

# **Architectural Fibreglass Mouldings Ltd Health & Safety Policy Statement**

**Health & Safety at Work Act 1974  
This is the Health & Safety Policy Statement of**

**Architectural Fibreglass  
Mouldings Ltd  
Globe Works  
Accrington  
Lancashire  
BB5 0RH**

**Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and ensure that plant and systems of work are safe and offer no risk to health.
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

The company will ensure that adequate funds are provided to meet the health and safety requirements.

The company will make arrangements to provide each employee with a copy of the Company's Health and Safety Policy and an abstract will be displayed prominently at all sites and work places.

The company will encourage consultation with its employees and safety committees on health and safety matters to achieve the policy objectives and will give consideration to views on recommendations made.

In the event of any difficulty arising in the implementation of this policy reference should be made to the Director Mr S Hussain.

**Signed (Director)**

**Date**

**Review Date**

## **RESPONSIBILITIES**

Overall and final responsibility for health and safety is that of

Mr S Hussain the Director

The Director is overall responsible for the implementation of the company policy and responsible for all aspects of health and safety, he shall ensure:-

- that the company policy organisation and safety rules are made known to, and understood by all employees
- the company policy is reviewed in conjunction with the introduction of new Health and Safety legislation applicable to the companies undertaking
- all accidents are investigated and the reporting of any fatality, major injury or dangerous occurrences is made to the Health and Safety Executive.
- Sufficient funds are available to meet the company Health and Safety Policy
- the supervisors are competent and understand the company policy
- Health and Safety advice is available and training is provided for all employees. Maintain contact with the source of advice e.g. safety advisor, trade associations, HSE.
- the company takes disciplinary action against any employee who has disregard for health and safety measures provided

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas

Peter O'Neill – H & S Manager

Stuart Barrett – Technical Director

Lynn Bleasdale – Operations Manager

**Health and Safety Manager and Supervisors are responsible for:-**

- ensuring all employees in their control comply with the Policy
- investigating all accidents / incidents
- ensuring adequate supervision, particularly where young or inexperienced people are involved
- ensuring first aid facilities are known
- maintaining good standards of housekeeping

All employees have to:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- must report any accidents, unsafe practices, damage to or damaged machinery, plant or equipment to their immediate supervisor
- bear in mind the final level of responsibility for complying with the Policy lies with the individual

Health and Safety is everyone's responsibility, you have a role to play in creating and maintaining a safe place of work.

If you have any queries about Health and Safety matters, contact your supervisor who will respond to your query.

### **Mr S Hussain the Director**

Will be responsible for the day-to-day management of all matters of health and safety he shall:-

- Respond to initiatives by accredited safety representatives elected under either the Safety Representative and Safety Committees regulation 1977 or Health and Safety (consultation with employees) regulations 1996 and ensure they are consulted and provided with facilities and assistance as per section 2 (6) HSAWA 1974
- Arrange regular site inspections.
- Provide health and safety guidance and advice to the supervisors and employees.
- Ensure all employees have received and understand the company's Health and Safety Policy.
- Know the requirements of the Health and Safety at Work Act 1974 and other legislation relevant to the companies undertaken.
- Ensure only competent and adequate supervision is available
- Investigate all accidents promptly
- Act immediately on any improvement or prohibition notices issued by the H.S.E.
- Provide writing Risk Assessments and Safe systems of work as necessary.
- Ensure that all employees know the whereabouts of the First Aid Box and facilities available for first aid treatment
- Provide general safety induction training for all employees and when necessary identify who require specialised training and arrange for it to be carried out. Also seek advice should it be required from professional health and safety bodies i.e. H.S.E.
- Report any accident or dangerous occurrence reportable under RIDDOR 1995 to the H.S.E.
- Assist the company to discharge its duties under the Health and Safety at Work Act 1974.

**The Supervisors are responsible to:-**

- Ensure all employees understand the contents of any method statement relevant to their work activity.
- Ensure that an adequate supply of personal protective equipment is provided and used by employees
- Monitor operatives for compliance of risk assessments and use of personal protective equipment and report to the Director for possible disciplinary action employees who carry out unsafe practices.
- Ensure all plant and equipment provided is in good working order and is safe to use and provision for suitable tools to enable the work to be carried out in a safe manner.
- Take immediate action to remedy any unsafe practices or procedures.
- Maintain and complete all appropriate statutory registers and company accident forms.
- In conjunction with the principle contractor discuss and plan safety into work activities including provision for the safety of other i.e. visitors and members of the public. All visitors to site will be required to sign on and off site and sign to observe the site health and safety rules.
- Ensure all accidents are reported without delay to the Health and Safety Manger and irrespective of the severity take action to prevent a re-occurrence.
- Encourage operatives to make suggestions to improve Health and Safety in their work environment.
- To ensure sufficient quantities of suitable first aid materials are contained in first aid boxes and kits. All employees are aware of the first aid arrangements and have received first aid guidelines.
- All persons under their control observe the procedures laid down in the company safety policy.
- Employees training needs are identified and reported to the Health and Safety Manager for action.
- All employees have been provided with the necessary risk assessment instructions and safe working procedures applicable to the work they are undertaking, and understand the contents.
- Carry out site inspections on a regular and ad-hoc frequency.
- Will ensure all personnel on site are aware of the emergency fire procedures.

**Employees have the following responsibilities:-**

- To ensure they follow instruction given by the company in relation to risk assessment, COSHH, method statements and safe systems of work.
- Report all accidents to their supervisor and complete accident book.
- To be fully aware of the company's Health and Safety Policy, safety requirements and working rules.
- Not to interfere with or misuse any equipment and plant provided by the company.
- Report any unsafe practices, systems of work or damages to plant and machinery immediately to their supervisors.
- Co-operate with the Health and Safety Manager of the Clients / Principle Safety Officer when required to do so.
- Make suggestions to improve health and safety within their working environment.
- Use the correct tools for the job, use safety equipment and protective clothing supplied.
- Set a personal example by using common sense at all time to avoid danger in their working environment.

### **Important Notice**

All employees are reminded that they have a legal responsibility under section 7 of the Health and Safety at Work Act 1974 to take reasonable care of their own safety and the safety of others who may be effected by their acts or omissions and to co-operate with the company in its arrangements to comply with the statutory obligations, which include adherence to the company safety policy.

No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare.

## **ARRANGEMENTS**

### **Contracts**

Before work begins on any contract the following safety management will be introduced:

#### IDENTIFICATION OF COMMON HAZARDS

Written general Risk Assessments will be completed as per the Management of Health, Safety and Welfare Regulations 1999, and Generic written safe working procedures will be produced and issued to the site personnel.

It is the company policy to do an induction with site personnel on all new sites prior to starting work and thereafter weekly toolbox talks, ensuring site method statements and risk assessments are adhered to.

#### IDENTIFICATION OF SPECIAL HAZARDS

A written safe method statement of work will be provided as necessary.

### FIRST AID PROVISIONS

Will be provided to comply with the Health and Safety (first aid) Regulations 1981 and guidance note. As a minimum an appointed person will be on site if the Principle contractors / clients first aid provision is not made available as per regulation 3 (1) ACOP 6.

### ACCIDENT REPORTING

All accidents will be entered in Accident Book BI 510 and where required reported to the Health and Safety Executive under the Reporting Injuries, Diseases and Dangerous Occurrence Regulation 1995 (RIDDOR)

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Provision of Protective Clothing and Equipment will be in accordance with the PPE Regulation 1992 also the construction (Head Protection) Regulations 1989. Following Risk Assessments of the work activity.

### ELECTRICITY AT WORK REGULATIONS 1989

The company will ensure compliance with the Electricity at Work Regulations 1989 and HS(G) 141 Electrical Safety on Construction Sites for the health and safety of all its employees and others who may be affected by their undertaking.

### PLANT & EQUIPMENT

All working equipment provided by the Company shall be suitable for the work to be undertaken and comply with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

### WELFARE FACILITIES

Will be provided to comply with construction (Health Safety and Welfare Regulations 1996) or arrangements to be made with the Principal Contractor - Client for the shared welfare facilities as per the Construction (Health, Safety and Welfare) Regulation 1996. HS(G) Health & Safety in construction.

### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH 2002 (COSHH)

Assessment will be carried out as per the Control of Substances Hazardous to Health Regulations 2002.

Note no employee who uses any substance, which has not been assessed for safety! The Health and Safety Manager is responsible for carrying out assessments as per the Control of Substances Hazardous to Health Regulations 2002. A 'COSHH assessment form' with Health and Safety guidelines will be completed and issued for each hazardous substance identified.

### FIRE PRECAUTIONS

The company will ensure suitable fire extinguishers are available when the use or storage of equipment creates a fire risk. The supervisor or a competent person shall ensure all personnel on site are aware of the Emergency and fire procedures including

how to raise the alarm in the event of a fire, the locations of all exits from the site and assembly areas.

#### GOOD HOUSEKEEPING

When working in or adjacent to occupied premises the health & safety of the occupants must be considered, as well as that of our employees.

#### TRAINING

Training records are reviewed on an annual basis. However, the company has an ongoing monitoring programme, as a change in Health and Safety legislation, Approved Codes of Practices (ACOP), or Guidance may necessitate further training also job specific training i.e. COSHH etc.

All employees will receive site induction training before commencement of a new contract.

If the client / principal contractor does not provide induction training, it will be carried out in-house by the health and safety manager.

Only employees who have been trained to a certificated / competent level will be allowed to operate plant and equipment.

#### NOISE AT WORK REGULATION 1989 AND CODE OF PRACTICE

Assessments will be carried out in accordance with the above regulation to reduce identified unacceptable noise levels. Where it is impracticable to reduce noise to an acceptable level, employees will be issued with personal ear protection which must be worn at all times.

#### SAFE ACCESS & EGRESS

The use of Risk Assessments, Good housekeeping, Protection of the public, safe working procedures ECT, will provide the foundation to ensure safe access and egress at work. However special attention would be given where construction work affects pedestrians routes especially where the disabled, elderly and children are at risk

#### ALCOHOL - DRUGS

It is Architectural Fibreglass Mouldings Policy that the taking of drugs or drinking of alcohol at work will not be permitted and shall be considered a serious offense if any employee is found under the influence of these substances it may lead to instant dismissal.

#### MANUAL HANDLING

All employees who will be required to move or handle goods will be provided with written instruction and safe working procedures applicable to the risk.

#### ASBESTOS GUIDELINES

Control of Asbestos at Work Regulations 2002

All employees whose work may bring them into contact with Asbestos will be provided with Asbestos awareness training and will be issued with Asbestos Guidelines where applicable.

Architectural Fibreglass Mouldings Ltd will require the client / duty holder to identify where relevant to the work to be undertaken asbestos that may be on site.

### CDM REGULATIONS

The construction Design & Management Regulations 1994 amended 2000 places added management duties on employers within the construction industry.

When appointed to do so will carry out the role of the Principal Contractor, Contractor or sub-contractor under these regulations in a manner that ensures compliance.

Whether the regulations apply to a contract or not Architectural Fibreglass Mouldings Ltd consider good management practice and competent supervision to be of paramount importance throughout all contracts.

## **Health and safety risks arising from our work activities**

Risk assessments will be undertaken by

Stuart Barrett  
Peter O'Neill  
Lynn Bleasdale

The findings of the risk assessments will be reported to

Lynn Bleasdale  
Sajed Hussain

Action required to remove / control risks will be approved by

Stuart Barrett  
Sajed Hussain

Person responsible for ensuring the action required is implemented

Sajed Hussain

Persons to check that the implemented actions have removed / reduced risk

Sajed Hussain  
Stuart Barrett  
Peter O'Neill

Assessments will be reviewed every

Twelve months, or when the work activity changes, whichever is soonest

## **Consultation with employees**

Employee representatives are  
Steven Ingham  
Paul Cairns

Consultation with employees is provided by  
Regular safety meetings with Sajed Hussain

## **Safe plant and equipment**

Person/s responsible for identifying all equipment / plant needing  
maintenance  
All employees regularly using the equipment

Persons responsible for ensuring effective maintenance procedures are  
drawn up  
Lynn Bleasdale  
Peter O'Neill  
Stuart Barratt

Person/s responsible for ensuring that all identified maintenance is  
implemented  
Lynn Bleasdale

Any problems found with plant / equipment should be reported to  
Peter O'Neill  
Lynn Bleasdale

Person/s responsible for checking that new plant and equipment meets  
health and safety standards before it is purchased  
Peter O'Neill  
Lynn Bleasdale

## **Safe handling and use of substances**

Person responsible for identifying all substances which need a COSHH assessment

Lynn Bleasdale

Person responsible for undertaking COSHH assessments

Lynn Bleasdale

Persons responsible for ensuring that all actions identified in the assessments are implemented

Peter O'Neill

Lynn Bleasdale

Persons responsible for ensuring that all relevant employees are informed about the COSHH assessments

Lynn Bleasdale

Person responsible for checking new substances can be used safely before they are purchased

Lynn Bleasdale

Assessments will be reviewed every

Twelve months or when the work activity changes, whichever is soonest

### **Information, instruction and supervision**

The Health and Safety Law poster is displayed at Richmond Street site on the staff notice board

Supervision of young workers or trainees will be

Arranged by

Lynn Bleasdale

Undertaken by

Peter O'Neill

Monitored by

Stuart Barrett

Sajed Hussain

Person/s responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Lynn Bleasdale

Stuart Barrett

### **Competency for tasks and training**

Induction training will be provided for all employees by

Lynn Bleasdale

Job Specific training will be provided by  
Lynn Bleasdale - Office based  
Peter O'Neill - Shopfloor  
Stuart Barrett - Site Work  
Steven Ingham/ Paul Cairns - GRP production

Specific jobs requiring special training are  
Use of electrical tools  
Use of hand tools  
Use of scaffolding  
Use of substances in GRP production  
Lifting  
Use of fork truck

Training records are kept  
In the main office - training / personnel files

Training will be  
Identified by  
Peter O'Neill  
Stuart Barrett  
Arranged and monitored by  
Lynn Bleasdale

## **Accidents and first aid**

The first aid boxes are kept at  
The main office on Richmond Street  
Canteen area on Richmond Hill Street

The appointed persons / first aiders are  
Lynn Bleasdale - Richmond Street

All accidents are to be recorded in the accident book. This book is kept  
Office Richmond Street

Person responsible for reporting accidents, diseases and dangerous  
occurrences to the enforcing authority  
Sajed Hussain

## **Monitoring**

To check our working conditions, and ensure our safe working practices  
are being followed, we will

Carry out spot checks on site  
Regularly inspect shopfloor practices

Persons responsible for investigating accidents

Sajed Hussain

Stuart Barrett

Peter O'Neill

Person responsible for acting on investigation findings to prevent a  
recurrence

Sajed Hussain