

# **Health & Safety Policy**



**Preservation Treatments (Surrey)  
Ltd**

**Belmont House  
Belmont Road  
Camberley  
GU15 2NZ**

**UPDATED 23 JUNE 2011**

**Prepared by:**

**de Silva Safety Services  
01344 441494**

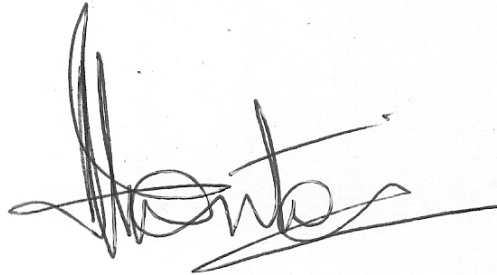
**[info@desilvasafetyservices.co.uk](mailto:info@desilvasafetyservices.co.uk)  
[www.desilvasafetyservices.co.uk](http://www.desilvasafetyservices.co.uk)**



## **HEALTH & SAFETY STATEMENT OF INTENT**

- It is the policy of Preservation Treatments (Surrey) Ltd to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment. The health and safety objective of Preservation Treatments Ltd is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace.
- The Company will provide and maintain safe premises (and means of access and egress from it); plant and equipment, and will further ensure safe handling and use of substances.
- Preservation Treatments Ltd recognises and accepts the duty to protect the health and safety of all visitors to Preservation Treatments, including contractors and temporary workers, as well as any members of the public who might be affected by our operations. It will consult with its staff in pursuance of this responsibility.
- Whilst the management of Preservation Treatments Ltd will do all that is reasonably within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is also the responsibility of each and every individual associated with Preservation Treatments Ltd. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.
- The management of Preservation Treatments Ltd will provide every employee with the information, training and supervision necessary to carry out his or her tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation, which could jeopardise the well being of himself or herself or any other person.
- Preservation Treatments Ltd will make available such finances and resources as are deemed reasonable to implement this policy.
- All injuries, however small, sustained by a person at work must be reported to the Site Management Team or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.
- Preservation Treatments Ltd recognises the civil and moral need to ensure that all staff adhere to this Health and Safety Policy and will be prepared to invoke the disciplinary procedure in case of any deliberate disregard for the Health and Safety Policy.

- Preservation Treatments' Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy document.



Signed

Date 23<sup>rd</sup> June 2011

Malcolm Thornton

Managing Director



**ENVIRONMENT POLICY**

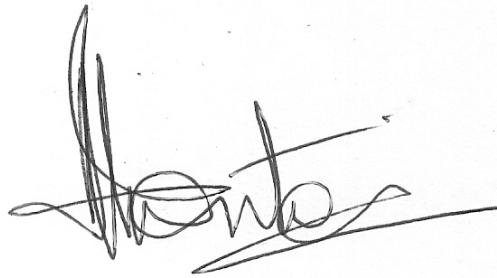
**STATEMENT OF INTENT**

Preservation Treatments (Surrey) Ltd recognises its responsibility regarding environmental matters. We place a high priority on employing a 'best practice' for all Company operations, and the range of services offered to our customers. We continually seek to offer improvements and changes to methods of operation and materials used, in accordance with developing knowledge and changing environmental requirements.

Our staff are all aware of the environmental sensitivity in which we operate, and seek to progressively develop the Company environmental compliance. The following specific objectives form the basis of Company Policy :

- Protect the environment from physical damage around the boundaries of our working sites.

- Ensure that the collection, transportation, storage, recycling, reclamation and disposal of waste do not become hazardous to public health or the environment.
- Any Hazardous Waste is to be disposed of in according to the Hazardous Waste Regulations 2005, and the Consignment Note procedure followed.
- Ensure that vehicles and equipment used are well maintained, clean and are operated within legal limits.
- Review any changes in environmental legislation and reorganise objectives and targets as necessary to implement any variations to procedure as necessary to comply with revised legislation.



Signed

Date 23<sup>rd</sup> June 2011

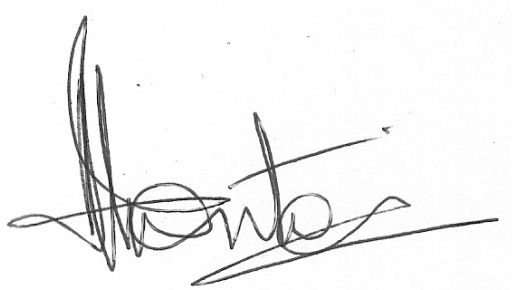
Malcolm H. Thornton CSRT  
Managing Director



**EQUAL OPPORTUNITIES POLICY**  
**STATEMENT OF INTENT**

Preservation Treatments (Surrey) Ltd is an equal opportunities Company, and we would stress to both our interviewers and applicants that all applications for employments will be judged on merit and suitability for the nature of the work. Gender, colour, nationality, ethnic or religious origins or beliefs, marital status etc, will have no bearing or relevance to the consideration of the applicant's suitability.

Any employee who feels that he or she has any grievance, for whatever reason, but especially due to racial or sexual discrimination or harassment of any kind, should make his or her grievance known to their manager, and if not satisfied with the action taken, with the Managing Director. The Managing Director shall then endeavour to rectify the situation at his earliest convenience.

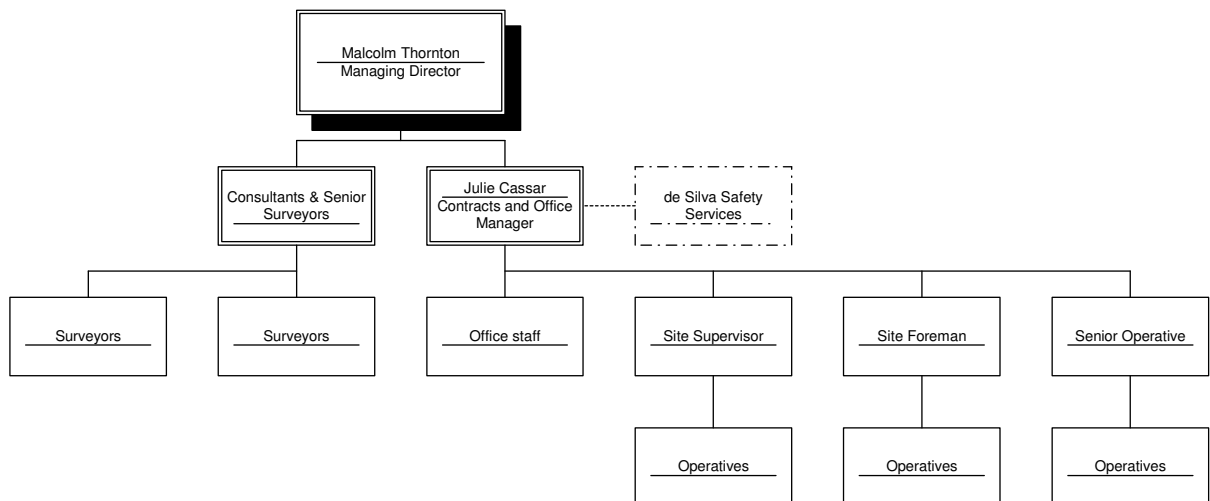


Signed

Date 23<sup>rd</sup> June 2011

Malcolm H. Thornton CSRT

## 1.0 Responsibility for Safety



Mr. Malcolm Thornton is ultimately and finally responsible for health and safety within in the business. His business address is Belmont House, Belmont Road, Camberley, GU15 2NZ.

Malcolm Thornton delegates the day to day responsibility for health and safety to the Contracts & Office Manager, but remains generally responsible for :

- 1.1 Ensuring this Policy is put into practice.
- 1.2 Ensuring that health and safety issues are acted upon in a timely manner.
- 1.2.1 Encouraging good safety practice on Company contracts and discourage indifferent management by such means as are deemed necessary.
- 1.4 Reprimanding or disciplining any member of staff working under his control or supervision who is failing to discharge satisfactorily their responsibilities allocated.
- 1.5 Showing understanding of their personal responsibilities under current legislation to treat the health and safety of persons under their control as a matter of importance equal to his other business functions.

## **2.0 Health and Safety Risks arising from our work activities**

- 2.1 The Company undertakes health and safety Risk Assessments. Staff and those likely to be directly affected by the work under consideration, are consulted during this assessment process.
- 2.2 The Managing Director is responsible for ensuring that the appropriate risk elimination or reduction actions are implemented, and is further responsible for checking that these actions have indeed removed or reduced the risks.
- 2.3.1 Risk Assessments will be reviewed every two years, or whenever there are significant changes to the work activity, whichever is the soonest.

## **3.0 Safe Plant and Equipment**

- 3.1 The Managing Director is responsible for identifying all equipment and plant requiring inspection, testing and maintenance, and further, for ensuring that all identified inspection, testing and maintenance is carried out.
- 3.2 Any problems found by authorised users of the plant and equipment, or suspicions of faults or defects, should be reported initially to the Contracts & Office Manager.
- 3.3 The Managing Director is also responsible for ensuring that all new plant and equipment, whether about to be purchased as new or as second-hand, or hired or lent to the undertaking, meets current health and safety standards prior to the transaction.

## **4.0 Safe Handling and Use of Substances**

- 4.1 The Managing Director is responsible for identifying all substances used in work processes.
- 4.2 He is further responsible under the COSHH (Control of Substances Hazardous to Health) Regulations for :
  - Ensuring that all actions identified in the Assessments are implemented,
  - Ensuring that all relevant persons are informed about COSHH Assessments.

- Checking that all new substances can be used safely before they are purchased or used on trial, or are lent by others.
- 4.3 Risk Assessments made under the COSHH Regulations will be reviewed every two years, or whenever the work activity changes, whichever is the soonest.

## **5.0 Information, Instruction and Supervision**

- 5.1 This Policy document will be issued to all staff.
- 5.2 A copy of the 'Safety Law' poster is displayed in the Company office.
- 5.3 The Company uses *de Silva Safety Services* for external advice on health, safety and welfare at work on occasions where the Managing Director believes the skills, knowledge and experience of Company employees is insufficient or inadequate for the issues under consideration. *de Silva Safety Services* may be contacted at 23 Helmsdale, Bracknell, RG12 0TA (01344 441494).
- 5.4 The Managing Director is further responsible for ensuring that those who carry out their work on behalf of the Company at locations under the control of other employers, are given adequate and relevant health and safety information.

## **6.0 Competency for Tasks and Training**

- 6.1 The Managing Director arranges for induction training for all new staff.
- 6.2 Ongoing training needs of Company staff are identified by the Managing Director, in consultation with others where appropriate, and arranges job specific training, as and when required.
- 6.3 Training records are kept by the Company at its offices.
- 6.4 The identification of the need for job or exposure specific health surveillance is the responsibility of the Managing Director, in consultation with others where appropriate.
- 6.5 First aid supplies are kept in the Company offices, and in all Company vehicles.
- 6.6 The Managing Director is responsible for maintaining levels of certificated first aider cover, and for maintaining first aid supplies.
- 6.7 An Accident book is kept at the Company offices. Employees and others injured at work sites are required report their injury promptly, and to ensure that an appropriate entry is made in the book at a very early opportunity.
- 6.8 The Managing Director is responsible for the statutory notification of relevant injuries, diseases and dangerous occurrences to the enforcing authority under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1999).
- 6.9 Arrangements for the monitoring and checking of general working conditions and practices are the responsibility of the Managing Director, who may use both internal and external staff to carry out inspections. Observations and recommendations are communicated promptly and directly with those concerned.
- 6.10 The Managing Director is responsible for investigating accidents, incidents and the causes for work related sickness absences.

## **7.0 Fire and Emergencies**

- 7.1 The Regulations require a suitable and sufficient fire risk assessment to be carried out at places of work. The Managing Director is responsible for this, for ensuring that such assessments are kept up to date, and for the implementation of appropriate and adequate risk control strategies.
- 7.2 The Office Manager checks escape routes at the Company offices daily.
- 7.3 Fire extinguishers will be inspected and maintained by an external company, on an annual basis, or after use.
- 7.4 Emergency evacuation drills are tested at six monthly intervals, and results and observations are recorded.

## **8.0 Responsibilities of Employees**

- 8.1 Each employee (including subcontractors and self-employed persons) is expected to conform to Company policy and regulations on health and safety topics and to recognise their responsibility in law for their own safety and that of colleagues. Employees are expected to help and co-operate in achieving safe and hazard free areas and operations.

*Specifically, employees must comply with the following :*

- 8.2 All precautions, protective clothing and equipment prescribed in an approved method of work must be applied as directed.
- 8.3 Only personnel who are trained and authorised to use equipment or vehicles may do so, provided that any equipment or vehicle is in a safe and proper working condition, and that all guarding and other precautions are operating.
- 8.4 All equipment, work and storage areas, gangways and staff facilities should be maintained in a clean and tidy condition.
- 8.5 All equipment and power supplies must be left in a safe condition when unattended or when working ceases.
- 8.6 Repairs and adjustments to equipment may only be carried out by those who are qualified and authorised to do so.
- 8.7 All accidents, dangerous or injurious incidents must be reported at the earliest opportunity to the Project Manager, Site Manager or Foreman, and appropriate details recorded in the Accident Book.
- 8.8 Misuse or interference with any items provided in the interests of safe and healthy working conditions will be treated as serious misconduct.
- 8.9 Practical joking, horseplay or reckless behaviour is forbidden.
- 8.10 Whilst working at a client's premises, employees, contractors and self-employed must comply with all safety policies, procedures, rules or precautions laid down by customers.

In conclusion, each employee, contractor and self-employed person is required to conform to company policy and regulations on health and safety topics, and to be responsible for his or her own safety at work, and that of colleagues.

Senior management welcome employees' suggestions designed to eliminate potential hazards and to improve safety standards at work. Directors will give full backing to this policy and will support all those who endeavour to carry it out.

## **9.0 Responsibilities of the Office Manager**

- 9.1 The Contracts & Office Manager deputises for the Managing Director in his absence and is responsible for co-ordinating many health and safety activities

and for acting as the primary source of health and safety advice within Preservation Treatments Ltd. These responsibilities specifically include:

- Co-ordinating Preservation Treatments' risk assessment programme;
- Administering the accident investigation and reporting procedure;
- Liaising with the Health and Safety Executive, Preservation Treatments' insurers and other external bodies;
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations;
- Co-ordinating the health and safety inspection programme;
- Identifying health and safety training needs;
- Providing or sourcing health and safety training;
- Providing health and safety induction training to new staff;
- Identifying the implications of changes in legislation or HSE guidance;
- Preparing and submitting progress reports on an annual health and safety action programme;
- Sourcing additional specialist health and safety assistance when necessary;
- Displaying the Health and Safety Law poster, a copy of Preservation Treatments' Health and Safety Policy Statement, Employees Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure;
- Ensuring the office has access to adequate fire wardens and first aiders at all times;
- Completing the Induction Checklist for new starters and long-term temporary staff.
- Co-ordinating display screen assessments for new staff or whenever there has been a significant change in the workstation.

## **10. Site Managers/Foremen responsibilities**

Site managers and Foremen have various day-to-day responsibilities for health and safety, and in particular, they are required to :

- 10.1 Understand the company's Health & Safety Policy & appreciate the responsibility for health and safety allocated to each grade of employee under his control.
- 10.2 Have an understanding of The Health and Safety at Work etc Act 1974 and other current legislation, commensurate with their responsibilities, and liaise with the Directors on the arrangement of funds and facilities to meet the requirements of the Policy.
- 10.3 Reprimand any member of staff or site personnel who is failing to discharge satisfactorily the responsibilities allocated to him/her.
- 10.4 Discuss the adoption of safe working practices with the Health and Safety Advisor and Sub-Contractors and ensure that these are maintained.
- 10.5 Set a personal example, including the wearing or use of personal protective clothing or equipment on site visits, as appropriate.
- 10.6 Organise the contract works to fully comply with the Company Safety Policy and current legislation.
- 10.7 Be familiar with and observe all regulations applicable to the construction and related industries.

- 10.8 Arrange control of all sub-contractors in order to ensure safe and healthy systems of work, low fire risk, proper use of facilities and co-operation between companies and/or trades.
- 10.9 Set up and maintain an efficient and adequate safe system for high-risk activities, good reporting procedures and assimilation and use of information from the Health and Safety Advisor.
- 10.10 Where medium or high-risk activities or procedures are involved, ensure safe systems of works in written form are available.
- 10.11 Organise sites so that work is carried out to the required standard of safety with minimum risk to persons, equipment and materials.
- 10.12 Ensure that the needs for personal protective equipment are assessed and that all sub-contractors do the same.
- 10.13 Obtain the sub-contractors' Risk Assessments, COSHH Assessments and Method Statements prior to work commencing and ensure copies are retained on site. Ensure that Method Statements are complied with.
- 10.14 Ensure that site induction procedures are in place, and ensure that all personnel receive a site induction.
- 10.15 Monitor health and safety as part of their normal duties.
- 10.16 Properly record all accidents and injuries. Ensure that all accidents, including those not necessarily notifiable under RIDDOR, are properly notified to the Director, so that he, or his deputy may arrange a suitable investigation, and where appropriate, notify the HSE, under the requirements of RIDDOR.
- 10.17 Ensure that hazards from all operations are eliminated or controlled.
- 10.18 Plan and maintain a clean, tidy and healthy site.
- 10.19 Make sure that suitable protective clothing is available where appropriate and that it is used.
- 10.20 Ensure that all machinery and plant, including power and hand tools, is checked, and that it is in good condition.
- 10.21 Ensure that appropriate fire fighting equipment is maintained on site.
- 10.22 Ensure that adequate first aid facilities, welfare/hygiene facilities are established and are available.
- 10.23 Co-operate with the Health and Safety Advisor and act on their recommendations.
- 10.24 Accompany HSE Inspectors making site visits.
- 10.25 Review work hazards and methods with new or transferred employees.
- 10.26 Ensure that statutory notices are displayed and that statutory registers are maintained up to date.