



Blakes Air Conditioning Ltd

HEALTH AND SAFETY POLICY

Version 1

*This document status is uncontrolled unless signed by the
Managing Director on this page*

Signed _____

Date _____

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F-Gas

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Introduction to the Health and Safety Policy

The safety policy reflects how our business operates.

It comprises three parts:

1. Policy Statement

This summarises the business commitment to health and safety, details general responsibilities and gives information relating to arrangements for implementing the policy and ensuring that it is kept up to date. The Policy Statement is signed by the Managing Director and is available upon request.

2. The Organisation

This describes the structure of the business in terms of health and safety responsibilities.

3. The Arrangements Section

This details the specific day to day arrangements and responsibilities for controlling or eliminating the types of hazards to health and safety that may arise as part of the business activity. All employees need information in this section in as far as it relates to them and this should be included in:

- First week Induction training
- Refresher training
- Literature
- Notice boards
- Toolbox Talks etc

Health and Safety Policy Statement

It is the policy of Blakes Air Conditioning Ltd to perform all work in the safest practicable manner, consistent with good practice. The health, safety and welfare of our employees and all those likely to be affected by our operations is the responsibility of management and to this end, adequate resources will be made available to ensure the success of this policy. While the Company will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager. Disciplinary action under the Company's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal. The Company will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. The Company will pay particular attention to:

The provision and maintenance of equipment, machinery and systems of work to ensure they are safe and without risks to health.

- The provision of all necessary information, instruction, supervision and training as they need for the purpose to ensure the health and safety at work of employees and others.
- The provision of safe means of access to, and egress from, places of work.
- The maintenance of a working environment that is safe, without risk to health and provides adequate facilities and arrangements for the welfare of the employees.

The Company also recognises its duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by the Company's work operations.



The policy will be kept up to date, particularly as the business changes in size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signature.....

Name: Antony Ellerker
Position: Managing Director

Date.....



Organisation

Responsibilities

The Managing Director has overall responsibility for health and safety in the Company. The Managing Director, Antony Ellerker takes overall responsibility for co-ordinating and implementing the Health and Safety Policy throughout the company, both on and off site.

The Managing Director will: -

- Initiate, interpret and administer the effective implementation of the Health and Safety Policy.
- Know the requirements of the Health and Safety at Work etc Act, and subordinate legislation, and other appropriate statutory provision.
- Ensure that all levels of staff receive adequate and appropriate training in safe working practices for the prevention of accidents, together with the action to be taken in cases of emergency.
- Arrange for sufficient funds and facilities to meet the requirements of the policy.
- Ensure that at tendering or planning stages, and in production processes, allowance is made for adequate welfare facilities.
- Set a personal example.

The Competent Person

The competent person under the Management of Health and Safety at Work Regulations 1999 is:

Name: Construction Safety South East Ltd

Contact Details:

Qualifications: NEBOSHH & IOSH

Construction safety South East Ltd is responsible for the implementation of the policy and procedures company wide and will conduct regular risk assessments and update any changes of circumstances of work processes, plant equipment, workplace and materials to identify situations that put the Health and Safety of employees or others at risk.

Where assessments indicate the need for control measures, everything so far as is reasonably practicable, will be done to eliminate or reduce the risk. The assessments, together with the implementation of control measures, will be expressed as the Safe Working Practice for the subject matter.

Competent/Appointed Person will:-

- Initiate, interpret and administer the effective implementation of the Health and Safety Policy.
- Deliver to staff adequate and appropriate training in safe working practices for the prevention of accidents, together with the action to be taken in cases of emergency.
- Be responsible for taking charge in the event of any injury or illness, render emergency first aid (if qualified) as necessary, and ensure that appropriate assistance is summoned.
- Ensuring that adequate supplies of first aid equipment are maintained.
- Maintain their competence in first aid by attending appropriate training courses.
- Manage and complete the accident reporting procedure.

Supervisors/Employees & Sub Contractors

All employees & sub-contractors have a legal obligation under the Health and Safety at Work Act and all other subordinate legislations to exercise personal responsibility for their own safety and the safety of others, including accidents caused by their own acts or omissions, and to co-operate with the management in the implementation of the Health and Safety Policy.

Employees & Sub Contractors will:

- Understand the company Health and Safety Policy and ensure that others for whom they are responsible appreciate their accountability for health, safety and welfare of all employees under their control.
- Be constructive and co-operative in helping to prevent accidents/dangerous occurrences, this also includes preventing accidents caused by your own acts or omissions.
- Ensure that all plant and equipment is safe, efficient and maintained to standards in compliance with relevant statutory legislation.
- Use the correct tools and equipment for the job including designated PPE clothing, as laid down in Safe Working Practices.
- Cease work and report defects in tools/equipment or products immediately.
- Cease work and report all injuries, dangerous occurrences or disease conditions immediately to their foreman or director, no matter how slight.
- Ensure that all repair and maintenance work carried out is done in a proper manner and that emergency repairs are dealt with properly as soon as possible afterwards.
- Co-ordinate site safety with the Client, main office and any other Contractors.

- Undertake Fire Marshall & First Aider responsibilities or ensure effective delegation as appropriate
- Refrain from horseplay and other undesirable conduct.
- Not consume or be under the influences of any alcohol or narcotics

Fire Marshalls

Fire Marshalls will:-

- Know where the fire alarms/devices (if any) are situated and sound the alarm in the event of a fire.
- Contact the fire Service direct by dialling 999, when the location's fire system is not automated.
- Know the location and operation of all fire-fighting equipment on an external site that they have responsibility over.
- Ensure that a portable extinguisher is kept in the company van and taken on location for any hot works.
- Ensure that fire routes and exit points are kept free from obstructions, and that any discharged extinguishers are replaced.
- To be aware of any specific fire hazards and of the equipment necessary to use on such fires.
- To be fully conversant with the Fire Risk Assessment & Emergency Procedures.
- To help staff/contractors/visitors to exit the location by the nearest fire exit in the event of the fire alarm sounding and to know if any persons may be trapped in the building, their location and if they have a disability that may impede their evacuation.
- To liaise with the Fire Service on the above information.
- To ensure windows and doors are closed and machinery/gas supply is turned off as rooms are evacuated.
- Assist in policing any road crossings as soon as they have exited the building.
- Ensure that emergency drills are carried out periodically and that a means of access and egress are clear for emergency services and staff evacuation respectively

Arrangements

Policy Introduction

The Health and Safety Policy is a requirement of Statute Health and Safety at Work Act 1974 (HASWA) Section 2(3) and is an integral part of the Quality Assurance programme adopted by the Company to ensure that only the highest standards are adhered to.

The Health and Safety Policy is a continuing commitment of the Company to its employees and others.

The Health and Safety Policy will be updated and amended when necessary as legislation and other circumstances dictate. The review period **will not** exceed one year and revision activities **will not** exceed six months.

Aim

To prevent accidents insofar as is reasonably practicable, and to maintain the Health and Safety of all employees and others by ensuring that:

- a) All offices, workshops, construction sites and other workplaces are maintained in a healthy and safe condition.
- b) The provisions of the major statutes for Health and Safety e.g. Health and Safety at Work etc. Act and subordinate legislation, and any other subsequent enactments together with the policies and procedures laid down by the Company are complied with.
- c) So far as is reasonably practicable, safety is incorporated in the design of all new plant, processes and products.

Safety Policy Monitoring and Review

The Health and Safety at Work Act 1974 requires the company to monitor the effectiveness of this policy. The Health and Safety Policy is an integral part of the Quality Assurance Programme adopted by the Company to ensure that only the highest standards are adhered to. The Health and Safety Policy is a continuing commitment of the Company to its employees and others.

The Health and Safety Policy will be updated and amended when necessary as legislation and other circumstances dictate. A review of the policy will be undertaken by the Managing Director and **will not** exceed one year and revision activities **will not** exceed six months.

Consultation

In compliance with the Health and Safety (Consultation with Employees) Regulations 1996, it is company policy to consult with all employees on matters which affect their Health and Safety.

Training

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. The Managing Director will ensure that all employees & sub-contractors receive adequate and appropriate training in safe working practices for the prevention of accidents, together with the action to be taken in cases of emergency. This will be when they are moved to another task or site, or when the process, equipment, or system of work is changed.

Health and Safety Training will form part of the general training programme for all employees. All employees will be gathered together monthly, in order for each employee to be consulted on matters of health and safety and to give any pertinent training. Site Tool Box Talks will be undertaken as appropriate, with suitable topics, such as risk assessment updates, introduction of new machinery, tools or procedures.

The content of the Company Health and Safety Policy will be brought to the attention of all new employees during their Company Induction. This will normally be during the first week of their employment and before the employee is put to work.

Accident/Incident Reporting

Accident/Incident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The Managing Director, Antony Ellerker will inspect the Company Accident/Incident records and reports on a regular basis and ensure all accidents are investigated and necessary action taken to prevent a recurrence of the problem. The Company Accident/Incident records and reports will be held securely in the Office and will be maintained by the administrator.

Where reportable injuries, incidents, or diseases and conditions apply, the Director will notify the **Safety Consultant** who will deal with notifying the enforcing authority using the appropriate documentation (Form F2508 revised), and undertake an accident investigation. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires specified injury accidents, diseases and dangerous occurrences to be reported to the Health and Safety

Executive (HSE) The Managing Director is nominated as the “responsible person” in accordance with the regulations to make these reports.

Where necessary the Managing Director will carry out investigations of serious accidents and dangerous occurrences. The engineer and Appointed Person will be fully acquainted with the Accident Investigation Procedures and subsequent remedial measures to prevent a reoccurrence.

First Aid

In accordance with the requirements of HASWA/Health and Safety (First Aid) Regulations 1981, provision will be made for equipment and facilities to be adequate and appropriate in the circumstances for enabling first aid to be rendered to employees if they are injured or become ill at work, this includes mobile workers who are issued with a First Aid Kit in their company transport, they are responsible for the First Aid Kits Maintenance.

The identities of the First Aiders and locations of the first aid stations will be brought to the attention of employees during their induction training.

First Aid kits will be restocked as necessary at the request of the person responsible for them. In the absence of trained First Aid personnel, an appointed person will be nominated to take charge of the First Aid equipment and facilities, to replace missing or defective items and to summon assistance if required.

The responsibility for the identification and arranging of first aid training lies with the relevant site foreman. The company ensures all employees undertake emergency first aid course 18 months

Documentation for First Aid stations and injury reporting is kept in the office health and safety file.

Fire Prevention/Emergency Procedures

In order to comply with the Fire Precautions (Workplace) Regulations 1997 (as amended) and the Regulatory Reform (Fire Safety) Order 2005 the Managing Director, Antony Ellerker is responsible for fire precautions and conducting fire risk assessments in the company office, this will include:

- Adequate provisions for fire prevention will be made and will be relevant to the control measures indicated as a result of any COSHH, grinding or hot works assessment.
- Identification of potential sources of ignition of fire.

- Adequate means of warning of a fire with automated fire alarms (office) tested weekly.
- Ensuring a written emergency evacuation procedure is available and practiced periodically under the supervision of the administrator.
- Ensuring an adequate means of escape in the event of a fire.
- Ensuring that escape routes are kept clear.
- Ensure sufficient fire fighting appliances are provided and properly maintained.

Warning signs and notices, access and egress and other relevant information will be provided in accordance with the requirements of the Fire Risk Assessment.

Employees should ensure that they are familiar with the location of the nearest emergency exit, emergency call points and fire fighting equipment. In case of site operations, the engineer will ensure that staff understands the emergency procedures. In these cases the fire alarm is the verbal call of "Fire, fire". Periodic emergency drills will be carried out under the supervision of the administrator.

Personal Protective Clothing and Equipment

Employees will at all times, in accordance with legal requirements (PPE Regulations) and company safe working practices, wear and use any protective clothing and equipment that is supplied and made available for their protection. E.g. for working at heights this could include a safety harness. Such protective clothing or equipment will conform to the accepted British Standard specification. In particular, the wearing of Safety Helmets and steel toe-cap boots on construction sites is mandatory for all company employees. Such items as gloves, hearing defenders will be supplied for specific risks for e.g. grinding.

Any protective clothing or equipment which is found to be defective must be reported to the Foreman

Asbestos

No site work will be undertaken without confirmation of the lack of Asbestos in the work area. Where the client cannot produce an Asbestos Survey or an Asbestos Management Plan work will **not** commence until sampling has been undertaken. Sampling will be undertaken by an external licensed/qualified contractor.

Design Activities

Where design and development activities of systems are necessary, safety will be incorporated into that activity to ensure that the design is so far as is reasonably practicable without risk to persons or the environment.

Health and Safety Inspections

Workplace inspections will be carried out by a nominated and competent person to monitor the implementation of the Health and Safety Policy in the workplace. This will be undertaken initially by the H&S Consultant, to give guidance to the engineer & Director, who will ultimately take over these responsibilities.

Inspections of hand-tools and ladders are the immediate responsibility of all users, any faults with equipment, its power source or any gas supply must be reported immediately to the Managing Director and the equipment isolated from use and power until the fault is rectified.

Transport

The authorised keeper of any vehicle owned, leased or hired by the Company is responsible for maintaining and operating the vehicle safely and in compliance with all legal requirements. In particular, the keeper must ensure, that the vehicle has a current MoT certificate when this is required, a current tax disc, is maintained in a roadworthy condition and has the correct insurance.

All drivers must hold an appropriate driving licence and be authorised to drive by the company. A copy of the licence should be provided to the office yearly.

The keeper of the vehicle must ensure that it is maintained at the mileages specified in the manufacturers' handbook. Should the vehicle develop a defect, rendering it unroadworthy, it must not be used pending repair.

Drivers will be expected to submit a copy of their driving licence yearly.

Vehicle Checks

In addition to having the vehicle serviced, the keeper is responsible for carrying out regular checks to ensure, so far as is reasonably practicable, that the vehicle is roadworthy. In particular, they must check, and document the fact, the following weekly;

- Condition of tyres
- Operation of all lights
- Cleanliness of lights, windows and number plates
- Operation of brakes
- Fluid levels (oil, brake, water, screen washer).

Driving Practices

Drivers are required to take all reasonable care for the safety of themselves, their passengers and all other road users. They must comply with all relevant legislation and the Highway Code and in particular must not drive whilst under the influence of alcohol or other performance impairing drugs -including prescribed medication.

Whilst driving drivers are responsible for own safety, as well that of others who may be affected by your actions. Drivers are required to operate vehicles in a manner that is safe and responsible at all times. Responsibility for accidents is not based on who is primarily or legally at fault. It embodies the concept of “**defensive driver**”, one who makes allowances for the lack of skill or knowledge of other drivers, pedestrians, road conditions, the weather etc.

(a) Excessive Driving Hours

No more than 4 hours of continuous driving is recommended for one driver, should it become apparent that the 4 hour driving limit shall be breached it is recommended to pull into a service station or safe layby and take a least 30 minute break from driving, it is encouraged for the driver to take a 20 minute nap followed by the consumption of a caffeine based drink before any more driving should commence.

(b) Use of Mobile Phone

The use of mobile communications in a moving vehicle is only permitted if a “hands free kit” is used and it is safe to use it. It is recommended, where there is no “mailbox facility”, that equipment is set to automatic answering of calls, and that only incoming calls are accepted. Calls should be limited to an acknowledgement of the call. Outgoing calls must not be made from a moving vehicle. In no circumstances should the phone be hand held whilst the vehicle is in motion, this includes for phone number selection, texting of messages or sending emails.

(c) Accidents & licence endorsements.

In the event of any accident, the driver must stop and give details to any person with due cause to request such details. No liability whatsoever should be admitted for the accident. The accident must be reported via to the H&S Coordinator.

The driver must ensure that full details are recorded including:

- Names and addresses of other driver(s) involved and all witnesses.
- Names and addresses of owners of any vehicle involved, where different.
- Names and addresses of insurance companies of damaged vehicles and/or vehicles causing damage to The Company vehicles and, if produced, certificate numbers.
- Name, number and rank of any police officer(s) attending.
- Date, time and exact location of the accident.
- Description of the accident location with sketch map and details including road, weather and lighting conditions.

In the event of an employee gaining an endorsement or points on their licence this must be reported to the MD. In order to maintain the safety of an employee driving for work, an investigation will be undertaken to ascertain if any control measures

need to be reviewed. This could include, time spent driving, distance being driven, diary management, management pressure and driving skills, e.g. a driving refresher course may be needed.

Welfare

Access to toilets and facilities for washing and taking meals (hot and cold water) will be sought, if sites do not have current facilities accessible, an allowance will be given so these can be accessed at a cost.

Noise

Works will be so conducted during day light hours so noise does not constitute a public nuisance.

All operators will be required to wear hearing protection as mandatory for grinding, and drilling.

As a guide if you are 1 metre away and you cannot clearly hear what a colleague is saying the level is likely to be around 80dB(A) or higher, it is a legal requirement to wear hearing protection. When hearing protection is mandatory this will be identified by local signage.

Hearing protection is provided free of charge and is available from the office.

Machinery will undergo the relevant maintenance schedules as recommended by the manufacturers hand book and this will assist with noise & vibration reduction. Other engineering methods will be used to reduce noise exposure where possible.

Electricity

No electrical work is undertaken by Blakes and is subcontracted to fully qualified and NICEIC approved contractors.

Employees are required to inspect electrical equipment for obvious defects prior to use. Defective electrical equipment should be withdrawn from use until repaired by a competent person. Workers should not attempt to repair defective electrical equipment unless they have been trained and authorised to do so.

Employees must not:

- Leave cables where they can get damaged, wet, or pulled out of their connection.
- Lift, pull, lower, or carry electrical equipment by the electric wire.
- Misuse electricity or electrical equipment.
- Run power tools from any lighting circuit.
- Force a plug into a wrong socket or jam wires into sockets.
- Always keep switchboards & main electrical panels clear of obstructions at all times.

Portable appliance testing of tools used on construction sites will be undertaken every 3 months, and every year for all other items. The Health and Safety Consultancy engaged will undertake these duties. Site foremen will ensure no items have been overlooked.

Gas Safety

Blakes do not directly undertake any gas installations and appliances. Any work of this nature is carried out and maintained by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998.

Heights

All work at height will be risk assessed, with a view to reducing the resulting risks. When it is not reasonably practicable to undertake work any other way, the use of Scissor lifts, MEWPS & scaffold will be used for any work not of short duration. All equipment will be inspected as per the legal requirements by a competent person. Documentation for this is in the office H&S file.

No person will work from height, unless the equipment & fall protection has been checked prior to use and certified as safe. Fall arrest equipment will be worn by competent persons other wise work will not commence.

Confined Spaces

A risk assessment will be undertaken which identifies the nature of the confined space and subsequent appropriate types of safe working practises therein. The significant findings of the assessment will be included in the Permit to Work (PTW). All relevant workers will be provided with information and training regarding working in confined spaces.

The Engineer is responsible for ensuring that training in the SSOW & PTW are given to employees, and engaging only competent contractors in this kind of work.

Employees are required to follow the Permit to Work specifications, only undertaking work that is documented. If work outside the specifications is required then the Permit must be taken to the issuer and cancelled, with a subsequent Permit being drawn up.

Manual Handling

Where manual handling of heavy loads cannot be avoided, assessments will be undertaken to determine how the risks associated with the task, the load, the environment and the individual can be reduced. All handling will be mechanised where possible and the equipment used should be appropriate for the task, however, when deemed necessary by a risk assessment, employees will be provided with manual handling information, instruction and training.

The employee will consider any special manual handling risks prior to the start of a job and should not attempt to lift or move a load which is too heavy to manage comfortably. If in doubt, assistance should be sought.

Employees should not attempt to remove items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should never use chairs or makeshift devices for climbing or reaching.

Assessments will be undertaken of the manual handling risks associated with the activities undertaken, i.e. Loading and unloading small equipment

The significant findings of the assessments will be included in the method statements

Abrasive Wheels

The only person permitted to mount an abrasive wheel is a person who has received the necessary instruction and training and is in possession of a current certificate as an “appointed person”. Grinding machines will also be withdrawn from working use every 2 weeks to be examined and serviced by the appointed person.

Full PPE must be worn when using abrasive wheels. This includes goggles for eyes (a visor for face protection may be necessary), ear protection, clothing without trailing chords & hair tied back. Respiratory protection may be required during long periods of grinding.

The grinding area will be isolated from other workers so as to avoid danger to others from flying particles.

Display Screen Equipment

The use of DSE equipment will be risk assessed. Duties will aim to consist of a mix of screen-based and non screen-based activities to prevent fatigue and to vary visual and mental demands. When this is not possible, deliberate breaks or changes in activity must be introduced. Factors to be considered include the following:

- Breaks to be taken before the onset of fatigue.
- Breaks or changes in activity are included in an employee's working time.
- Short, frequent breaks (5-10 minute break every 50-60 minutes) are more beneficial than occasional, longer breaks.
- Breaks should be taken away from the screen.

All users will be provided with health and safety training; in future this will be added to the company's induction training.

Eye and Eyesight Tests

The Company will reimburse all DSE users the cost of their eyesight test.

Where spectacles are required to correct vision defects at the viewing distance(s) used specifically for DSE work, the Company's contribution to the cost of spectacles will equal the cost of a basic pair of spectacles.

Vibration

All hand tools have been assessed for the risk of vibration. Some equipment has been identified for further assessment. Whilst this is ongoing, staff will receive training in vibration awareness and the importance of task rotation.

The company aims to individually assess all high risk vibrating equipment.

COSHH

All hazardous substances used will have a COSHH assessment undertaken, with the relevant control measures put in place. SHE Knows, Health and Safety will undertake these assessments and advise on the best method of control if elimination or substitution is not practicable.

A master file of safety data sheets and COSHH assessments will be kept in the office. Use of such substances will be relayed to employees in Tool Box Talks.

Selection of Contractors

Contractors will be selected through a qualifying selection process which includes the checking of references.

The following information will also need to be supplied and analysed:

- Employers liability insurance
- Public/products liability insurance
- Risk liability insurance
- Professional indemnity insurance
- Accident statistics
- Memberships of professional bodies
- Qualifications of the Safety, Health & Environmental advisor
- Quality accreditations

If a contractor has had a past RIDDOR accident or any enforcement notices, then the H&S consultant will be informed and they will ensure remedial actions have been implemented and upheld before the contractor is considered.

Lone Working

Setting up a set of practical procedures to protect employees in a lone working situation has to be simple and convenient. To this end the Company logs a job and allocates an employee. Lone working will be avoided where possible. When a job involves lone working the office will be responsible for keeping in contact with the worker and ensuring their safety. This includes at the end of the day before they depart for home.

All staff have mobile phones and the contact details of the local emergency services. The Company is also looking to provide emergency first aid training to all employees.

Pregnant and nursing mothers

The Health and Safety Consultant will assess the risks to the health of Pregnant Women, New and Breast-feeding Mothers. A risk assessment will be carried out when the Company is notified by an employee that she is pregnant and a further assessment if, on the date she returns to work, a woman has given birth within the last 6 months or is breastfeeding her child.

Manual Handling risk assessments will be reviewed for the employee concerned and refresher training will also be given.

Employees at Special Risk

The company recognises that some employees may from time to time be at an increased risk of injury or ill-health resulting from work activities. If any employee becomes aware of any change in their personal circumstances which could result in their being at increased risk, they are to inform their Foreman or supervisor as soon as possible.

Medical conditions, permanent or temporary disability or taking medication

The Health and Safety Consultant Construction Safety South East Ltd will assess the risks to the employee and a risk assessment will be carried out when the Company is notified by the employee of a change in their personal circumstances.

Safety Rules

General

All employees should be aware of and adhere to the company's rules and procedures on health and safety. All unsafe working practices or conditions must be reported immediately to the Managing Director. Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of themselves or any other person are forbidden.

- Employees must not move, tamper or attempt to repair any electrical equipment or machinery in a manner not within the scope of their duties.
- All waste materials must be disposed of in the receptacles provided and in such a way that they do not create a hazard to other employees or visitors.
- No employee should undertake a job which appears to be unsafe.
- No employee should undertake a job until they have received adequate training to allow them to complete the job safely.
- Work should be well planned to avoid injuries in the handling of heavy materials and while using equipment.
- Employers must wear suitable clothing and footwear at all times. Personal protective equipment must be worn where appropriate.
- All material must be properly and safely used and stored properly and safely when not in use.
- Employers should use handrails when going up and down stairs, should never read while walking and must close filing cabinet drawers when not in use.
- The company operates a No Smoking Policy on its premises.
- No alcohol or drugs (other than those prescribed by a medical practitioner and which do not affect the employee's ability to safely undertake their duties) must be brought onto, used or consumed on the company premises.

Access and Egress

- Walkways and passageways must be kept clear and free from obstructions at all times.
- Spillages in walkways or passageways must be clearly marked with warning signs and wiped up immediately.
- Trailing cables must not be left in any walkway or passageway.
- Where objects are stored in or around walkways or passageways, care must be taken to ensure that the objects do not create a danger to employees.

Acknowledgement

This page is to certify that the engineer / sub contractor has read and understood the above health and safety policy for Blakes Air Conditioning Ltd and in carrying out any work or duties for Blakes Air conditioning Ltd will abide and put into practice the policies and prodceedures set out above.

Signature.....

Name:

Position:

Date.....