



Dan Ray **Building Services Ltd**

Health & Safety Policy

Last Review Date: *24/07/2018*

Review by: *Joe Murray (Director)*

A handwritten signature in black ink, appearing to read "JMurray", is centered below the text.

A decorative graphic consisting of several overlapping, wavy, red lines that create a sense of motion and depth, spanning the width of the page.

Design, Installation & Project Management
of Building Services. Specialists Within the
Process & Manufacturing Industry.

Introduction

Dan Ray Building Services Ltd. recognises and accepts its health and safety duties for providing a safe and healthy working environment as far as is reasonably practicable for all its workers and other visitors.

This is detailed under the Health and Safety at Work Act 1974, the Fire Precautions Workplace Regulations 1997, the Management of Health and Safety at Work Regulations 1999, and in other relevant legislation and common law duties of care.

Policy

It is the policy of Dan Ray Building Services Ltd. to promote the health and safety of all our employees, contractors, customers and visitors and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons on the premises to co-operate with the company in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, instruction, training and supervision to personnel who have health and safety responsibilities.
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the public or other persons that may arise for Dan Ray Building Services Ltd.'s activities.
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of Dan Ray Building Services Ltd. arising out of or in connection with the company's activities.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Provide information to other employers of any risks to which those employer's workers may be exposed.

Duty of the Employees

Employees also have legal duties, and Dan Ray Building Services Ltd. confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do.
- To co-operate with Dan Ray Building Services Ltd. on health and safety.

- To use work items provided by Dan Ray Building Services Ltd. correctly, including personal protective equipment, in accordance with training or instructions.
- Not to interfere with or misuse anything provided for health, safety and welfare purposes.
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by Dan Ray Building Services Ltd.

Visitors and Contractors

On arrival to our offices or any of our customers' sites, all visitors should be directed to their contact, or a representative of the site. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building or site during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working on site should report any concerns relating to their own safety or suspected unsafe working practices to their site contact and manager.

Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which Dan Ray Building Services Ltd. may publish from time to time.

Basic Safety Precautions

For various reasons there can sometimes be a tendency in construction operations to take short cuts, using makeshift methods and equipment, inadequate scaffolds and unsecured ladders. In carrying out construction work, the observance of basic safety precautions will prevent many accidents of the fall, slip, stumble variety.

Basic precautions must include:

- Fencing of holes in floors and pathways, openings in floors and any other temporary opening.
- Providing adequate covers for inspection pits not in use, and suitable barriers for open pits.
- Keeping all gangways clear and free from tripping hazards.
- Stacking materials safely and in a stable manner.
- Ensuring weight loading limits of shelving and storage areas are not exceeded.
- Being aware of dangerous machinery trapping points and of live conductors in close proximity.
- Access to all work must be safe. Proper equipment to reach higher levels than can be reached off ground level must be provided.
- Roping off areas below high level working activities.
- Wearing protective headgear and footwear where required.
- 'Danger - Live Electricity' or similar notices must be displayed when work is being done on open switch/fuse boxes and other electrical installations.
- Testing for live cables or other buried services must be undertaken before using pneumatic drills etc.

- Care must be exercised to ensure that the work will not foul any overhead cables, lights or weak structures.
- Warning notices must be displayed whenever construction work can create a hazard in order to keep staff, students and visitors safe.

Lifting and Moving Loads

The Manual Handling Operations Regulations 1992 define manual handling as meaning, any transporting, supporting, lifting, putting down, pushing, pulling, carrying or moving of a load by hand or bodily force. All staff whose work involves an element of manual handling will be expected to know safe handling techniques.

No person must attempt to handle on their own a load which is excessively heavy or bulky. The same applies to items having awkward dimensions and to sheet and long rolls. It must always be possible to see the way ahead. Any mechanical handling equipment provided should be used unless the load is well within the person's capacity.

Remember when lifting to always:

- Face the load squarely (except when lifting wide boards which are best carried on the back).
- Bend the legs to get down to the load being lifted. Avoid stooping.
- Keep the back as straight as possible.
- Grip the load firmly and straighten the legs to lift the load.
- Never over-reach or twist the body when picking up or setting down a load.
- If more than one person is lifting or carrying a load, it must be clear who is the leader giving instructions; *confused instructions lead to accidents.*

Asbestos

Asbestos and asbestos-containing products encapsulated or paint-sealed and left undisturbed and undamaged presents no hazard. The mineral becomes a health hazard only when its fibres become airborne and are ingested. Since positive identification of asbestos requires expert microscopy, the advice should be sought before attempting work on any material suspected of containing the mineral.

It is most important that broken tiles, damaged insulation, or any exposed surfaces suspected of containing asbestos should not be disturbed but should be reported to your manager immediately.

Noise

Dan Ray Building Services Ltd. follows the 2005 Control of Noise at Work Regulations strictly. Ear protection is available to all on request and the noise level is monitored periodically. Ear defenders should always be available to personnel whose work can involve exposure to excessive noise for periods of time from metal working or other activities.

Control of Substances Hazardous to Health

All substances hazardous to health must have been assessed for risk with adequate controls put in place. Staff must be trained in safe usage and provided with adequate information and training. Substances likely to require assessment include paints, thinners, glues, oils, greases, stains and battery acids.

Electrical Safety

All electrical work will be carried out according to the 1989 Electricity at Work Regulations, up to and including the latest version.

Maintenance of Electrical Equipment

Should staff suspect any item of mains-powered electrical equipment of being defective because of age, appearance or damage, it must be taken out of service and reported, where it will be arranged for the item to be visually inspected and electrically tested as necessary.

Maintenance of Machinery

The removal of guards for the purposes of maintaining machinery is often necessary. In these circumstances it is necessary to isolate the machine from the power supply; it is not enough to rely on the machine's 'off' switch.

Maintaining machinery in motion is forbidden unless the necessary maintenance can only be carried out while part of the machinery is in motion and is carried out in accordance with the 1998 Provision and Use of Work Equipment Regulations.

Housekeeping in the Working Space

Housekeeping in your working space will be kept to a high standard. Dust, rubbish and old equipment will not be allowed to accumulate. All floors, steps, stairs, passages and gangways will be of sound construction and properly maintained and shall, as far as reasonably practicable, be kept free from obstruction and any substances likely to cause persons to slip, e.g. oil, etc.

In addition to the general statements above, all workspaces will conform to the requirements of the 1992 Workplace Regulations.

Spillages

It is recommended that basic equipment designed to control any liquid or other spillage that might occur should be kept close to where a spillage might be likely. This should consist of dry sand or other absorbent, gloves, shovel, plastic bags, bucket.

Immediate steps must be taken with a spillage. People must be kept away until clean-up is completed, especially when the spillage is in a thoroughfare. It may be necessary to isolate the area contaminated. It may be necessary to use barriers. Consideration must be given to the risk of fire or explosion when flammable liquid is spilt. No smoking or other naked flames must be allowed in the area.

Gas Safety

Work on gas systems and appliances will only be carried out by persons registered with the Gas Safe Scheme and will be carried out in accordance with the Gas Safety (Installation and Use) Regulations 2018.

Machinery and tools

- Maintenance of machinery safeguards is essential to maintain effectiveness.
- Maintenance of machinery must only be undertaken by qualified personnel.
- There should be a planned maintenance scheme for all machines and portable appliances.
- Information from suppliers of machines must include comprehensive maintenance instructions which should be incorporated in any maintenance programme.
- Emergency stop arrangements must be regularly checked.
- Lock off procedures may need to be implemented.
- A notice must be displayed on machines or portable appliances undergoing maintenance or repair stating that the equipment must remain electrically isolated and not used.
- After maintenance and repair work a check must be made to ensure that emergency stop arrangements are checked and all safeguards have been restored to their full working condition.

Guarding of Machinery

Many items of powered machinery such as pillar drills and circular saws are fitted with guards. Guards are always to be used when operating such machinery.

It is absolutely forbidden to use a machine if the guard has been removed.

Lone Working

For safety reasons some construction operations would benefit from being carried out in pairs in order that prompt remedial action may be taken by one operative if another gets into difficulties, although strict adherence to safety measures should minimise the risk of accidents occurring.

Decisions on working in pairs on particular tasks for safety reasons will be taken as part of an assessment of risk and will mostly involve tasks which require a permit to work.

Accident Forms and Books

The book must be kept in a locked drawer once completed, whether on site or within a Dan Ray Building Services Ltd. office.

Any injury suffered by an employee or visitor in the course of employment or otherwise under Dan Ray Building Services Ltd.'s supervision, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the company.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the company in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the company and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition.

Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene

When handling or preparing food there are specific hygiene requirements whether in the Dan Ray Building Services Ltd. offices or whilst on site:

- Regularly wash hands before and during food preparation and especially after using the lavatory.
- Tell your supervisor of any skin, nose, throat, or bowel problem.
- Ensure cuts or sores are covered with correct waterproof dressings.
- Keep yourself clean and wear clean clothing.
- Remember that smoking inside a building is strictly forbidden.
- Never cough or sneeze over food or process equipment.
- Clean as you go. Keep all equipment and surfaces clean.
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C).
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it.
- Avoid handling food as far as possible.
- Tell your supervisor of any defects or concerns regarding the facilities – e.g. uncleanliness, refrigeration malfunction, cracked food preparation surfaces.

Display Screen Equipment

Dan Ray Building Services Ltd. recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work.

Employees are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the company's expense.

Alcohol, Drugs and Tobacco

Smoking is prohibited indoors always. Refer to the Drug and Alcohol Policy for further information.

Complaints Procedure

All complaints received by Dan Ray Building Services Ltd. are taken very seriously. Dan Ray Building Services Ltd. strives to ensure that all customers and contractors are given the best service possible, however when occasionally there is a break down in the procedures, the company would like to know so that every effort can be made to rectify the situation and produce a satisfactory outcome.

There are several ways in which a complaint can be put to Dan Ray Building Services Ltd. All complaints are to be reported to the managing director (Daniel Murray) in the first instance via:

- direct verbal contact
- written letter
- emails

We will try to resolve the complaint in the first instance, by direct communication and with an amicable solution.

Policy Review

We will monitor the effectiveness of this policy and as part of continual improvement, the policy will be reviewed regularly.

Name: (Employee/Agency Worker/Consultant/Contractor)

Signed: Date: