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**HEALTH AND SAFETY POLICY**

**Dated: 5th July 2023**

**Issue 1**

**Procontractors Ltd**

**General Health and Safety Policy Statement**

Procontractors Ltd is committed to achieving the highest standards of excellence when undertaking its duties and responsibilities regarding its management of Health & Safety.

The Health and Safety at Work Act (1974) imposes legal duties on all employers and its employees and states: "It shall be the duty of all employers to ensure, so far as is reasonably practicable, the health safety and welfare of all their employees whilst they are at work." Other applicable legislation includes Management of Health and Safety at Work Regulations 1999, Construction (Design and Management) Regulations 2015, and Occupiers Liability Acts 1957/1984

Therefore, our general policy is to ensure, so far as is reasonably practicable, the correct management of health, safety and welfare for the safety and wellbeing of our Employees, Freelancers, Clients, Contractors, Visitors and any other persons, or property that may be affected by our work undertakings.

More specifically, we, as an employer, will ensure, so far as is reasonably practicable, that:

• all machinery and work equipment is fit and suitable for its intended purpose and is correctly maintained in safe working order;

• safe storage, transportation is provided for all materials and substances, that they are used in accordance with the manufacturer’s instructions, and are safely and correctly disposed of;

• the workplace and working environment are maintained in a safe condition with adequate heating, lighting and ventilation, and that suitable welfare facilities are provided and maintained;

• suitable personal protective equipment is provided as required to eliminate or reduce the risk of injury or ill-health where hazards and/or risks cannot be controlled by other means;

• adequate instruction, training and supervision is provided to manage and enforce safe working practices;

• maintain a safe place of work ensuring safe means of access and egress at all times.

We will also strive to comply with all current working Health and Safety Executive Approved Codes of Practices’ (ACOPs) and Guidance.

We recognise our duty to regularly assess the hazards and risks created in the course of our business.

We will communicate any significant findings and risk assessments to all persons and areas foreseeably to be affected.

We aim to achieve a culture of ‘zero tolerance’ where unnecessary Health & Safety risks and breaches of safety regulations are identified, thereby underpinning our commitment to preventing injury or cases of occupational ill-health. To support this aim, we will ensure there are active engagement with and the involvement of our employees and, as necessary, others (including Freelancers, Clients, and Contractors) in ensuring Health & Safety at work.

It shall be the duty of all:

• to take responsible steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

• to conduct all elements of work within the business in line with policies;

• and, not to interfere with or misuse anything provided in the interests of health and safety including fire safety.

Employees and others (including Freelancers, Clients and Contractors) are required to actively support Procontractors Ltd in fulfilling their Health & Safety obligations and must co-operate as required on all aspects of Health & Safety.

Employees and others will be made aware of this policy statement and our ongoing and determined commitment to ensure its effective implementation.

The director of Procontractors Ltd has overall responsibility for Health and Safety and the general day-to-day responsibility for ensuring this policy is implemented.

We will review and monitor our Health & Safety performance in order to reduce the potential for work-related injuries, cases of occupational ill health or other incidents (such as fires or dangerous occurrences).

We will take all reasonable measures to ensure that this policy statement is effectively implemented.

We will periodically review and, as necessary, revise this policy statement in order to ensure its continuing appropriateness to meet our managerial, operational and legal needs.

This document has immediate effect.

Director Dated: 05/07/23

Procontractors Ltd

**Fire Safety Policy**

The director of Procontractors Ltd is the ‘Responsible Person’ for fire safety.

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for fire fighting and detection.

This policy expands on our general health and safety policy. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings. Its requirements extend to everyone on the premises, legitimately or otherwise.

The aim of this policy is to achieve a ‘fire safe’ environment for all employees and building occupants. To achieve this we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct and train all the relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

We have allocated responsibilities and detailed arrangements to support this policy.

Director Dated: 05/07/23

Procontractors Ltd

**Construction (Design and Management) Regulations 2015**

The Construction (Design and Management) Regulations must be applied where ‘construction work’ is undertaken. The definition of such work includes the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure.

It also includes the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

The Construction (Design and Management) Regulations 2015 places legal duties on virtually everyone involved in construction work including the client.

The definition of a client is a person ‘who in the course or furtherance of a business seeks or accepts the services of another which may be used in the carrying out of a project for him or carries out a project himself’.

**Responsibilities**

Everyone involved in the management of our business has their duties and responsibilities clearly defined. This is to ensure our Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

Whilst the director of has overall responsibility for health and safety in connection with Procontractors Ltd, It must be noted that everyone has a duty to take care of their own health and safety and that of others who may be affected by your actions.

**General Safety Arrangements**

Although every day is different there are a number of issues central to the way we manage health, safety and welfare. For these, we can plan in advance and develop arrangements for the control of the risks that arise. They are set out in the following paragraphs. Our workforce has been made aware of them at induction or during team and individual briefings.

We will monitor and review the operation of these arrangements from time to time making changes to the procedures identified as necessary. This will support one of our key objectives – to work continuously to prevent work related injury and ill-health to our employees and other people.

All our workers are required to follow documented safe working procedures (where these have been adopted) and to report hazards.

**Risk Assessment**

We will undertake risk assessments of all identified hazards related to work undertaken by our workforce.

We will eliminate these risks wherever possible. Where we cannot achieve this we implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to our workers and others. Our risk assessments are reviewed periodically and new work activities are risk assessed, as above.

We have listed the specific activities undertaken by our employees that are likely to carry significant risk.

We have considered the risk from each of these activities and assessed whether the control measures are adequate or whether further action is necessary.

The results of all significant and completed risk assessments will be made known to our employees and will be made available for their reference.

Risk assessments will be reviewed annually and updated as required. They will also be reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

Contractors are to assess the risks of their activities, identifying appropriate control measures and establish safe and healthy systems of work. This is normally detailed in a method statement.

A Method Statement is a document detailing how a particular task or activity will be carried out. It should detail the possible dangers/risks associated with your particular part of the project and the methods of control to be established, to show how the work will be managed safely.

The method statement may also incorporate information and specific requirements laid down by clients, manufacturers and suppliers of plant, equipment and substances and health and safety specialists.

**Consultation**

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation we have established a process for the director to consult with employees about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through ‘one to one’ meetings.

We promote and encourage effective open communication, consultation and information-sharing between the client, contractor, and us, to ensure project success, ensuring best practice, and promoting safety.

**Defect Reporting**

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

To ensure our workplace is maintained in a safe state, regular inspections are carried out. We encourage employees and others to let us know about their concerns for health and safety at work. We will record and act on concerns raised and defects reported.

**Display Screen Equipment (DSE)**

Users of display screen equipment are given information about the correct adjustment of the workstation and the correct posture for using it. We will address any issues or needs reported.

**Lone Working**

There may be people who, as part of their duties, have to work alone for all or part of the working period. We identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place we identify and implement systems to ensure that safe working and communication exists between the lone worker and their management. Affected workers have been notified of our arrangements for the management of lone working activities and that we require them to notify management of their concerns in this area so that we can improve our ability to make work operations and travel safer for them.

**Manual Handling**

From time to time some employees may have to manually handle loads, in such cases we have assessed the

risks to their health from this type of work. Where possible we will try and eliminate the need for manual handling, by providing mechanical handling equipment or by introducing alternative measures. Where we are unable to do this we will provide work related training and instruction in manual handling techniques and have instructed employees not to attempt to lift items beyond their capabilities.

**Work at Height**

We have made arrangements to protect the health, safety and welfare of our employees and others

against the risks involved in working at height. Wherever possible we avoid work at height. When it

cannot be avoided, we consider the risk to our workforce ensuring that we train and instruct them to

adequately plan, organise and carry out the work in a safe manner.

**Young Persons**

We currently don’t employ young people (under 18 years old). If we do decide to employ young people, then we will use a checklist to assess and guide the measures we need to take to ensure their health and safety at work. We will not allow young people to operate dangerous machines unless as part of a formal training qualification and then only under close supervision. Young people will be closely supervised whilst at work.

Where children under 16 years old take part in work experience programmes we will prepare a specific job description and risk assessment in agreement with the local Education Authority.

**New and Expectant Mothers**

Should any of our employees become a new or expectant mother we will take steps to ensure their continued health and safety at work. We use a checklist to assess and guide the measures we need to consider and undertake ‘one to one’ discussions and seek formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

**First Aid**

We have taken action to provide suitable first aid arrangements for our employees whilst at work and visitors who may be affected by our activities. We have assessed the reasonable level of first aid provision required for our business and have made the appropriate arrangements.

**Accidents, Accident Reporting, and Investigation**

Employees are instructed to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented.

We understand our duties to report incidents under statutory regulations within the appropriate timescales.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is the law that requires employers, and other people in control of work premises, to report and keep records.

We will maintain a statutory Accident Book and record all accidents and injuries.

**Training**

For our business to operate efficiently and effectively we need to have a trained and competent

workforce. We recruit employees with the specific skills and qualifications appropriate for their job. On

starting work they are given induction training, which tells them about and how to recognise hazards and risks and what they need to do to eliminate, reduce and avoid identified risks. We also provide any additional training that may become necessary.

**Managing Temporary or Migrant Employees and Volunteers**

Temporary and migrant employees or volunteers are only taken on if they have the specific skills and qualifications appropriate for their job. They receive induction training, including health and safety information and instructions and details of emergency and first aid. We check that employees who do not have English as their first language understand what we tell them and our procedures. If they are involved in safety critical tasks, we assess their abilities ensuring they have the competence and understanding to perform in their role and communicate clearly with colleagues.

**Equipment**

We try to ensure that all equipment used in the course of our business is maintained in good condition, serviced to manufacturer’s schedules and is safe to use. The workforce is provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been properly trained in its use, including any safety related devices and guarding.

Employees have been given responsibility for ensuring that equipment issued to or used by them is maintained in good order. They have been told to report any defects or problems. It is our policy that defective equipment will be withdrawn from use until repaired or replaced.

**Purchasing**

When we purchase or hire new work equipment and materials, we consider the health and safety implications of its use. We also look to obtain the safest available equipment and substances.

We consider the hazard and risk data that is provided, and inform and train our employees as necessary.

**Hazardous Substances and Occupational Health**

In the course of business we may use a number of potentially hazardous substances. Some are used in such small quantities that they present no risk to health unless deliberately misused. We assess all of the chemicals and substances that we use. Where there are potential risks we implement suitable control measures and provide clear instruction and information to the workforce.

**Personal Protective Equipment**

Some of the work we undertake requires use of personal protective equipment (PPE). This includes assessing the risk to those employees who work outdoors and are exposed to the sun or inclement weather. We provide appropriate PPE, with storage facilities and replacements free of charge. We instruct and expect our employees to use any PPE identified as necessary. Employees are responsible for the day to day care of the PPE issued to them, to report damage and to request replacements.

**Contractors**

We expect contractors to comply with our health and safety procedures and to have their own arrangements for safe and healthy working.

Contractors are to provide copies of their health and safety policy, insurance and assessments and assess their ability to work safely and without risk to our staff and visitors.

Contractors are made aware of and are expected to follow our rules.

**Stress**

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe an employee is showing signs of work related stress we have in place systems to discreetly monitor and assess individuals. Where appropriate we seek to provide the necessary occupational health assistance and counselling programmes where required.

**Premises**

We manage our premises to provide a safe place of work. We maintain the means of access and egress, the fabric of the building, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation. The workplace is regularly cleaned, maintained, adequately lit and ventilated.

**Electricity**

The fixed electrical systems used in our premises have been inspected, tested and certificated by a competent electrical contractor.

Our employees are instructed to make a visual safety check of portable electrical equipment each time that it is used. They report defects to us for repair or replacement.

We have also implemented a formal system for the more thorough inspection and electrical test of portable electrical equipment.

**Gas**

Gas appliances and supply pipes are subject to an annual safety check by a GasSafe™ registered engineer.

The main isolating controls are clearly marked and accessible so that the supply can be quickly isolated in an emergency.

**Asbestos**

We have surveyed all areas of the premises under our control to establish the location and condition of asbestos containing materials. None have been identified.

Where employees may be exposed to asbestos containing materials, asbestos awareness training will be carried out.

If asbestos is ever identified, then anyone coming to work for us will be informed of its presence.

**Plant and Equipment**

All plant and equipment within premises under our control such as HVAC, lightning conductors, pressure vessels, passenger and goods lifts are inspected and maintained.

**Legionella**

We have a duty to protect the health of our workforce and others affected by our activities from infection by Legionella Pneumophila from our hot water and cooling systems. We will take all reasonable measures to eliminate the possibility of infection.

**Waste**

We have suitable arrangements in place for the collection and disposal of our waste.

**Permits to Work**

To protect our workforce and others from risks to their health and safety, employees will need a work permit for all high risk work activities such as high voltage installations.

**Construction**

We recognise for construction work (including building maintenance, refurbishment and demolition) we have specific responsibilities under the Construction (Design and Management) Regulations 2015. We make arrangements to comply with our legal responsibilities by ensuring that a competent person takes responsibility for managing each specific CDM project.

**Fire Safety Arrangements**

The company director will take responsibility for coordinating fire and emergency arrangements and for the regular review of our fire risk assessment.

We will identify fire risks, potential emergency situations and people who may be affected.

We will complete actions on all the issues raised in the assessment. The assessment remains current.

We will provide fire fighting equipment, emergency lighting, emergency signs, and adequate means of escape and evacuation procedures in accordance with our Fire Risk Assessment.

We will review our fire procedures and precautions every year and make sure that our Fire Risk Assessment

remains valid.

Employees receive instruction in fire safety procedures as part of their induction. Fire drills are held regularly.

Details of the action we take to maintain our fire safety equipment, arrangements and procedures will be kept in our Fire Safety Log-book.

Visitors receive information on fire safety on first coming to the premises.

Where a person may have difficulty in using the ordinary means of escape, either permanently or temporarily, a personal emergency evacuation plan will be developed with their input and communicated to those that need to know. Any persons required to assist in their evacuation receive suitable training.

**Health and Safety Organisation Schedule**

**Overall Responsibility**

The following person(s) have overall responsibility for health and safety. They are responsible for the annual review and endorsing the health and safety policy: The company director.

A copy of the health and safety policy statement is displayed on: The Health and Safety Notice Board.

A copy of our employers liability insurance schedule is displayed on: The Health and Safety Notice Board.

The location of the health and safety law poster is: The Health and Safety Notice Board.

**Management Responsibility**

The following person(s) are responsible for overseeing the management of health and safety and fire safety:

Company director.