will play a vital role in the selection of work equipment. See section 6

5.2) Operating work equipment

Work equipment will be operated by competent operators in line with all current statutes, regulations and approved codes of practice.

5.3) Maintaining work equipment

Work equipment will be maintained by competent personnel in line with all current statutes, regulations and approved codes of practice.

Section 6: Risk Control

6.1) the objective of risk control is to as far as it is reasonably practical to control risks caused by hazards entering or arising within the working environment leading to accidents, unplanned and unwanted events. This includes the control of residual risk which if not controlled may cause an unwanted event after leaving site.

6.2) Risk Assessment

6.2.1) Paul Aires (Managing Director) will ensure risk assessments are carried out on all the routine and none routine on/off site activities/processes to identify hazards and associated risks.

6.2.2) a risk assessment form is provided in appendices 1. This has been designed with the HSE 5 step booklet mind.

Identify the hazards

Decide how someone may be harmed

Decide who may be at risk

Evaluate the risks and set out precautionary measures

Further action required

Record findings and implement

By who

By when

Date

Review your assessment and update if necessary

6.2.3) employees and others who may be affected by hazards / risk in the work place must be consulted during any assessment undertaken in order to control these risks.

6.2.4) on completion of the risk assessment taken to control risk a safe working method statement will be produced.

6.2.5) in all cases, a method statement and risk assessment will be provided, however, this does not absolve the Site Supervisor of their responsibility to ensure all risks have been controlled.

6.3) Site Safety Implementation

6.3.1) a site meeting will be arranged with all relevant parties concerned. Various forms including a site safety check list and customer questionnaire form will then be completed to ensure the site remains safe.

6.3.2) the Site Supervisor will ensure that all site hazards have been adequately controlled through risk assessment and method statement.

6.3.3) once the risks have been identified the SEIRS supervisor will take control of measures on site to provide a safe working environment including well maintained records.

Section 7 Emergency Procedures

7.1 Minor accidents

7.1.1) minor accidents and near misses must be reported to the Site Manager and entered into the ARB (Accident Reporting Book). The completed report will be passed to the Site Manager on a weekly basis.

Note: To comply with the data protection act this information will be stored securely.

7.1.2) all accidents must also be reported to the person responsible for Health and Safety where the incident takes place. This may be a Principle Contractor, Manager or end user.

7.2 Major accidents

7.2.1) in the event of a major accident Paul Aires (Managing Director) will be informed immediately and will then investigate.

7.2.2) the scene of the accident will be cordoned off and nothing moved until authorised by the HSE and Police if applicable.

7.2.3) the client will also need to be informed

7.3 What & how to report to the authorities

7.3.1) report all accidents that include:

- Fatalities
- Accidents resulting in any of the specified "major injuries"
- Certain defined work-related diseases
- Accidents resulting in employees being off work for more than 3 days
- Dangerous occurrences such as building collapses, gas explosions, etc

7.3.2) accidents must be reported by the quickest means (i.e. telephone or e-mail) and followed up on the approved reporting form (F2508) within 10 days.

7.3.3) for further information on reportable accidents and reportable disease we refer to the HSE publication RIDDOR explained.

7.4 Recording all accidents & near misses

7.4.1) in most cases the qualified first aid person treating the injured individual must record the following:

Details about the person relating to the accident

Details of the accident

An accident record form (this must be signed by the injured individual and person filling in the form)

7.4.2) when a near miss has been reported to a Site Manager the incident must also be recorded in the ARB (Accident Reporting Book)

Fire and other emergencies

7.5.1) information about fire and other emergencies should be explained as part of the site induction.

7.5.2) if the site is unoccupied the site supervisor will ascertain where the fire exits, escape routes and fire fighting equipment is located. The Manager will then inform site staff as part of the site induction.

See induction form appendix: Ap 02

7.5.3) if the building is unoccupied the Site Manager will act as the Fire Warden.

7.6) Liaison with emergency services

In the event of a major incident the First Aid or Fire Warden will liaise with emergency services.

7.7) Inspecting authorities

7.7.1) on arrival inspecting authorities should be directed to the most Senior Manager on site.

7.7.2) all staff must cooperate with HSE inspectors or the Police.

7.8) Press

All enquiries from the press, newspapers, radio and television should be directed to Paul Aires (Managing Director)

Section 8: Safety Performance

8.1 Informal inspections

Paul Aires will carry out informal inspections during the course of his normal working day. The purpose of these inspections will be to encourage good working practice, therefore, direct praise of individuals will be appropriate and whenever possible criticism will be avoided.

8.2 Formal inspections

Paul Aires will carry out formal site inspections with his Site Supervisor at least once every three months.

The aim will be to give praise for good health and safety standards. The Company will always implement achievable targets for improvement.

8.3) Accident and near miss investigation

8.3.1) the purpose of any accident / near miss investigation is to prevent reoccurrence of a similar event.

8.3.2) any minor accident or near miss may create the need for an investigation on the basis the severity of the event could of been life threatening. The Health and Safety Management Steering Committee will be responsible for this investigation.

8.3.3) all major accidents that result in an absence from work for three days or more will be investigated by Paul Aires.

8.3.4) witness interviews will take place after the accident / incident being investigated.

8.3.5) for reasons of impartiality internal interviews will normally be carried out by Paul Aires. These interviews will normally take place at the employee's normal place work.

8.3.6) wherever possible to avoid unnecessary pressure on the person being interviewed other people should be precluded from the interview.

8.4) Accident monitoring

8.4.1) data on all accidents and near misses will be collected and analysed by Paul Aires.

8.4.2) causes of accidents and near miss trends identified from analysis will be investigated and risk assessments will be updated.

8.4.3) results of analysis will be reported to the Health and Safety Steering Committee and in consultation with those affected necessary new controls and changes to safe working practices will be put into action.

Section 9 Auditing health and safety procedures

9.1) the health and safety audit will be carried out by Paul Aires at least once every 12 months or sooner subject to a significant change prior to the monitoring group policy review meeting.

9.2) this will form an objective independent view of the current position in relation to the Companies general health and safety. This will include:

- Whether the management arrangements in place are appropriate

- The existence of adequate risk control systems

- The level of implementation of the risk control systems

- Whether the risk control measures are appropriate to the level of hazard

- The sufficiency of workplace precautions