

**Company**

**Health and Safety Policy**

**Introduction.**

Billericay Glass are suppliers of glazing products to the commercial and domestic market. We have the capability to cut and shape glass to customer's specifications including the building and construction industry  
We are based in Essex and employ a workforce of between 15 – 20 people.

**Health and Safety Policy.**

Under the Health and Safety at Work Act 1974 it is the legal duty of every employer, employing more than five persons to produce a written statement of general policy with respect to Health and Safety, this policy contains our current organisation and arrangements to bring into being this policy.

The contents of our policy, and other health and safety matters will be briefed to staff as part of the induction process and at formal and informal gatherings and safety meetings and briefings.

The following pages make up our Health and Safety Policy and General Arrangements. We recognise and accept our Legal and Moral responsibilities towards our employees and others who may be affected by our operations.

The Management of Health and Safety at Work Regulations 1999 (MHSWR) introduced the concept of Risk Assessments. We will not undertake any duty or responsibility unless a suitable and sufficient risk assessment has been completed.

To enable us to meet our legal obligations in the appointment of competent persons, we have established links with Safety Consultancy Services Ltd., Wickford, to provide health and safety advice and guidance.

Changes and updates to this policy from the previous revision will be shown by a black line in the right hand margin

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**Statement - Joint Managing Directors**

**1.0 Introduction**

- 1.1 Billericay Glass Ltd have prepared this general health and safety policy statement in conjunction with our health and safety consultant to define our policy relating to health and safety, and to describe the organisation and arrangements for ensuring this policy is communicated to all employees.
- 1.2 This policy has been written to demonstrate our commitment to the Health and Safety at Work etc. Act 1974 and all relevant legislation.
- 1.3 In response to changing company circumstances or changes to regulations / codes of practice, this policy will be amended and reissued accordingly.

**2.0 Policy**

- 2.1 As Joint Managing Directors we are committed to safe guarding the health safety and welfare of all our employees, visitors, and others that may be affected by our operations.

Directing, co-ordinating and promoting efforts to ensure will achieve this we will provide a safe working environment and safe working practices

Our company will so far as is reasonably practicable take all preventative measures and actions necessary to ensure compliance with any current and emerging legislation.

We will ensure that this health and safety policy and its implementation are Monitored on a regular basis, through audit and checks.

**3.0 Organisation and responsibility**

- 3.1 As joint Managing Director's we take full responsibility for all matters, including the implementation of this policy however the day / day implementation and maintenance of the policy has been delegated to appointed personnel.

These appointed personnel are sufficiently competent to ensure that the policy is maintained, and have authority to ensure preventative / corrective actions to prevent accidents and to reduce / eliminate hazards in the workplace are taken where necessary.

**4.0 Employees responsibilities**

**Billericay Glass Company Limited. - Health and Safety Policy**

All employees are responsible for adhering to this policy and any health and safety procedure, practice or rule relating to their duties.

Employees are also responsible for promptly reporting any potential health and safety concerns or hazards, which they have identified through the course of their work, and co-operating with management in achieving the objects of this policy.

**5.0 Practical arrangements**

5.1 Planned risk assessments have been carried out by competent persons with the assistance of our Health and Safety consultant and have identified and recorded potential hazards and mitigation measures to reduce the risk to an acceptable level.

5.2 The operational details for describing how the general arrangements are implemented are covered in this health and safety policy.

Specific company rules and regulations, which are the direct responsibility of employees, shall be issued to those personnel and shall be updated as required.

5.3 To ensure that these arrangements are implemented in practice, periodic audits / checks and inspections shall be carried out.

5.4 We will ensure through safety briefings and induction all staff are aware of the contents of this health and safety policy.

5.5 This policy will be reviewed at a frequency not exceeding 6 monthly, or following any accident / incident which could impact upon it.

**Signed** *Wayne Morris*

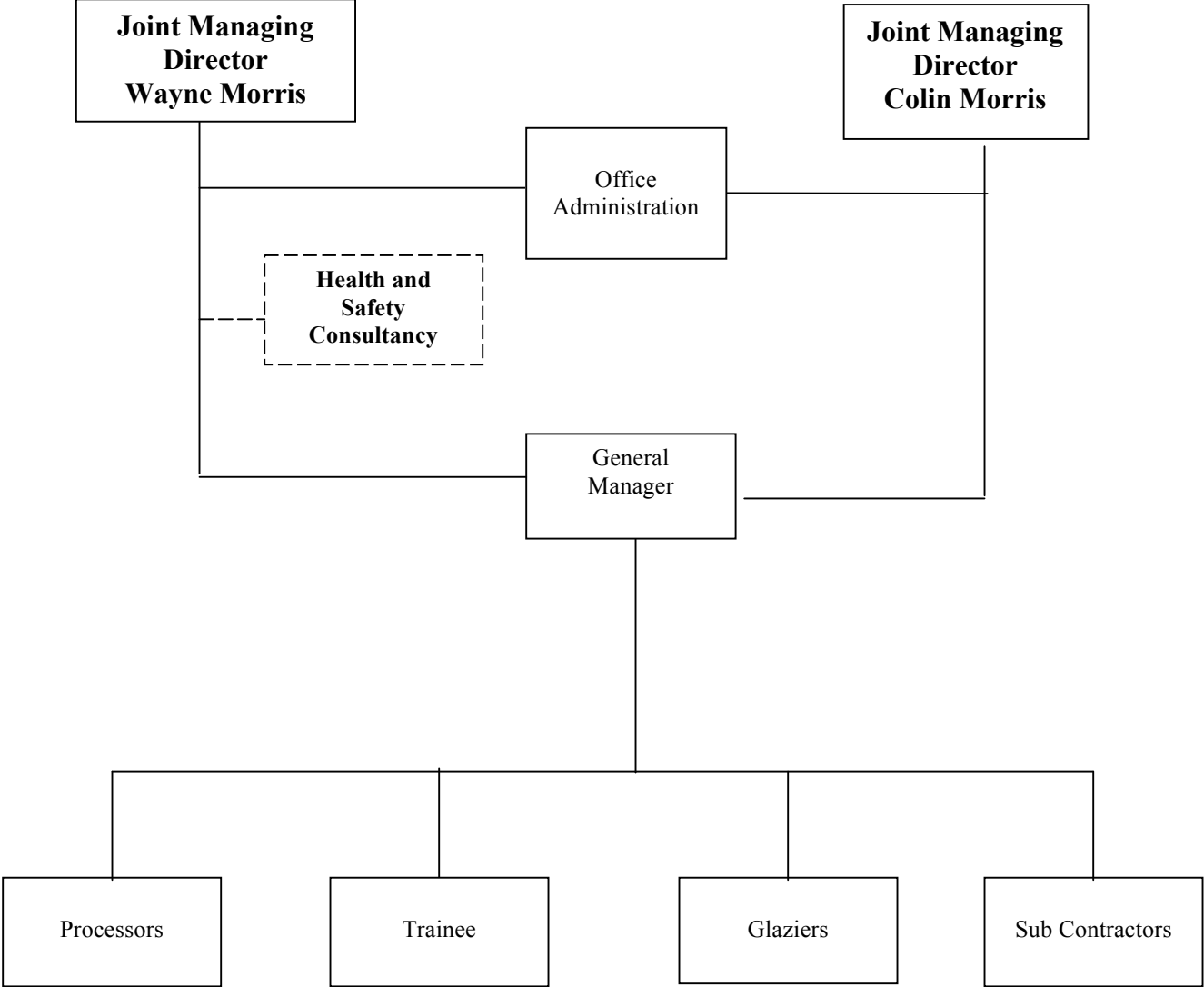
**Date** 01-03-11

**Signed** *Colin Morris*

**Date** 01-03-11

**Joint Managing Directors**

**2.0 Organisation Chart - Including Reporting Lines**



### **3. Individual Responsibilities.**

#### **Joint Managing Directors**

The Joint Managing Directors have overall responsibility for all matters including health, safety and welfare and for ensuring sufficient financial provisions and resources are made available to meet the company's legal and moral commitment

Mr Wayne Morris has specific responsibility for Health and Safety issues

Responsible for establishing communication links within the company, including safety meetings and briefings.

Responsible for leading by example and participating in all health and safety matters.

Responsible for ensuring the appropriate enforcing authority and client is informed of any notifiable accident, incident or major injury.

Responsible for ensuring procedures are in place for the reporting and investigation of accidents and incidents.

Responsible for providing training, instruction, and information to enable all employees to carry out their duties safely.

Responsible for ensuring procedures are in place to enable all staff to receive the company induction briefing, including the briefing of this policy before taking up their duties.

Responsible for ensuring procedures are available for all fire safety matters, including establishing contracts for the supply and maintenance of fire safety equipment.

Responsible for establishing contracts with sub contractors and outside agencies including health and safety consultants.

Responsible for the regular review and up date of this policy.

Responsible for carrying out site safety inspections and ensuring records are kept.

#### **General Manger**

Responsible for implementing this health and safety policy, and the health and safety plan whilst on site or within the factory / shop environment and ensuring adequate resources are allocated.

Responsible for providing the focus for all health and safety matters raised by staff and drawing them to the attention of the Managing Directors.

## **Billericay Glass Company Limited. - Health and Safety Policy**

Responsible for ensuring procedures are in place for the reporting and investigation of accidents and incidents occurring on site.

Responsibility for ensuring suitable and sufficient risk assessments have been carried out, including CoSHH, Manual Handling, PPE etc. and available on site.

Responsible for ensuring processes are in place to enable staff to carry out their duties safely and competently.

### **Health and Safety Consultants**

To provide health and safety advice and guidance out with our own competencies and to act as competent person for the provision of advice in accordance with guidance contained within various sets of regulations.

We will use these services to provide regular health and safety updates and inspections / audits, including assistance in accident and incident investigations.

Arrangements have been established with Safety Consultancy Services Limited, Wickford, Essex to provide this service and enable immediate response to be available.

### **Office Administration**

Jointly responsible with the Managing Director for ensuring systems and procedures are developed and implemented for establishing and maintaining staff records for training etc.

Responsible for ensuring details of accidents / incidents occurring on site and within the factory are entered in the company accident book and the injured person acknowledges the entry by signature.

### **Employees**

Responsible for their personal health and safety and ensuring all duties are carried out with minimum risk to themselves and others.

Duty to co-operate with all instructions and site rules and not recklessly interfere with anything that has been provided for their health and safety or undertakes any duty, for which they are not trained, certificated or authorised.

Must ensure all accidents and incidents are reported to the office administration and a record is completed and signed.



**Billericay Glass Company Limited. - Health and Safety Policy**

Not use any substance or chemical considered hazardous to health unless in possession of a CoSHH assessment or summary of the product safety data sheet.

Attend any request for training / briefing including induction training and skills training.

Duty to wear Personal Protective Equipment as directed from method statements or risk assessments and ensure it is maintained, and fit for purpose.

Duty to ensure they arrive fit for work and not under the influence of any drugs, including those supplied by prescription which could have a detrimental effect on your performance, or under the influence of alcohol

## **4. General Arrangements**

### **4.01 Staff Selection**

Billericay Glass Ltd. operates an equal opportunities policy.  
(See s 8.0) Staff are selected on their ability to carry out a specific task in a safe manner.

Recruitment procedures ensure that staff members have the necessary physical and mental attributes, or will achieve them through training and experience, to carry out the tasks they are selected for.

### **4.02 Training. (Including young persons)**

All persons joining our Company are required to undergo safety induction training applicable to their position and duties.

Induction training will include ensuring staff are familiar with this health and safety policy and the arrangements contained herein.

The skill development of individual members of staff is encouraged by providing NVQ Level 2 assessment for glazing tradesmen who have undergone CSCS training

Specific skills training including Fork Lift Truck driving is provide by an outside training organisation qualified to provide this service

We appreciate the need to recruit, encourage and develop young persons within the glazing industry; however we are mindful of the additional risks introduced with the employment of young persons.

We will ensure all young persons and new recruits into our organisation are fully trained and given the opportunity to develop their skills within the working environment without being exposed to excessive risks.

Attendance and competency certificates are kept for staff attending training and assessment

### **4.03 Risk Assessments.**

We appreciate the need and requirement for the undertaking and review of risk assessments as directed in the Management of Health and Safety at Work Regulations 1999

These assessments of risks to health and safety whilst carrying out our core activities throughout the workplace and on site have been carried out generically using a team approach and seeking advice from our Health and Safety Consultant.

These risk assessments are reviewed against local site conditions.

Risk assessments are undertaken by qualitative analyst using a 5 x 5 matrix of consequence and likelihood.

## **Billericay Glass Company Limited. - Health and Safety Policy**

Residual risk ratings are categorised into High Medium and Low values; tasks allocated a **High**-risk rating will not be undertaken.

Task rated, as Medium will be re – examined to consider additional control measures to reduce the value to ALARP.

Task allocated a low risk rating will be undertaken provided all staff are familiar with the control measures. (See attached p26)

We will seek advice from our health and safety consultant to ensure risk assessments are relevant to each location and our operation.

The findings of the risk assessments are recorded using a pro – forma and included in method statements. Records are held at our main office.

It is the responsibility of the Managing Directors to ensure copies of risk assessments are available on site and staff are aware of the control measures.

Staff will be expected to co-operate, implement the control measures identified and wear personal protective equipment (PPE) as required.

Details of risk assessments will be reviewed 6 monthly or following any accident / incident which could impact upon them.

### **4.04 Accident / Incident Reporting.**

All injuries or damage resulting from accidents, however minor, will be recorded in the Billericay Glass Ltd., accident book located within the office.

Staff are actively encouraged to report all incidents and every effort is made to achieve this.

Staff reporting accidents from site will comply with the on – site requirements detailed in the Health and Safety Plan and telephone details to the office at Wickford. Staff within the office will make an entry in the office accident book.

The person who had the accident will then counter sign the book upon their next visit to the office.

Where identified under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) the managing director will forward details to the appropriate enforcing authority after seeking advice from our health and safety consultants.

Injuries received to visitors, or sub-contractors working on site, will be treated in accordance with the above policy.

All accidents requiring treatment by a qualified first aider will be investigated.

## **Billericay Glass Company Limited. - Health and Safety Policy**

Details of the location of accident books and the need and procedure for reporting accidents will be given to staff at the induction safety briefing.

The company will keep a report of any accident investigation together with any photographs, statements or other relevant material for use by our insurers or legal advisers.

Details of all accidents will be kept on for a minimum of 5 years from the date the accident.

### **4.05 First Aid.**

We have made suitable and sufficient first aid arrangements in accordance with best practice and current legislation (The Health and Safety (First Aid) Regulations 1981)

Within our company, risk assessments have identified the fact we do not require a qualified first aider, however we will nominate appointed persons following suitable training from a recognised training provider, to cover our on – site and workshop activities.

Travelling first aid kits are provided in all company vehicles and at the workshop and office.

It is the responsibility of the vehicle drivers to ensure first aid equipment provided in the vehicles is fully stocked and available for use, a managing director will confirm this by undertaking regular checks on vehicles

Contractors working on behalf of Billericay Glass will be required to make their own first aid arrangements or following formal agreement from us we will provide joint arrangements with them

First aid arrangements will be briefed to staff on site and will be detailed within method statements and where appropriate in the Construction Phase Plan

Staff joining Billericay Glass will be made aware of first aid arrangements during our company induction briefing or on site for “local arrangements”

The joint Managing Director responsible for Health and Safety issues is responsible for the maintenance and up keep of first aid equipment in the office / factory area and ensuring adequate supplies are available to replenish used equipment.

### **4.06 Fire.**

Fire safety risk assessments in accordance with current fire safety legislation (Regulatory Reform (Fire Safety) Order 2005) are undertaken jointly with our Health and Safety Consultant at our premises and work sites where appropriate

The assessments confirmed that whilst undertaking our core activities the risk of the spread of fire is considered low

However whilst cutting laminated glass we are required to apply heat to the laminate to enable it to be cut. A Work Instruction detailing the safe system of work to be followed enables us to undertake this activity with minimal risk

**Billericay Glass Company Limited. - Health and Safety Policy**

This Work Instruction has been briefed to staff who undertake this activity

The managing director has overall responsibility for all fire safety matters and will ensure a suitable and sufficient fire / emergency procedures are in place including providing fire fighting equipment and ensuring it is regularly maintained.

Fire safety arrangements and procedures are briefed to staff during the induction process and are reviewed on a regular basis to ensure that they are adequate

Whilst on site we will comply with instructions and arrangements made by the Principal Contractor and included – where appropriate in the Fire Safety Plan or construction phase Health and Safety Plan

**4.07 Emergency Arrangements / Security**

Site specific emergency arrangements will be identified and detailed in the health and safety plan issued by the Principal Contractor.

Staff will be made aware of these arrangements during the on site induction briefing

Whilst undertaking work in domestic premises we will ensure security of residents property is considered at all times.

Residents will be reminded of the need to exclude children from work areas and to keep a watch full eye upon them whilst work is carried out in their homes.

**4.08 Health Hazards (including CoSHH, Noise and Vibration and Lead).**

No substance or process, which could be classified as hazardous to health, will be either allowed onto site or undertaken until a product safety data sheet is available and a suitable and sufficient CoSHH assessment has been completed and the findings briefed to persons concerned.

Where appropriate generic assessments will be undertaken and then 'localised' for each site condition.

The following items are in general use:

Water Coolant      Silicon      Fire mastic      Glass cleaner Jewellers rouge  
Mentholated spirits      White spirit      Thinners      Crystals      Multipurpose putty  
Acetone      Laminated resin

Elimination of harmful substances will be considered a priority; if this is not possible substitution to a less harmful substance will be considered.

As a final control measure Personal Protective Equipment (PPE) will be considered.

Copies of CoSHH assessments and product safety data sheets will be issued to relevant staff or included in method statements.

**Noise and Vibration.**

## **Billericay Glass Company Limited. - Health and Safety Policy**

We are mindful of the fact that exposure to excessive levels of noise and vibration has as detrimental effect on the health and well being of our staff and other persons; however our staff are not normally exposed to excessive noise or vibration whilst undertaking their core activities We will continuously review this statement to ensure our staff are not affected - especially whilst engaged on site works where excessive noise could be generated by others.

### **Lead**

Whilst undertaking our core activities staff can be exposed to lead whilst manufacturing decorative glazing panels using lead strips.

This type of work is restricted to certain individuals and is only undertaken on an infrequent basis.

All staff undertaking work with lead are reminded of the toxic nature of this substance and of the need for increased personal hygiene.

#### **4.10 Health surveillance**

Whilst undertaking our core activities there is a low risk that certain members of staff could be exposed to health hazards when using lead.

As these activities are only undertaken on an infrequent basis, our health and safety consultant advises us that the need for health surveillance is not required, however if we are required to increase our lead work we will advise our health and safety consultant.

#### **4.11 Welfare arrangements**

Adequate welfare facilities have been provided at our office / factory.

Whilst on – site we will establish welfare arrangements in conjunction with the Principal Contractor and details included within the Construction Phase Plan

Details of on – site welfare arrangements will be briefed to staff at the site induction.

#### **4.12 Display Screen Equipment**

The use of display screen equipment is restricted to personal computer use located within the main office.

Assessments have shown persons using these personal computers. have complete control over their work routine and are able to manage and limit the time spent viewing the screen and have been assessed and not declared as “users” as defined within the Display Screen Regulations.

#### **4.13 Working at Height and Access Equipment**

We are mindful of the Work at Height Regulations 2005

These regulations require an assessment to be carried out before work at height is contemplated or undertaken

## **Billericay Glass Company Limited. - Health and Safety Policy**

All staff who are required to work at height are competent to use equipment provided to them including safety harnesses and have the ability to undertake an initial examination of the equipment to ensure it is fit for purpose

### **Ladders.**

The use of ladders is for access purposes and limited use only.

We currently have 3x aluminium ladders

Staff are trained to check all access equipment, including ladders prior to use and report any defects to one of the joint-managing directors.

Where a ladder has been identified as damaged, it will be taken out of use immediately, destroyed and a replacement sought.

We will seek whether possible to use an alternative method other than using a ladder, however where this is not possible a minimum of 2 persons will carry out the work, and ensure that the user has at least 3 points of contact to the ladder where possible.

A Ladder Pre Use Check List must be completed prior to starting the work. If deemed to be unsafe then the works CANNOT commence.

### **Stepladders (x3)**

General health and safety training is provided to the operatives and includes the recognition of hazards and control measures required in relation to the safe use of stepladders.

### **Fixed Scaffolds**

Fixed scaffolds are erected on our behalf by Contractors directly engaged by us or Principal Contractor

Any fixed scaffold provided for our use will be visually checked and a hand over certificate showing fit for purpose obtained from the erector / supplier.

### **Mobile Tower Scaffolds**

Mobile tower scaffolds are provide in house or hired in as required.

Staff are aware of the need to strictly follow manufacturer's instruction whilst erecting mobile scaffolds.

All mobile tower scaffolds will be checked by staff holding PASMA accreditation prior to use.

### **Mobile Elevated Working Platforms (MEWP's)**

If required we will use of MEWP's to gain access to difficult locations.

These platforms will be provided under contract and will only be operated by competent staff who have been trained and certificated by the provider of the equipment.

## **4.14 Method statements and Work Instructions**

Generic Method Statements and Work Instructions are produced to cover our core activities where risk assessments have identified the need to provide a breakdown of the work activity and adopt a safe system of work

These are then reviewed against local conditions and amended as required.

Staff are made aware of the contents of the method statement during the site briefing process.

## **Billericay Glass Company Limited. - Health and Safety Policy**

It is the responsibility of contractors employed by us to provide a suitable and sufficient Method Statement for review prior to the commencement of their activities

These method Statements will be reviewed by the Joint Managing Director – seeking advice from our Health and Safety Consultant where appropriate

Copies of the method statements will be made available to the Planning Supervisor for possible inclusion in the health and safety file.

### **4.15 Plant and Equipment.**

The use of plant and equipment presents additional hazards and risks.

All plant and equipment provided for use is subject to regular, and where applicable statutory testing / inspection and maintenance.

The following items of plant and equipment are in regular use whilst carrying out our core activities:

Polishing Machine	Compressors	Glass washing machine	Shaped bevelling machine
Hand held tools	Drilling machine	Transformers (240/110v)	
Road vehicles	Fork Lift Truck	Lifting hoist	Tilting cutting bench

Only staff trained and assessed as competent will be allowed to operate items of powered plant and equipment.

Persons under the age of 18 will only be allowed to operate powered plant under direct supervision of the managing director or supervisor.

Staff are required to examine and inspect each item of plant and equipment issued to them before use. Any item suspected of being defected will be taken out of service and returned to the issuer.

### **4.16 Electrical Equipment.**

The use of electrical equipment introduces hazards from electrical shock, fire, explosion and possible tripping hazards.

Where practical reduced voltage (110v) or battery operated electrical items of plant and equipment will be provided and used.

All items of electrical equipment are subject to regular inspection and test.

Portable Appliance Testing (PAT) will be carried out at 6 monthly intervals by use of outside parties and results recorded.

All extension leads used are subject to the same test procedures as identified for portable equipment.



**Billericay Glass Company Limited. - Health and Safety Policy**

It is the operative's responsibility to visually check and examine each item of equipment in use, and not misuse it.

Upon discovering any item of electrical equipment suspected of being defective, the operative will be required to take it out of service and report the matter to the supervisor and / or managing director.

**Billericay Glass Company Limited. - Health and Safety Policy**

**4.17 Special Risks.**

The following is an example of the generic risks and hazards associated with our core activities.

<b><u>Activity / Location</u></b>	<b><u>Hazard</u></b>	<b><u>Control Measure</u></b>
Road vehicle driving	Collision Vehicle damage	Examination of statutory driving licence Review of driving records
Work on construction sites	Slips / Trips Falls	Competent staff PPE
Work on roofs	Falls from height Falls through fragile roof materials	Assessment Competent staff Safe systems of work PPE
Work at heights	Falls Danger of falling materials	Assessment (W@HRegs) Competent staff Area beneath cordon off PPE
Work in public / occupied buildings	Encroachment by members of the public and occupiers not understanding the risks associated with work activities	Consultation Area cordoned off
Use of chemicals	Health hazards	Product safety data sheets CoSHH assessments Staff awareness Identifying control measures PPE
Work on scaffolds	Falls from height Falls of equipment Collapse of scaffold	Competent staff Correctly erected scaffold Nets and fans attached to the scaffold Area cordoned off
Work with glass	Cuts Manual handling injuries	Staff training and competence Correct handling techniques used PPE
Work in factory type environments	Fumes Noise General production risks	Consultation Safe systems of work Staff briefing Controlled areas and access Use of appropriate PPE
Manual Handling	Back injuries including: Sprains Slipped disc	Staff awareness Use of mechanical aids Correct handling techniques

**Billericay Glass Company Limited. - Health and Safety Policy**

	Hernia Fractures	
Use of Fork Lift Truck	Collision and overturning Vehicle damage Property damage	Only trained and certificated staff permitted to drive FLT
Use of lifting beam and hoist	Falling objects Collapse of structure	Only trained and competent staff to use item of plant Statutory inspection and certification of lifting equipment
Work with powered plant and machines	Injuries including major injuries Damage to process	Staff training – only competent persons to operate powered plant and machines

Staff engaged in any of the activities identified above will not be allowed to carry out any work until a suitable and sufficient risk assessment has been completed.

One of the joint managing directors will seek advice from outside parties as necessary to complete the risk assessment.

#### **4.18 Personal Protective Equipment (PPE).**

The need to wear PPE will be identified from risk assessments and method statements.

Items of PPE are provided for staff use. Staff are reminded during the company induction and during tool box talks of the requirement to co-operate with our policy and wear PPE as directed.

Staff issued with PPE on a personal basis will acknowledge receipt by signature and are responsible for ensuring it is suitable, maintained and fit for purpose.

All PPE issued will be manufactured to the relevant British or European Standard and marked with either BS or CE identification.

#### **4.19 Consultation / Communication**

Staff are encouraged to raise all matters of concern including health and safety issues to one of the joint managing directors.

The staff at Billericay Glass Ltd. do not have a formal staff representative for health and safety measures but are encouraged to raise matters either individually or as a group.

Consultation with staff takes place at safety briefings and at regular intervals.

#### **4.20 Manual Handling**

Under the Manual Handling Operation Regulations 1992, we recognise our responsibilities and duties to ensure manual handling operations are kept to a minimum.

Initial assessments have been carried out and where a residual unacceptable risk exists to staff a different method for carrying out the task, or the use of mechanical equipment, will be considered.

Staff are aware of good handling techniques and are encouraged to offer suggestions for further improvements.

Generic assessments will be undertaken and recorded and will form the basis for local assessments.

Staff will be briefed on the findings of the assessments and reminded of the control measures during safety briefings.

Assessments will be reviewed following any accident / incident which could impact upon the assessment finding.

Accident trends, which identify handling problems, will be investigated and use of outside agencies sought for advice.

#### **4.21 CDM issues**

Following the revision to the Construction Design and Management Regulations 2007 (CDM) we have jointly reviewed with our Health and Safety Consultant how these amendments affect our work activities

We recognise our limitations in resources and competence to undertake the role and responsibilities of Principal Contractor as defined in CDM Regulations and will therefore decline this role

As an expanding company we will continually review our resources and if the need arises we will liaise with our health and safety consultant prior to considering accepting invitations to undertake this role.

We will work closely with CDM Coordinators to assist in the completion of project health and safety files for eventual hand over to the client.

#### **4.22 Disciplinary Code including good housekeeping**

Billericay Glass Ltd. recognise the importance of good communication and co-operation of all staff.

In the unlikely event of staff breaching our established code of conduct, including failure to comply with this policy and general health and safety matters, disciplinary action will be considered.

Billericay Glass Ltd. place great importance on strict codes of practice and behaviour and will not tolerate discretion's in the following areas, racial / sexual harassment, use of foul or abusive language, breaches of health and safety duties or responsibilities including failure to comply to management's request to wear PPE.

Details of site rules will be located with the construction phase health and safety plan.

Billericay Glass Co Ltd operate a strict no smoking policy on our premises and in our vans.

The need for tidy sites is recognised by management and staff. Senior management and supervisors will conduct regular visits and inspections to ensure all sites are kept tidy and free from tripping hazards.

## **5.0 Residents Public, Visitors and Contractors.**

In order to undertake our duties and responsibilities safely we require full co-operation from residents, members of the public and visitors to our offices and factory.

Whilst working in occupied domestic premises we will ensure residents are fully informed before hand of our proposed activities and timescales.

We will remind all residents of the curiosity of children and to be mindful of their behaviour.

We will ensure all worksites remain tidy and any item of equipment or redundant equipment or materials are placed within a secure area.

We will ensure members of staff are not placed in any situation, which could compromise their integrity, where appropriate staff will work accompanied.

### **Contractors**

Whilst undertaking the role of contractor on site we will fully co-operate with the Principal Contractor and endeavour to work safely with other contractors on the site.

If we are required to appoint sub – contractors we will, prior to appointment, request copies of their health and safety policy for review by the managing director.

Method statements detailing method how they are proposing to carry out their work will be submitted for acceptance, prior to the commencement of the work activity.

Any injury sustained or damage caused by contractor's employees must be reported immediately to the site supervisor.

The use of mobile phones on site are limited only to designated mobile phone areas. Staff must answer make calls in these area only, when it is safe to do so and does not compromise the health and safety of other contractors or individuals.

## 6.0 Drugs and Alcohol Policy

### Introduction

This statement sets out our policy in respect of any employee or contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or taking drugs.

### The policy

Billericay Glass Ltd. will take all reasonable steps to ensure that employees or contractors are made aware of the contents of this statement.

It is a requirement of Billericay Glass Ltd. that no contractor or employee shall:

- 1) **Report or endeavour to report for duty having just consumed alcohol or under the influence of drugs.**
- 2) **Report for duty in an unfit state due to the use of alcohol or drugs.**
- 3) **Be in possession of alcohol or drugs in the workplace.**
- 4) **Consume alcohol or drugs whilst on duty.**

A programme of screening will be put in place to detect the use of alcohol and or drugs where abnormalities of behaviour prompt managerial intervention.

**Failure to co-operate or provide the requested specimens will result in instant dismissal from Billericay Glass Ltd.**

### STATEMENT

I have read and understood the policy on drugs and alcohol above.

Name .....

Signature .....

Date .....

## **7.0 Violence to Staff**

It is a regrettable fact of life, staff could be exposed to violence whilst undertaking their duties or travelling to or from their place of work.

Staff have been informed of the need to avoid confrontational situations where possible.

This is achieved by attempting to pacify the aggressor by means of continual liaison and correct use of non-aggressive body language.

Staff have been trained to recognise situations reaching beyond their control and the need to protect them as paramount.

If staff are required to enter homes of known aggressors, we will seek advice from the housing association or municipal authority and agree a safe method of working.

Staff are not expected to enter resident's premises alone and will leave immediately if they feel threatened in any way.

Staff forced to leave residents premises in this way will be required to report the matter to the supervisor, who will pass the information on to the Planning Supervisor and Client.

Billericay Glass will not tolerate verbal or physical aggression directed towards our staff and will seek to take action against such persons.

We will seek to impose the maximum penalty in the event of such cases reaching prosecution level.



**8.0 Equal Opportunities Policy**

Our company recognises that in society, groups and individuals have been and continue to be discriminated against on certain grounds.

In order to work towards eliminating discrimination, the company has adopted the following equal opportunities statement:

We recognise our legal requirements as detailed in the Race Relations Act 1976 and the guidance contained in the Commission for Racial Equality Code of Practice in Employment.

Our company provides a glazing service to the construction industry and for domestic purposes and is committed to ensuring equality of opportunity in employment and a high level of service to all customers.

The aim of its equal opportunity policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, marital status, having dependants, being gay, lesbian, disability, social class, trade union activity or religious belief.

Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities

All employees will be given equal opportunities and, where appropriate, special training to progress within the organisation

All forms of harassment on the grounds listed above are totally unacceptable to our company in our role as employer.

Our company as an equal opportunities employer expects all its employees to comply with this policy and a clause to this effect will be included in all employees' contracts of employment

## **9.0 Environmental Policy Statement**

We are aware of the damage our activities can cause to the environment; therefore we will endeavour to ensure we have minimum impact and avoid damage to the environment where possible

We are currently developing our company environmental plan which will include a review of all our core activities to ensure we meet this commitment

Environmental issues are considered throughout all our activities including purchasing, manufacture, construction and maintenance activities.

We will develop our plan by using legislation and best practice as guidance.

We will review our purchasing policy to ensure our suppliers have equal environmental policies for their procurement and manufacture of goods.

Glazing materials returned from site will be assessed for recycling and separated for possible re use.

Open discussions on environmental issues will be encouraged with staff to enable us to ensure our activities minimize the potential for causing damage to the environment.

We will ensure suitable and sufficient resources are available to provide and understanding of environmental issues to enable our policy and environmental plan to be effectively implemented.

We are current holders of a waste carrier's license for non hazardous materials

Our Environmental Policy together with our Health and Safety Policy will be reviewed prior to the commencement of on - site activities or at least annually.

Any changes to our policy will be briefed throughout the organisation.

**10.0 Employee Induction Briefing**

Employee Name..... Job Title.....

Home Address.....Phone Number.....

..... Emergency Contact number.....

Briefing given by ..... Date .....

**General**

**Tick**

Receipt of P45	
Issue of Contract of Employment	
Details of duties - Job description	
Details of hours / shifts	
Details of pay including: Rate of payment	
Method payment i.e. bank	
Details of bank account received	
Explanation of pay slip	

**Safety**

Details of Company Health and Safety Policy	
Accident reporting details	
Location of Accident Book	
First Aid Arrangements	
Raising Health and Safety Issues	
Issue of Personal Protective Equipment: Overalls	Date
Hard Hat	Date
Goggles	Date
Gloves	Date
Ear Defenders	Date

**Training**

Details of Skills Training	Certification expiry date	
Authority to operate powered plant		
<b>In house</b>	Date	
Induction		
Health and Safety Awareness		
Drugs and Alcohol		
Code of conduct		
Other		

**Signature of Employee.....Date.....**

**Appendix A                      Risk Assessment Matrix**

A simple qualitative system using a 5 x 5 matrix of likelihood (L) x consequence (C) is used to target resources and prioritise action plans.

Risk are assessed prior to the application of control measures and then re-assessed to ensure the risk is as low as reasonably practical (ALARP)

Residual risk ratings are then categorised as follows:

- 1 – 10                      = Low
- 11 – 15                   = Medium
- 16 – 25                   = High

- High                      Risk rating i.e. above 15 will result in the activity not being undertaken
- Medium                  Risk rating, additional control measures will be sought
- Low                        Control measures reviewed and monitored for compliance

**Likelihood (L)**

- 1 = Very unlikely
- 2 = Unlikely
- 3 = Likely
- 4 = Very likely
- 5 = Certain

**Consequence(C)**

- 1 = Minor, first aid type of injury
- 2 = Injury up to 3 days lost time
- 3 = More than 3 days lost time
- 4 = Long term absence major injury
- 5 = Death

<b>Activity / Risk</b>	<b>L</b>	<b>C</b>	<b>Initial Rating</b>	<b>Control measures</b>	<b>L</b>	<b>C</b>	<b>Residual Rating</b>
Storage of material	3	2	6	Use of CoSHH assessments Correct handling techniques	2	1	2
Driving and Movement of vehicles	3	4	12	Driving standards and licence Driver awareness	1	4	4
Disposal of waste	2	2	4	Consider recycle of materials Use of skips Use of licensed operator	1	2	2
Use of electrical equipment including hand tools	2	3	6	Low voltage and battery tools PAT Staff training Regular maintenance	1	3	3

**Billericay Glass Company Limited. - Health and Safety Policy**

Work at heights	3	4	12	Assessment in accordance with W@H Regulations Correct use of equipment Work kept to minimum Staff training	1	3	3
Falling materials	2	3	6	Use of debris chutes Area cordoned off Use of fans PPE	2	2	4
Working with lead	2	4	8	Limited use Increased personal hygiene PPE Staff awareness	1	4	4
Working on a construction site	4	3	12	Staff awareness Control systems including safe systems of work PPE Health and safety plan Site induction / briefing	2	3	6
Removal of redundant equipment	3	3	9	Correct handling techniques Staff training PPE	2	2	4
Handling / Fixing of glass	4	3	12	Staff competency PPE Team lifting Safe systems of work Restricting / limiting tasks to certain members of staff	2	3	6
Work in occupied premise	1	3	3	Consultation with occupants Work in teams	1	2	2
Storage of materials	3	3	9	Staff aware of correct handling techniques CoSHH assessments	2	2	4
Use of Fork Lift Truck	4	5	20-	Only trained competent staff to use FLT Regular maintenance and inspection	2	5	10
Use of lifting beam and hoist	4	5	20	Only trained competent staff to use equipment Statutory inspection and certification	2	5	10
Work with powered machines	4	4	16	Staff training Restricted use	2	4	8