



## **Health and Safety at Work Risk Management Policy**

### **1.0 Introduction**

Earthcraft is committed promoting a safe and healthy working environment and to promoting a positive risk management culture within our business as an essential part of our business responsibilities.

The company is committed to the care of the health and safety of other people who may be affected by our activities.

Compliance with all statutory regulations relating to health and safety, fire safety and employee welfare, should be a mutual objective of all management and staff. It is, therefore, company policy to do all that is reasonably practicable to prevent personal injury to employees and the public, to protect long-term health, and to prevent damage to property.

The company will seek to provide, maintain and develop, safe and healthy working conditions, in accordance with the relevant statutory requirements, and in consultation with the workforce via Richard J Day (Safety Committee) at Earthcraft.

The company will provide instruction and training on safety, where necessary, and will seek to ensure that adequate supervision is exercised over all matters affecting health and safety.

The company will ensure, as far as possible, that the business or the work activities of employees do not adversely affect the health and safety of the public.

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way it has been operated will be reviewed annually or when major changes affect the business.

### **2.0 Organisation**

The responsibility for the management and implementation of health and safety for Earthcraft lies with the Managing Director whose remit comes directly from the board of Earthcraft, Richard J Day who is responsible for the day-to-day Health&Safety of individuals on each site/build undertaken by Earthcraft.

## **3.0 Arrangements**

### **3.1 Emergency Plan**

The company Earthcraft and contracted build *sites* have an Emergency Plan to deal with serious and imminent danger.

The emergency plan document is kept in the company safety file.

The emergency plan is reviewed as necessary and every 2 years.

All staff are made aware of this plan and are trained in their responsibilities within the plan.

There is a full-scale test of the emergency plan every 6 months.

### **3.2 Risk Assessment**

Risk assessments are carried out on all physical areas at each contracted build site and on all tasks and equipment presenting a significant risk.

Risk Assessments are carried out on all aspects of the business in relation to young persons and to persons with special needs.

Risk assessments are carried out using the company's risk assessment forms and completed forms are kept in the company safety file.

Competent persons carry out the risk assessments.

Risk assessments are reviewed as and when required.

### **3.3 Control of Substances Hazardous to Health (COSHH)**

COSHH assessments are carried out on all hazardous substances, as defined by the COSHH regulations.

COSHH assessments are carried out using the company's COSHH assessment forms and completed forms are kept in the company safety file for all contracted builds undertaken by Earthcraft.

Competent persons carry out the COSHH assessments.

A register of hazardous substances is held in the company safety file and is reviewed, with the relevant COSHH assessments, on an annual basis by the management.

Manufacturers Safety Data Sheets are held, in the company safety file, for each substance on site.

Contractors are required to register any hazardous substances brought onto any site and may not introduce hazardous substances until management approval has been obtained.

### **3.4 Fire Safety**

A fire risk assessment is carried out at each contracted build site by a competent person and reviewed as and when necessary and annually.

Where appropriate, the fire alarm is tested weekly by Richard J Day Managing Director, and the result logged in the fire alarm test form kept in the company safety file.

Fire fighting equipment is supplied, where appropriate, and the inventory is kept in the company safety file. Where appropriate, maintenance of the fire alarm systems and fire fighting equipment is recorded and kept in the company safety file.

A smoking policy has been set and smoking is only permitted in designated smoking areas.

All staff are trained in the use of the supplied fire fighting equipment, raising the alarm and on the evacuation procedures.

Means of escape and fire escapes are clearly marked and are kept clear at all times.

### **3.5 Manual Handling**

It is the company's policy to assess and minimise the risks from tasks involving manual handling.

Written risk assessments are carried out on all tasks which involve a significant degree of manual handling. Risk assessments are followed by the implementation of measures to eliminate or reduce the associated risk.

All employees receive manual handling training, and refresher training, appropriate to their job.

### **3.6 Provision and Use of Work Equipment Regulations (PUWER)**

It is the company's policy to ascertain the suitability of all work equipment, and the suitable use of all work equipment, in relation to welfare, health and safety.

Maintenance schedules are complied with, with records being kept in the company safety file, and equipment, where appropriate, is marked and dated with the date of when the next service or inspection will be required. Maintenance is carried out by a competent person.

Inspections are carried out in accordance with the regulations and recorded in the company safety file. Inspections are carried out by a competent person.

All staff are trained in the use of equipment appropriate to their job.

Where appropriate, a safe key system is in use to ensure only trained operators have access to equipment.

### **3.7 Lifting Operations and Lifting Equipment Regulations (LOLER)**

It is the company's policy to ensure the suitability, strength and stability of all lifting equipment in relation to welfare, health and safety.

All lifting equipment is marked with its safe working load, the date of the next due inspection and/or examination and any appropriate prohibitory and/or mandatory signs.

Maintenance schedules are complied with, with the records being kept in the company safety file. Maintenance is carried out by a competent person.

Inspections are carried out in accordance with the regulations and recorded in the company safety file. Inspections are carried out by a competent person.

All staff are trained in the use of equipment appropriate to their job.

Where appropriate, a safe key system is in use to ensure only trained operators have access to equipment.

### **3.8 Noise**

It is the company's policy to assess and reduce the risk from noise.

Areas or tasks identified as having a noise hazard are marked accordingly and suitable hearing protection is provided to all operators and visitors.

Contractors are required to liaise with the company to assess the impact of noise levels from their work.

### **3.9 Vibration at Work**

It is the company's policy to assess and minimise the risks to health from hand-arm and whole body vibration.

Where risks are identified, suitable work practices, including setting maximum work periods, are set to minimise the risks.

Where required, health surveillance is in place.

### **3.10 Personal Protective Equipment (PPE)**

PPE is only used as a control measure when all other options have been exhausted. Protective clothing and safety equipment will be provided for employees where required by statute or a need is determined by risk assessment. A register of PPE issued is kept in the company safety file. Contractors are required to supply suitable PPE to their own employees.

### **3.11 Portable Electrical Equipment**

It is the company's policy to have all portable appliances, fitted with a plug or battery operated, tested, by a competent operator, on an annual basis. The Portable Appliance Testing sheets are kept in the company safety file and all appliances are marked and dated with the date of when the next test will be required.

### **3.12 Display Screen Equipment (DSE)**

It is the company's policy to provide a safe working environment for all users of DSE. The policy covers all employees whose weekly work pattern includes work at DSE of more than 2 hours, continuously, per day on more than 2 days in any week. Written risk assessments are carried out on all DSE workstations with reference to the user(s) of that workstation and are kept in the company safety file. All employees, who are deemed to be DSE users, may request an annual eye and eye sight test. All DSE users will receive training in the use of the hardware and software associated with their workstation and additional training after any modification.

### **3.13 Working at Height**

It is the company's policy to minimise risks involved with working at height. Risk assessments are completed prior to any work at height and appropriate controls put in place. All staff involved in work at height are trained in the use of any work equipment, safety equipment and safe working practices. Where appropriate, as identified in the risk assessment, an additional person, trained in aerial rescue, will be on hand at all times during work at height working.

### **3.14 Environmental Impact**

Before starting work on any site, an environmental impact risk assessment is completed. This includes the impact of noise, dust and hazardous substances. Arrangements are made for the safe transport, storage, use and disposal of any substances which could have harmful effects on the environment. Environmental impact risk assessments are carried out using the company's risk assessment forms and completed forms are kept in the company safety file. Competent persons carry out the risk assessments.

### **3.15 Incident Reporting and Investigation**

All incidents are reported to the manager in charge. Incidents are logged on incident report forms and are kept in the company safety file. The manager in charge will report any accident, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, to the appropriate authorities within the timescale stated in the regulations and to the Managing Director of Earthcraft, Richard J Day.

It is the company's policy to investigate any incident or accident to determine the root cause and to find steps to reduce the likelihood of a recurrence of the event. Competent persons carry out these investigations and report their findings to the Richard J Day Managing Director.

### **3.16 Communication**

It is the company's policy to induct all new staff in the health and safety policies and rules of the site and their work.

All staff are made aware of the importance the company places on health and safety. All staff are made aware of who they should report to, records to be kept, emergency procedures and are kept updated by briefing sessions and notices.

A register of staff training, on health and safety issues, is kept in the safety file.

Richard J Day of Earthcraft (the Safety Committee) holds the responsibility of disseminating safety information to and from each site.

### **3.17 Visitors, Contractors and Franchisees**

Business visitors are made aware of the risk management procedures and of any hazards in the area that they visit. Where necessary, PPE is supplied for their use.

Contractors are selected on the basis of their work schedules, method statements and risk assessments along with the price quoted for the work. During work, their adherence to their assessments and statements and to the company's health and safety policy is monitored by the manager in charge of the site and/or the company's health and safety personnel. Any non-compliance results in immediate stoppage of work until agreement has been reached between the parties.

Contractor's method statements, risk assessments, COSHH assessments and work schedules must be agreed with Senior Management before any work commences.

Contractors must supply copies of certificates and licences, where applicable, to show the competency of their staff to carry out the agreed work.

All contractors are issued with the company's rules for contractors, the company's health and safety policy statement and any risk assessments applicable to the work.

The contractor is responsible for ensuring that all their staff are aware and understand the company's health and safety policy and are aware of any risks identified in the site risk assessments.

No hazardous substance may be brought onto the site, by contractors, without the prior approval of the company, and arrangements agreed for safe use, storage and removal.

Copies of the contractors rules are kept in the company safety file.

Signed .....  
Managing Director

Date: 7<sup>th</sup> January 2010

Date of next Review: 7<sup>th</sup> January 2011