



## **COLIN PEACOCK LTD.**

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# **HEALTH AND SAFETY POLICY**

## **JUNE 2016**

Prepared by: Haze and Safety Ltd

## **PREFACE**

Without active support, any attempt at organised accident prevention will be useless - or even worse than useless, since there may be an illusion that health and safety matters are under control, resulting in complacency. Avoidance of accidents requires a sustained integrated effort from all departments, Supervisors and workers in an organisation. Only management can provide the authority to ensure this activity is co-ordinated, directed and funded. Its influence will be seen in the policy made, the amount of scrutiny given to it, and the ways in which violations are handled.

The most effective means of demonstrating management commitment and support is by issuing a safety policy statement, signed and dated by the most senior member of the management team, and then ensuring that the requirements of the policy are actively carried out by Supervisors and workers. Lack of firm management direction of this kind encourages the belief that “safety is some-one else’s business”.

This Health and Safety document is designed not only to fulfil the requirements of current legislation, but to provide a useful management tool which will assist Colin Peacock to manage a fully auditable Health and Safety System. It also provides a useful reference document for all management and personnel.

This Health and Safety document is designed not only to fulfil the requirements of current legislation, but to provide a useful management tool which will assist Colin Peacock Ltd to manage a fully auditable Health and Safety System. It also provides a useful reference document for all management and personnel.

**Colin Peacock Ltd** are a contractor specialising Control Panel Manufacture and Installation either in new or existing buildings. Our work is primarily in the commercial sector although we do works in the housing sector, although a significant proportion of our works are on larger commercial properties for individual Clients.

Based in Wickford near Southend we are an established company with over 40 years’ experience in the industry focusing on quality and value for money. We pride ourselves on working in a ‘non- contractual’ style: Customer Service is our number one priority keeping to quoted prices and avoiding unexpected extra costs.

Our control panels are manufactured in house by a team of experienced technicians. We use quality components which have been tried and tested over years of product development.

Each panel is manufactured to the highest standards and to the latest electrical regulations. A methodical approach is employed to internal layouts with the addition of engraved labels for easy identification of components. Once a panel is completed it is inspected and functionally tested prior to leaving the workshop. Panels are then packaged and delivered using reliable and flexible delivery services.

Our clients mean everything to us. In order to sustain business and positive growth, our people are expertly trained to deliver the organisation's core values of honesty, professionalism and passion.

The company's commitment to training ensures that our workforce remain some of the best in the industry. We evaluate skills and provide appropriate training and support to guarantee success. A specific performance management process means we can then deliver fair appraisals.

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- Section 1: Policy Statements
- Section 2: General Policy Procedures
- Section 3: Document Control
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# **COLIN PEACOCK LTD**

## **HEALTH AND SAFETY SECTION 1**

### **POLICY STATEMENTS**

These statements are to be Read in conjunction with, and to be considered part of, the Health and Safety Policy of Colin Peacock Ltd.

**STATEMENT OF INTENT**

The Directors of Colin Peacock Ltd have produced this Health and Safety Policy which defines the Company's general objectives, organisation and arrangements in the field of Health and Safety

In accordance with its duty under Section 2(3) of the Health and Safety at Work, etc., Act 1974, and in fulfilling its obligations the Directors have produced the following statement of intent in respect of Health and Safety, welfare and environmental concerns.

It is the aim of Colin Peacock Ltd, so far as is reasonably practicable, to ensure that:-

1. The working environment of all employees is safe and without risks to Health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
2. That persons who are not in our employ, who may be affected by our activities, are not exposed to risks to their Health and Safety.
3. Arrangements for the use, handling, storage and transportation of articles and substances for use at work are safe and without risk to Health.

Colin Peacock Ltd employees and sub-contractors are reminded of the legal requirement to ensure that the Company's Health and Safety Policy is observed. In particular, they are required:

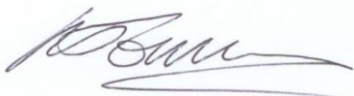
1. To take reasonable care for their own Health and Safety at work and of those who may be affected by their actions, or by their neglect.
2. To co-operate with their employer to ensure that any duty, or requirement, for Health and Safety, imposed upon their employer by law, is performed, or complied with.
3. Not to intentionally, or recklessly, interfere with, or mis-use, anything provided in the interest of Health, Safety, or Welfare.

**Specific Objectives are:-**

To prevent injury to persons associated with the Company's operations, damage to property and the consequent waste of resources.

The Company considers the implementation of this policy to be a function of prime importance; it looks to its Supervisors to ensure that the Company's policy is carried out by all employees and subcontractors.

Signed for and on behalf of  
Colin Peacock Ltd



Nigel Thompson  
Director

Date: 4<sup>th</sup> July 2016

Review date: June 2017

**EQUAL OPPORTUNITIES POLICY STATEMENT**

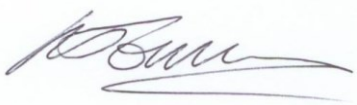
The Company is committed to establishing equal opportunities and will ensure that present and future members of staff or applicants for appointments do not receive less favourable treatment on the grounds of sex, race, colour, creed, ethnic origin, disability, marital status, age, sexual orientation, or a positive diagnosis of HIV/AIDS, or be placed at a disadvantage by imposing conditions or requirements which are not justifiable.

Appointment to a position or promotion within the Company structure will be determined solely by merit related to effective performance, the job and the needs of the Company.

The Company is committed to making this policy fully effective. To this end, overall responsibility for monitoring the effective working of this policy is vested in the person responsible for Health and Safety.

It is the responsibility of the Company's employees to accept their personal involvement in ensuring that this policy operates effectively.

Signed for and on behalf of  
Colin Peacock Ltd



Nigel Thompson  
Director

Date: 4<sup>th</sup> July 2016

**ENVIRONMENTAL CONSIDERATIONS POLICY STATEMENT**

The Company will comply with the spirit, as well as the letter of environmental legislation and approved codes of practice and will co-operate fully and maintain open relationships with all regulatory authorities. The Company will assess the environmental effects of its productions, projects, policies and operations, with a view to reducing and controlling environmental impact.

The Company will foster an understanding of the environmental issues arising from its business activities amongst its employees, suppliers, contractors, customers and also within the local community.

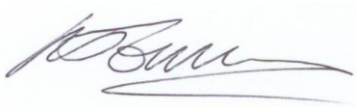
The Company's aim is to indicate where appropriate action can be implemented to avoid, reduce or mitigate environmental problems and, where action can be taken, to bring about environmental gain.

Any disciplinary issues associated with environmental performance will be handled initially by the Foreman and passed to director level if no solution can be found. Any issues, which are considered to be items of gross misconduct or have significant impact for safety or the environment, will be handled by the Director.

The environmental aspects to each individual project will be covered by risk and COSHH assessments which will be kept on site.

To this end the Company has put together the following environmental memorandum.

Signed for and on behalf of  
Colin Peacock Ltd



Nigel Thompson  
Director

Date: 4<sup>th</sup> July 2016



**ENVIRONMENTAL MEMORANDUM**

Training	Training of operational personnel is kept under continual review and updated as necessary to ensure that personnel are suitably qualified or trained in looking after the environment.
Contractor Control	Contractors are audited, prior or during use, to check whether they will follow our procedures or have their own documented standard to meet the requirements. The use of suppliers is approved by the Directors. This approval process includes assessing the environmental suitability of processes or materials used by contractors or suppliers, if necessary via supplier audit.
Risk Assessment	The Risk Assessment process considers relevant legislation and codes of practice. Any changes to legislation will be fed into the risk assessment process with changes made to the operational arrangements as required.
Emergency Planning	Preparation for environmental incidents is considered as part of the risk assessment process. Should there be a near miss or other incident during the course of the work, a report will be completed and will be submitted to the Director.
Reporting	<p>In summary reporting of incidents will be as follows:-</p> <ul style="list-style-type: none"><li>• On site notification to the Foreman.</li><li>• Personal injuries will be recorded in the accident book B1510.</li><li>• Other incidents, completion of incident report form.</li><li>• Reportable accidents as defined by RIDDOR will be reported to the HSE</li><li>• Any environmental incident, which requires notification to the Environment Agency, will be completed.</li><li>• Copies of these reports will be sent to the Director within 24 hours.</li></ul>
Services	Ensure that existing services are not damaged and are maintained in good condition.
Adjacent Premises	Take effective precautions to protect occupiers of adjacent land or buildings and the general public from any danger discomfort, disturbance, trespass or nuisance.
Dust	Reduce nuisance arising from dust to an absolute minimum.
Noise	Control noise on site by complying with the Noise at Work Regs 2005, and Local Authority requirements. Minimise noise from plant by using silencers, shields or barriers as necessary. Correct maintenance reduces noise levels. Special requirements including restricted working hours may be necessary in certain areas such as residential and other noise sensitive areas.

Site Traffic	Consider traffic flow scheduling, parking and materials. Collection/delivery programming to reduce environmental impact.
Cleanliness	Keep work areas clean.
Good Neighbours	Establish “good neighbour” relations with occupiers of premises in the immediate vicinity of site.
Pedestrians	Reduce pedestrian disruption to a minimum.
Protection	Safeguard the public from any potential hazards or dangers generated by site structures or activities.
Vehicles/Plant	Maintain all vehicles/plant in good condition to reduce excess air pollution and noise elements
Fires	Do not light fires on site.
Harassment	Do not allow site operatives to call to or whistle at passers by.
Waste	Do not allow rubbish to accumulate near site entrances or where it can flow onto surrounding property or roads. Ensure waste is disposed of by a specialist waste remover.

**DISABILITY DISCRIMINATION ACT POLICY STATEMENT**

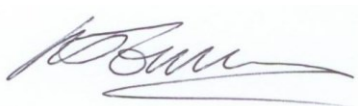
The Company is aware of and has taken steps to comply fully with the Disability Discrimination Act.

A holistic approach has been taken in order to embrace all aspects which need to be considered. A few of these items are as follows:-

- Staff attitudes and awareness
- Customer communications
- Design of the built environment
- Management of the buildings
- Policies and procedures
- Alternative ways to provide our service
- Assistive technology and aids
- Alternative information formats
- Website accessibility

The Company will undertake an access statement which covers areas such as action already taken and future plans for improvements. Many alterations or improvements can be gradually addressed as areas are refurbished or decorated, thus planned implementation of change can often be achieved at minimal expense. The access statement is a living document which will change throughout the life of the building or space and will show a clearly defined audit trail and rationale behind decisions taken and demonstrate that the best solutions have been sought.

Signed for and on behalf of  
Colin Peacock Ltd



Nigel Thompson  
Director

Date: 4<sup>th</sup> July 2016

**BRIBERY POLICY STATEMENT**

The Directors of Colin Peacock Ltd have produced this Bribery Statement which defines the Company's general objectives and arrangements in the field of Bribery.

In accordance with its duty under the Bribery Act 2010 which came into force on the 1<sup>st</sup> July 2011, and in fulfilling its obligations to Clients, employees and sub-contractors. The Company has produced the following statement of policy in respect of Bribery.

Section one of the act describes bribery as when a person offers, gives or promises to give a financial or other advantage to another individual in exchange for improperly performing a relevant function or activity.

Section two defines being bribed as requesting, accepting or agreeing to accept such an advantage, in exchange for improperly performing such a function or activity.

Section three covers the functions of a business, trade or profession.

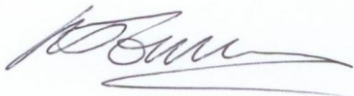
It is the aim of Colin Peacock Ltd, so far as is reasonably practicable, to ensure that:-

- 1) None of its directors, employees or sub-contractors accepts any type of gift, no matter how small, which could be considered to be a bribe.
  
- 2) None of its directors, employees or sub-contractors offers any type of gift, no matter how small, which could be considered to be a bribe.

Any person caught breaking these rules will be summarily dismissed from the company's employ with immediate effect.

The Company considers the implementation of this policy to be a function of prime importance; it looks to its Managers to ensure that the Company's policy is carried out by all employees and subcontractors.

Signed for and behalf of  
Colin Peacock Ltd



Nigel Thompson  
Director

Date: 4<sup>th</sup> July 2016

The Directors of Colin Peacock Ltd have produced this Driving at work Policy which defines the Company's general objectives, organisation and arrangements.

In accordance with its duty under INDG382 Driving at work. Managing work related road safety, and in fulfilling its obligations to both employees and the general public who may be affected by its activities, the Directors have produced the following statement in respect of Driving at work.

It is the aim of Colin Peacock Ltd, so far as is reasonably practicable, to ensure that:-

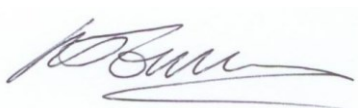
1. Our drivers are up to the expected standards, are fit and well and not impaired in any way.
2. All journeys are planned in advance.
3. All of our vehicles are maintained in a good and road worthy condition.
4. Information, instruction, and training is provided, as necessary, to secure the Health and Safety at work of all drivers.
5. Arrangements for the handling, and transportation of articles and substances for use at work are safe and without risk to Health.

The Directors have direct concern for this policy and affords Health and Safety matters equal priority to other management functions within the Company.

Colin Peacock Ltd employees are reminded of the legal requirement to ensure that the Company's Driving Policy is observed.

The Company considers the implementation of this policy to be a function of prime importance; it looks to its Manager to ensure that the Company's policy is carried out by all employees.

Signed for and behalf of  
Colin Peacock Ltd



Nigel Thompson  
Director

Date: 4<sup>th</sup> July 2016

# **COLIN PEACOCK LTD**

## **HEALTH AND SAFETY SECTION 2**

## **GENERAL POLICY PROCEDURES**

These statements are to be Read in conjunction with, and to be considered part of, the Health and Safety Policy of Colin Peacock Ltd

**GENERAL POLICY PROCEDURES**

**CONTENTS**

1. Health and Safety Structure
2. Health and Safety Responsibilities
3. Health and Safety Arrangements

# **COLIN PEACOCK LTD**

## **HEALTH & SAFETY STRUCTURE**

These statements are to be Read in conjunction with, and to be considered part of, the Health and Safety Policy of Colin Peacock Ltd



**HEALTH AND SAFETY STRUCTURE**

**DIRECTORS NIGEL THOMPSON**

Hold overall responsibility for resources and the successful implementation of the Company's Health and Safety philosophy. This includes ensuring that this policy remains dynamic and current.

**DIRECTORS**

1. Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all under your control.
2. Ensure that all plant is safe and fully efficient, is guarded and equipped with safety devices and has been tested and thoroughly examined in accordance with Regulations.
3. Ensure that all plant operators are only employed on equipment that they are qualified to operate.
4. Ensure that all tests, thorough examinations and inspections of plant are carried out as required and that all necessary records are maintained.
5. Give advice to Foremen on the suitability or otherwise of plant for specified operations and ensure that any necessary safety instructions are issued with power tools or equipment.
6. Arrange for regular servicing and maintenance of all plant and ensure that defects are dealt with promptly.
7. Ensure that facilities are provided to reduce risks of employees contracting industrial dermatitis.
8. Ensure that all fire protection methods are provided and maintained.
9. Ensure first aid facilities are provided and maintained.
10. Ensure all accidents are reported as required by Company Policy.
11. Set a good example by using and wearing any necessary protective clothing or equipment, when appropriate.

**HEALTH & SAFETY OFFICER...NIGEL THOMPSON**

Will ensure that the Health and Safety systems are successfully communicated and administered and that they form a fully integral part of the overall employee terms and conditions of employment. Particular attention should be given to relevant job descriptions, safety rules and provision of technical information and sources.

**COMPANY SECRETARY ...NIGEL THOMPSON**

Ensure that specific legal requirements are adhered to and that steps are taken to comply with changes in these requirements. Evaluate all risks to the Company relating to accidents at work, health risks at work, loss or damage to Company property and risks to the public through Company activity.

Ensuring that all liability is covered by insurance and advising the extent to which risks are acceptable. Periodically reviewing insurance and loss record and advise when action is necessary to correct adverse trends.

Ensure that adequate funds are made available for Health and Safety.

**FIRST AIDERS**

First Aiders/competent persons will be on Sites. First aid boxes will be kept in the office or in our vehicles.

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**  
**CO-ORDINATOR**

Foreman are the nominated persons to co-ordinate the activities of the COSHH regulations on site, there is a functional link to the Health & Safety officer for reporting purposes.

The main materials we use are general materials such as adhesives, mastics, dust etc. We do sometimes use other specific materials, all of these materials have had COSHH assessments carried out on them.

**SYSTEM AUDIT**

Haze and Safety Limited have been contracted to act as advisors and to ensure through regular auditing and periodic inspection visits that Health and Safety objectives and performance standards are met in full.

**FOREMAN**

The Foreman are generally responsible for safety in the areas under their control with the Director in overall charge.

Each Foreman is responsible for implementing Company safety procedures and for complying with legal requirements on his own job(s). All employees with specific responsibilities for health and safety must ensure that they are adequately delegated in their absence.

**EMPLOYEES**

It is the responsibility and a legal requirement of every employee (including sub-contractors), to co-operate with the Management of the Company to ensure the successful implementation of the Health and Safety objectives

**SUB-CONTRACTORS**

Sub-contractors are advised of the Company's safety policy and procedures before orders are placed. Site Foreman are to ensure that sub-contract work is carried out safely using approved methods, equipment and materials.

**COMPANY STRUCTURE FOR  
HEALTH & SAFETY**



# **COLIN PEACOCK LTD**

## **HEALTH & SAFETY RESPONSIBILITIES**

These statements are to be Read in conjunction with, and to be considered part of, the Health and Safety Policy of Colin Peacock Ltd

### **INTRODUCTION**

The contents herein define the way that this company intends to manage its health and safety obligations and the organisation and arrangements set up to carry out the policy. The prevention of accidents and ill health is one of the most important functions of all our Supervisory staff because:

- We do not want any employee or other person to suffer as a result of our work.
- We intend to comply with all health and safety legislation.
- We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management.

### **COMPANY ORGANISATION & STAFF RESPONSIBILITIES**

#### **General**

- a) The Director of Colin Peacock Ltd have overall responsibility for implementing this policy.
- b) The Director and Company Safety Officer are responsible for the interpretation, implementation and review of the health and safety policy.
- c) Every Foreman has a day to day responsibility to ensure safe and healthy working conditions in his own area, for apart from statutory obligations such as the Health and Safety at Work Act, which makes the Company liable to possible civil and criminal charges as well as financial penalties, certain intangible costs like physical suffering and disruption of work can never be measured. Each Foreman may refer to and seek assistance from the Company Safety Officer.

#### **THE DIRECTOR**

The Director is ultimately responsible for all health and safety matters, and are responsible for the dissemination of information to all staff and the operation and regulation of the policy and related disciplinary matters.

**COMPANY SECRETARY, COMPANY SAFETY OFFICER AND COMPANY DIRECTOR NIGEL THOMPSON**

Main responsibilities are to:-

1. Advise and co-ordinate all aspects of the Company's Health, Safety & Welfare Policy and be responsible for this.
2. Advise on the formulation of Safe Systems of Work to minimise personal injury, property and environmental damage and to monitor their effectiveness, once implemented.
3. In compliance with (RIDDOR) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to notify the Health & Safety Executive of any incident specified as "Reportable" (over 7 day) by e-mailing the Health and Safety Executive and making sure that you have all relevant information to hand for the Form 2508 to be correctly filled in.
- 4.

- In the event of a fatal, "Major Injury" or dangerous occurrence under the Regulations, the Health and Safety Executive must be informed by phoning the Central Reporting telephone number : **0845 300 9923** as stated above.
- 5.

- Keep up to date with all new legislation, codes of practice, guidance notes and advice from the Health and Safety Commission and European Community Publications.
6. Monitor new innovations and advise management accordingly.

- To identify hazards that may occur during Company activities and recommend appropriate action to deal with them and that risk assessments have been recorded.
- 7.

8. Organise and co-ordinate all Company health and safety training.

9. That there are adequate arrangements for Fire Precautions.

All equipment on the premises is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination. This includes any Personal Protection Equipment which has been issued.

**OFFICE STAFF**

1. Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.
2. Report any defects in office equipment or machinery immediately to your Foreman.
3. Ensure that you know the procedure in the event of a fire.
4. Report any accident or damage, however minor, to your Foreman.
5. Suggest ways of eliminating hazards and improving working methods.

### **CONTRACTS MANAGER**

The Contracts Manager is responsible for the effectiveness of incorporating the Health and Safety Policy throughout the Company operations and ensuring correct, safe development and to apply the principles of the Policy to the operations under their control. To co-operate with resident or visiting Safety Officers/Consultants/Health and Safety Executives etc., and ensure that any defects or faults brought to their notice are suitably corrected.

**Discipline** : To reprimand and discipline any employees and sub-contractors who are careless in regard to their own or others safety after consultation with the Safety Officer.

**Personal Protective Equipment at work Regulations 1992** : To provide appropriate protective clothing and safety equipment and to ensure that employees use both clothing and equipment as and when required. PPE should always be regarded as the 'last resort' to protect against risks to safety and health, engineering controls and safe systems of work should always be considered first.

**Visitors, including Suppliers, Delivery Drivers, Representatives etc.** : Ensure they are made aware and comply with safety requirements.

**Competency of Personnel** : To ensure that company personnel are adequately competent to carry out the work required of them.

**A Safe Method of Work Statement** : To instruct Operatives in precise terms as to work methods, this should outline the hazards associated with the job and detail safety provisions.

**Manual Handling Regulations 1992** : Assess the loads required to be lifted and where reasonably practicable, provide mechanical aids or reduce the loads required to be lifted manually.

**Training** : To decide on any particular training or instruction required for site personnel and to implement a programme to carry it out.

### **FOREMAN / SUPERVISORS**

Foreman / Supervisors are responsible for all aspects of Health and Safety within the area of their responsibilities and are to keep the Directors fully informed.

Other responsibilities include:-

1. Ensure that all persons under their control understand their responsibilities under the Health and Safety requirements and the relevant parts of this policy.
2. Supervise the workforce to ensure that they are working safely and using the correct equipment.
3. Ensure that all forms required under the Health and Safety at Work etc. Act 1974, and related legislation are issued and kept up to date.

4. Ensure the security and safety of work sites under their control.
5. Investigate and report all accidents, dangerous occurrences, diseases, fires and damage to property to the Directors as soon as possible. Ensure that you are aware of the telephone number of the nearest Health and Safety Executive Office.
6. Ensure that equipment and tools necessary to carry out work safely are provided and that suitable protective clothing is provided and used as appropriate.

### **EMPLOYEES**

1. All employees have a legal responsibility under Section 7A of the Health and Safety at Work etc Act 1974 to take reasonable care for the health and safety to themselves and any other person who may be affected by their acts or omissions at work.

In addition, under Section 7B of the above act, they are to co-operate with Colin Peacock Ltd in satisfying the safety requirements of any statutory provisions.

2. Protective equipment will be issued, under signature, and must be worn.
3. Employees are only to carry out those tasks they have been trained to do, the Foreman is to be informed of further training required.
4. They are to report to the Foreman any unsafe or unhealthy work conditions.
5. They are to take care of any protective clothing issued and not to misuse it. Loss or damage of protective clothing to be reported to the Supervisor immediately.

### **HEALTH & SAFETY RESPONSIBILITIES**

#### **NOMINATED FIRE MARSHAL**

The site Foreman shall be the nominated fire marshal for their area. They shall, as far as is practicable, require any persons at work who are exposed to serious and imminent danger to be informed of the nature of the hazard and of the steps taken or to be taken to protect them from it.

They shall require the persons concerned to stop work and immediately proceed to a place of safety in the event of their being exposed to serious, imminent and unavoidable danger and shall prevent them from resuming work in any situation where there is serious and imminent danger.

Fire extinguishers will be kept in our vehicles which are parked close to the working area. These are water and CO2. Fire extinguishers will also be kept in areas where any hot works are taking place.



# **COLIN PEACOCK LTD**

## **ARRANGEMENTS**

These statements are to be Read in conjunction with, and to be considered part of, the Health and Safety Policy of Colin Peacock Ltd

### **COSHH ARRANGEMENTS**

The Company understands its responsibilities under the Control of Substances Hazardous to Health Regulations 2002, as amended, and is taking all necessary steps to ensure that it complies fully. The Forman have responsibility for ensuring that the risks are assessed, recorded, minimised and documented.

All substances that may be hazardous to health and used by this company will be identified and assessed according to the requirements of the Control of Substances Hazardous to Health Regulations 2002, as amended.

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practise to use working methods to minimise exposure.

As required by COSHH Regulations 2002, as amended the following are the seven most important steps:

- Identify the hazard
- Assess the risk
- Eliminate, prevent or control the risk
- Maintain and monitor the controls
- Monitor the health or the workforce
- Ensure assessments and controls are up to date
- Inform and train the workforce

### **FINANCIAL ARRANGEMENTS**

Colin Peacock Ltd is fully committed to running their business and all their premises so that they comply with all aspects of Health and Safety laws and regulations.

The Directors of Colin Peacock Ltd have, therefore, agreed that sufficient funds will be made available every year to ensure that this commitment is able to be fully and properly implemented.

### **FIRE PRECAUTIONS ARRANGEMENTS**

The Company will maintain a proactive approach to fire prevention on sites and in the works depot by carrying out regular visual inspections of the premises.

The intention of this is to ensure that both the risk of fire and the risks arising from fire are minimised as far as practicable in order to comply with the relevant legislation.

### **Emergency Procedures**

A means of warning of fire must be provided on all projects. The warning system to be used in the event of an outbreak of fire must be identified in the Site Fire Safety Plan. The selection of the type to be used will be dependent on the size and complexity of the project. Typical types of warning systems are:

- Electronically operated electronic sounders
- Hand Bells

- Whistles
- Klaxons
- Manually operated electronic sounders
- Air Horns

Fire notices must be displayed at:

- Fire Points
- In site canteens and drying rooms
- In site offices
- As indicated by any Fire Certificate issued

Clear access to the site and buildings must be maintained at all times. Nominated personnel must have been briefed to provide clear access to the site in the event of an emergency and to co-ordinate and direct emergency services. Clear signs must be installed and maintained in prominent positions indicating the locations of:

- Fire access routes
- Escape routes
- Positions of dry riser inlets
- Fire extinguishers

The escape routes must be provided with sufficient lighting when natural light is inadequate. In most circumstances, it will be necessary to provide some emergency lighting to ensure the safe evacuation during an emergency, particularly on refurbishment works, advice should be sought from the Health & Safety Manager/Adviser.

### **Fire Points**

Fire points, clearly signed, "FIRE POINT" must be located in strategic positions near fire exits on each floor. The maximum distance between fire points on each floor is to be no more than 45 metres. A copy of the emergency procedures must be displayed at each fire point.

### **Site Security**

The most effective method of deterring trespassers as well as preventing malicious fires is to erect a hoarding or fence around the perimeter of the whole site. Illumination of the site is an additional deterrent to unauthorised access and is recommended where appropriate. On high risk, high value, projects the use of an intruder alarm system is an option that should be considered. At the end of each day, a fire check must be undertaken, particularly in areas where hot work has been undertaken.

### **Materials Storage and Waste Control**

So far, as is practicable, combustible materials must be stored in a safe place outside buildings. Where they have to be stored within the buildings, the quantity should be kept to a minimum; suitable fire extinguishers should be kept to hand. Good housekeeping is essential. Waste material, if allowed to accumulate, provides an excellent starting point for fire. All waste, packing materials etc must be removed as soon as possible and no later than the end of each working day. All collected waste materials awaiting disposal must be kept in an area away from temporary buildings, stores or equipment. Fires are not permitted on site.

### **Portable Fire Extinguishers**

An adequate number of portable fire extinguishers of a suitable type must be available at each fire point. Extinguishers within each fire point should be raised, where practicable, so that the carrying handle is approximately 500mm above the floor. Personnel must be sufficiently instructed to be able to use the portable fire fighting equipment provided on site.

### **INDUCTION TRAINING ARRANGEMENTS**

All new employees on commencement of employment will receive a full company induction. All employees attending sites will undertake a site specific induction and must familiarise themselves with all the necessary safety measures applicable to that site.

Each new employee that receives induction training will be issued with an induction pack. Records of induction training will be kept on each individual's personal file for company employees.

### **EMPLOYEE CONSULTATION ARRANGEMENTS**

Safety Committee Meetings are held quarterly with Employee's. Consultation with Employees is an on-going occurrence to encourage a pro-active approach to Health and Safety.

### **MANUAL HANDLING ARRANGEMENTS**

The Manual Handling Operations Regulations 1992, as amended, are fully enforceable in all workplaces and seek to reduce the health and safety risks to employees from handling and lifting loads.

Manual Handling is the transporting or supporting of loads by hand or by bodily force.

All of our materials are delivered by lorry with a hiab off load. Materials are unloaded into our storage area. We do not envisage any manual handling to be excessive.

### **FIRST AID ARRANGEMENTS**

It is the policy of the Company to ensure that adequate first aid facilities are provided for all its employees and sub-contractors. The Director and Foreman are responsible for ensuring that the appropriate first aid equipment and personnel are maintained and suitable.

#### **First-aid boxes**

First aid box's are available in our vans. All boxes contain at least the minimum supplies which are required under law. Only specified first-aid supplies will be kept.

On sites where we are not the PC we will sign up to the PC's first aid provision.

### **ARRANGEMENTS FOR VISITORS**

All visitors to Colin Peacock Ltd sites will be expected to abide by the Company rules regarding Health & Safety. Visitors will be expected to comply with sections 7 & 8 of the Health and Safety At Work Act (1974). In general terms this states that the visitor will take reasonable care for the Health, Safety & Welfare of himself and any other person who may be affected by his/her acts or omissions at work and co-operate with their hosts.

This would specifically include that:-

1. All visitors will behave in such a manner that ensures that no avoidable and unacceptable risk is created.
2. Report any hazards spotted to Colin Peacock Ltd immediately.
3. They must be accompanied at all times unless otherwise agreed.
4. They must not operate any machinery or vehicle unless authorised to do so.
5. All accidents or incidents, however minor occurring on the premises must be reported.

### **NOISE ARRANGEMENTS**

The Control of Noise at Work Regulations 2005, as amended, replace the Noise at Work Regulations 1989. The level at which Colin Peacock Ltd will provide hearing protection and hearing protection zones is now 85 decibels (daily or weekly average exposure) and the level at which Colin Peacock Ltd will assess the risk to workers' health and provide them with information and training is now 80 decibels.

Workers will not be exposed to the exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection.

The main noisy works we encounter is drilling for fixings, hammering etc.

### **PERSONAL PROTECTIVE EQUIPMENT ARRANGEMENTS**

The company has a policy of, and accepts its responsibilities for all personal protection equipment deemed as necessary. It is the duty of all operatives not to misuse and to correctly utilise and store when not in use, any equipment in accordance with instruction and training which has been given. Sub-contractors will supply their own PPE and will not be allowed to work without it.

Our PPE consist of safety boots, hi-vis vest or jackets, hard hats, gloves, hearing protection and face mask. Any other items are issued on an as required bases.

### **RISK ASSESSMENTS AND METHOD STATEMENTS ARRANGEMENTS**

It is company policy to obtain all relevant risk assessments and method statements before any works start on site. Colin Peacock Ltd accept their responsibilities for ensuring these are in place and up to the standard required.

### **WELFARE ARRANGEMENTS**

#### ***Provision of facilities***

Appropriate sanitary conveniences will be provided throughout the workplace. Sufficient numbers of conveniences will be available for both men and women.

We mainly use the PC supply facilities. It is very seldom that we have reason to supply.

### **AIDS ARRANGEMENTS**

There is a very low risk of AIDS being contracted at work. It is not transmitted by normal contact : touching an infected person, sharing toilet and washroom facilities, crockery or cutlery. Normally the AIDS virus survives only for a very short period outside the body. This is not, however, an excuse for complacency and it is essential to prevent any risk. Every employee and sub-contractor must observe the Company's hygiene practices at all times.

**SECURITY ARRANGEMENTS.**

Security will be maintained at the Company premises by the company's personnel under the direction of the Director.

**VISITORS TO OUR SITES ARRANGEMENTS**

Visitors may not be aware of the hazards on the site. Any visitors are to be accompanied and must comply with company rules and requirements at all times. This also includes the wearing of safety equipment.

**EMERGENCY PROCEDURES ARRANGEMENTS**

Decide on where our employees are to assemble in an emergency. Keep clear of access routes for emergency vehicles.

Phone the emergency services using the company mobile phone and take all precautions to keep the workers and the general public safe.

For works on site we will sign up to the PCs emergency procedures.

**TRAFFIC MANAGEMENT ARRANGEMENTS**

Our works do not involve any traffic management.

**TRAINING ARRANGEMENTS**

All of our operatives are fully trained in the works they carry out. All Health and Safety training is carried out by our consultants Haze and Safety.

All of our operatives attend a refresher course on health and safety every 3 years. These include Manual Handling, Work at Height, HAV, Noise etc.

**ACCIDENT / INCIDENT / NEAR MISS ARRANGEMENTS**

All accidents, incidents and near misses must be reported to the site foreman for entry into the accident book and site diary. No matter how small they must be reported.

Any reportable accidents, incidents or near misses will be reported to the HSE and the Colin Peacock Ltd Director at the earliest opportunity. All reportable accidents, incidents or near misses must be reported back to Haze and Safety so a detailed report can be written.

**C.D.M. ARRANGEMENTS**

The Company understands its obligations to comply with the CDM Regulations and will take all necessary steps to ensure that they comply fully.

**Contractor**

Anyone who directly engages construction workers or manages construction work is a contractor.

This includes companies that use their own workforce to do the work on their premises and duties apply to all workers be they employees, self-employed or agency workers.

The contractor's duty is to:

- plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- for projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- for single contractor projects, prepare a construction phase plan.

### **Workers**

As people working for or under the control of contractors on a construction site the workers have duties as well as their employers.

Workers must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and others who may be affected by their actions
- report anything they see which is likely to endanger either their own or others' health and safety
- cooperate with their employer, fellow workers, contractors and other duty holders

### **ASBESTOS ARRANGEMENTS**

The Control of Asbestos Regulations 2012 came into force on 4<sup>th</sup> April 2012.

These regulations bring together areas covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing. It covers the removal, repair or disturbance of asbestos or materials containing asbestos.

Section 4 includes a 'duty to manage asbestos' in non-domestic premises and requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make and keep an up to date record of the location and condition of the asbestos in the premises.
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials.
- Prepare a plan setting out how the risks from the materials are to be managed.
- Take the necessary steps to put the plan into action.
- Review and monitor the plan periodically.
- Provide information on the location and condition of the materials to anyone who is likely to disturb them.

The dutyholder is all those who have responsibility for the maintenance and/or repair of non-domestic premises or any means of access or egress to or from those premises..

Section 5 includes the identification of the presence of asbestos. This is done by carrying out a risk assessment and acting on the findings. If unsure about a material which may contain asbestos the a survey may be undertaken by a licensed contractor.

Section 6 includes the assessment of work which exposes employees to asbestos. No work must be carried out until section 5 above is complete.

Section 7 includes for the writing up of a plan of work. This is done by the employer.

Section 8 includes for the Licensing of work with asbestos. An employer must hold a licence granted under paragraph 2 before undertaking any licensable work with asbestos. The HSE will grant a licence to anyone who meets their requirements and fills out the appropriate forms. These can be obtained from the HSE website.

For licensable work with asbestos, an employer must notify the appropriate enforcing authority as stated in the regulations.

Work is only exempt from licensing if:-

The exposure of employees to asbestos fibres is sporadic and of low intensity (but exposure cannot be considered to be sporadic and of low intensity if the concentration of asbestos in the air is liable to exceed 0.6 fibres per cm<sup>3</sup> measured over 10 minutes); and

Section 9 includes the notification of work with asbestos. For licensable and some un-licensable work with asbestos, an employer must notify the appropriate authority at least 14 days before undertaking the works.

Section 10 includes for information, instruction and training. The Regulations require mandatory training for anyone liable to be exposed to asbestos fibres at work. This includes maintenance workers and others who may come into contact with or who may disturb asbestos (e.g. Mechanical Installations) as well as those involved in asbestos removal work.

We may come across some unplanned asbestos in our works, if we do work will stop immediately and we will inform the client who will be responsible for protecting or removing before we return to work.

### **PORTABLE POWER TOOLS ARRANGEMENTS**

The Foreman will ensure that the temporary electrical supply is tested and installed as planned. The Foreman will ensure that all contractors and sub-contractors equipment is in good condition, complies with relevant legislation and British Standards before permitted for use on site. Immediate action will be taken against any person abusing or incorrectly using electrical equipment on site.

The Foreman will ensure all power cables are installed clear of access ways and preferably above head height to a minimum of 2 metres from the floor. The Foreman will ensure that any portable generator or any other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.

Only authorised, trained and competent members of and accredited to, the National Council for Electrical Installation Contracting (NICEIC) will be permitted to install, repair or alter electrical equipment.



Any defects noted in electrical equipment must be reported to the Foreman so that immediate steps can be taken to repair the defect by the site electrical or hire company.

Power tools will all be 110 volt and maintained in good condition with casing intact and labels fitted showing voltage and other information. All power tools will be PAT tested. Any defective equipment will be immediately removed from the workplace, secured so as to prevent unauthorised or accidental use, labelled and stored until adequate and proper repairs have been carried out.

#### **ABRASIVE WHEELS ARRANGEMENTS**

For safe use the following must be followed:-

- carry out a risk assessment
- the correct disc or wheel is used and properly mounted
- the speed in R.P.M. of the machine does not exceed the safe R.P.M. marked on the wheel.
- The abrasive wheel or disc is properly guarded.
- Abrasive wheel discs are stored properly and handled with care (if a wheel or disc is chipped it must NOT be used).
- Goggles/face shields (to BS standard) are to be worn by the user and gloves where necessary.
- If excessive dust is dispersed by the grinding process masks must be worn.

The name of employees trained will be entered in the approved register denoting the type of abrasive wheel they are allowed to change. The register will be kept up to date and be kept readily available for inspection in the office.

#### **HAND ARM VIBRATION ARRANGEMENTS**

Hand arm vibration is vibration transmitted from work processes into worker's hands or arms. It can be caused by operating hand held power tools, such as grinders, drills or by holding materials being processed by machines such as pedestal grinders.

It is measured by the length of time any person is in contact with a vibrating piece of equipment. Any exposure above  $2.5\text{m/s}^2$  require further controls and monitoring (*this level is known as the 'exposure action level'*).

A standard tool box talk on this subject is to be undertaken by all personnel. Should any work process involve lengthy exposure to any vibrating equipment a risk assessment will be undertaken and measures taken to ensure appropriate avoiding action is taken.

#### **FOREIGN NATIONALS ARRANGEMENTS**

With the increase in European non-English speaking operatives on sites, we must ensure that Safety instructions and information are still communicated. To this end, all contractors on our sites must include, within the site workforce, at least one Supervisor fluent in English, through whom instructions and information can be passed to the workforce.

## **WORK AT HEIGHTS ARRANGEMENTS**

### **Hazards**

The main hazards associated with work at heights include:-

- Falls of persons from working place or accesses.
- Falls of materials or articles.

### **Planning Procedures**

All work will be planned taking into account the relevant standards, risk assessments and the requirements of any Health and Safety Plan required for the work.

### **The Directors will:-**

- Ensure that work is planned to ensure that a safe access/egress and working place is provided for operatives to work at heights before work commences on site.
- Ensure that, where practicable, work at heights is carried out from a safe position on a building or structure or from a scaffold provided in accordance with the appropriate procedures.
- Ensure that suitable and sufficient material and equipment is provided on site for work to be carried out safely in accordance with the relevant standard, risk assessments and any method statements.

Work at height will be avoided where possible.

## **CO-OPERATION, CO-ORDINATION**

Co-operation between parties and co-ordination of the work are key to the successful management of construction health and safety.

Co-operation and co-ordination can only be meaningful if the relevant members of the project team have been appointed early enough to allow them to contribute to risk reduction.

This is particularly important during the design stage when both clients and contractors should contribute to discussions on buildability, usability and maintainability of the finished structure.

Clients should seek to appoint those who can assist with one designer as the 'Principal designer' is often the best way to ensure co-ordination and co-operation during work which involves a number of designers. For notifiable sites, this 'Principal designer' will take on the CDM duties.

Unrealistic deadlines and a failure to allocate sufficient funds are two of the largest contributors to poor control of risk on site. When engaging designers and contractors, and for notifiable projects appointing principal contractors, clients have to consider the resources (eg staff, equipment and, particularly, time) needed to plan and do the work properly.

Any contractors who are being considered for appointment should be informed of the minimum time period allowed to them for planning and preparation before construction work begins on site.

Contractors should be given sufficient time after their appointment to allow them to plan the work and mobilise the necessary equipment (e.g. welfare facilities) and staff to allow the work to proceed safely and without risk to health.

This is particularly important where the project involves demolition work- contractors must be given sufficient time for the planning and safe execution of any demolition activities.

Clients should consult with appointees (including the principal contractor) to find out how much time they will need for planning and preparation before work is expected to start in order that both parties can agree a suitable time period.

Similarly, Principal Designers will need sufficient time after their appointment to carry out their duties as well as the CDM duties under the regulations.

Clients must then inform their appointees how much time the Client has allowed for planning and preparation before the work starts.

At Colin Peacock we are never the Principal Contractor. We attend meetings with the client and designer on site, where everything is discussed about the site and the works.

### **WORK EQUIPMENT**

We do not own any work equipment ourselves. Work equipment is hired in and maintained by the hirer. Equipment is only hired for short periods.

### **OCCUPATIONAL HEALTH POLICY**

#### **General Statement.**

It is our policy to provide, so far as is reasonably practicable, a healthy working environment for all of our employees. This means that we will take steps to monitor and prevent the occurrence of any work related disease.

We will also take steps to provide working conditions which are not only healthy and comfortable, but which will encourage optimum performance from staff.

#### **The legal position**

Our general duty to provide a healthy working environment is governed by the Health and Safety at Work Act 1974. This covers any aspect of employee health which could be affected by our business undertaking. Where relevant, we also have duties under specific legislation, such as the Control of Substances Hazardous to Health Regulations 2005, as amended,. Any health risks will be managed by carrying out a risk assessment to see what, if any action is required. Should a sufficient risk be identified, any employees affected will be advised of the measures that will be taken in order to safeguard their health. If this involves any further training, or instruction in how to wear or maintain PPE, this will be arranged.

#### **Fitness to work.**

We recognise the importance of having a workforce which is able to carry out the work which we require. This is important for employees own health and safety, as well as their colleagues.

For this reason, we retain the right to require any employee working in a safety critical role to complete a health questionnaire. Such a role includes, but is not confined to the following :-

- Operators of machinery – large and small.
- People working at height.
- People working in dusty environments.
- People working in noisy environments.

**Medical referral.**

Should a problem arise which needs further clarification, we also retain the right to make a referral to an independent medical advisor of our choice. Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports Act 1988. This and any related information will also be kept in accordance with the requirements of the Data Protection Act 1998 at all times.

**Employee concerns.**

Should an employee have any occupational health related concerns, they should be raised with their line manager in the first instance. It will be dealt with promptly and where necessary, advice will be given on any further action required.

# **COLIN PEACOCK LTD**

## **HEALTH AND SAFETY SECTION 3**

### **DOCUMENT CONTROL**

These statements are to be Read in conjunction with, and to be considered part of, the Health and Safety Policy of Colin Peacock Ltd

**Document Control - Health and Safety Policy Changes.**

<b>Review Date</b>	<b>Issue No.</b>	<b>Details of Changes</b>
June 2008	1 <sup>st</sup>	New Issue
August 2008	2 <sup>nd</sup>	Added Arrangements for Lone Workers
June 2009	3 <sup>rd</sup>	Annual Audit Added Driving at Work Policy – page 12 Added Foreign National Arrangements – page 41
June 2010	4 <sup>th</sup>	Annual Audit
December 2010	5 <sup>th</sup>	Added Health Surveillance Policy – pages 15,16 + 17 Added name of Office Fire Marshall - page 21 Added more to Co-operation and Co-ordination in CDM Section – page 111
June 2011	6 <sup>th</sup>	Annual Audit
June 2012	7 <sup>th</sup>	Annual Audit. Bribery policy added and new format.
June 2013	8 <sup>th</sup>	Annual Audit. Asbestos regulations updated. As amended regulations added.
June 2014	9 <sup>th</sup>	Annual audit. RIDDOR updated.
June 2015	10 <sup>th</sup>	Annual Audit. CDM regs updated to 2015.
June 2016	11 <sup>th</sup>	Annual Audit. No changes.

# **COLIN PEACOCK LTD**

## **HEALTH AND SAFETY SECTION 4**

### **SIGNATURE FORM**

These statements are to be Read in conjunction with, and to be considered part of, the Health and Safety Policy of Colin Peacock Ltd.

