

MURRAY BUILDING SERVICES LTD

HEALTH & SAFETY

POLICY MANUAL

ADDRESS:

Unit 3 Sentinel Court
Wilkinson Way
Blackburn
BB1 2EH

ISSUE NO: 4

DATE: September 2016

SCOPE: The Health and Safety Management System of Murray Building Services Ltd aims to protect our employees, customers, and anyone who may be affected by our activities, whether carried out within our own workplace, during transit or whilst on a client's worksite. Our planning, maintenance and administrative operations are also included within the scope of our Health and Safety Management System.

Although outside the scope of this management system Murray Building Services Ltd will encourage and assist our customers and contractors in ensuring the health and safety of their operations.

We will also co-operate fully with any management systems, rules or requirements implemented or imposed on our company by our customers or clients.

MURRAY BUILDING SERVICES LTD

HEALTH AND SAFETY POLICY STATEMENT

Murray Building Services Ltd fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are committed to achieving the highest possible standards throughout our organisation.

We will ensure that our premises and work sites are safe and that our employees, our customers and any other persons are not exposed to risks arising from our activities.

We will ensure that all equipment is correctly and safely installed and maintained by professional and qualified operatives.

We will do everything reasonably practicable to provide a safe and comfortable workplace and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives we will:

- Ensure that our safety management system is implemented effectively throughout the company.
- Ensure that sufficient resources are allocated to ensure effective health and safety management.
- Ensure that suitable welfare facilities are made available for all employees.
- Provide suitable and up to date training and information for all employees
- Ensure contractors appointed by Murray Building Services Ltd are competent to carry out their duties and receive the necessary information
- Ensure that all work equipment is suitable for its intended purpose and maintained in a safe condition
- Fully assess all risks and ensure that they are adequately controlled
- Ensure that our activities are as safe as possible and are fully supervised at all times.
- Regularly review our health and safety management system at least annually and ensure that it is updated following developments in our business, or to reflect changes in relevant health and safety legislation and standards.

We expect our employees to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything which they feel is unsafe and puts themselves and others at risk.

Signed: 

Managing Director
Andrew Murray

Date: September 2016

SECTION TWO

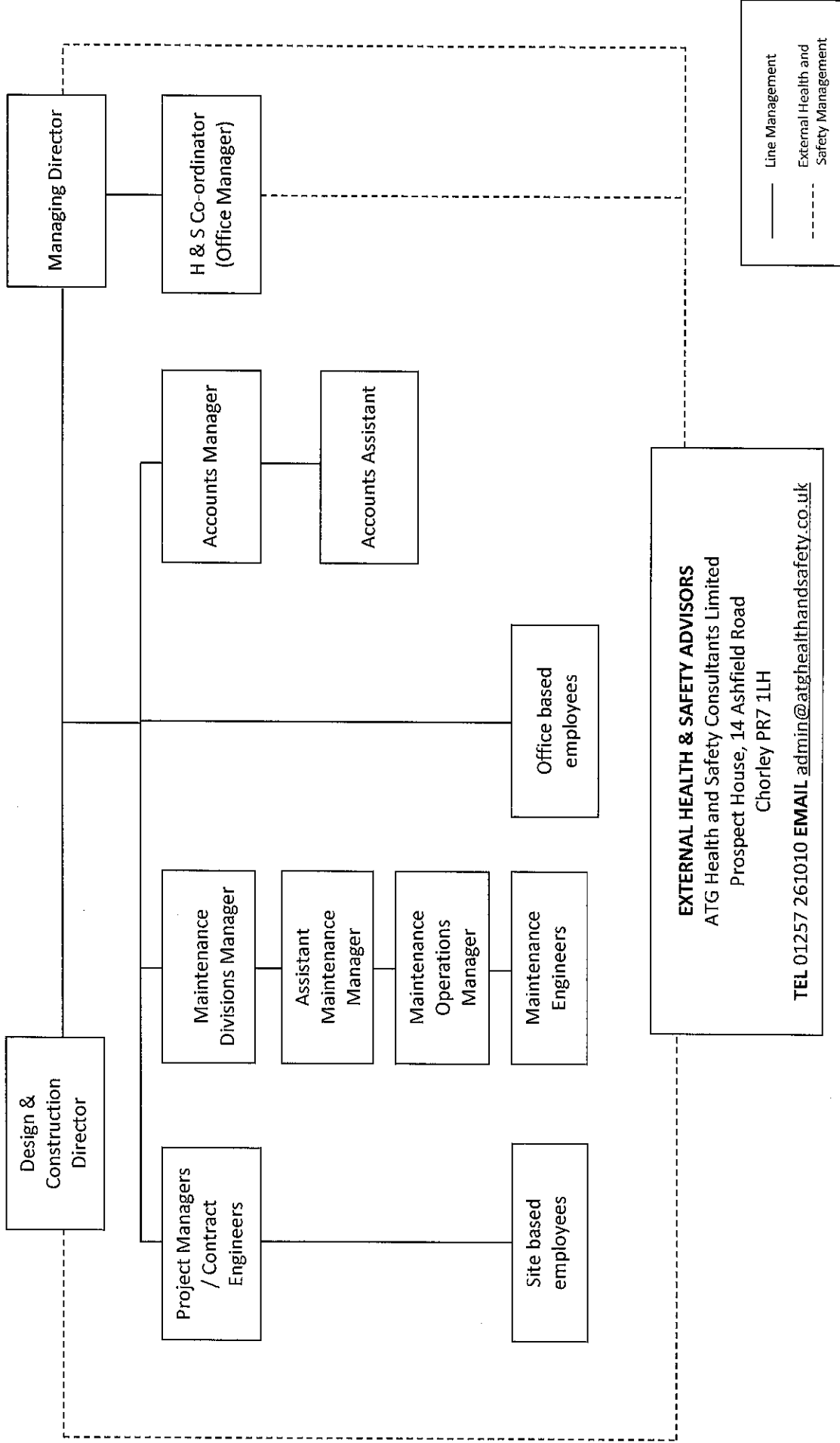
ORGANISATION, RESPONSIBILITIES AND COMMUNICATION

This section of the Health and Safety Policy Manual outlines the organisational structure within Murray Building Services Ltd, and defines specific responsibilities for the management of health and safety. It also describes how information will be communicated throughout the company.

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4/2/2016

2.1) ORGANISATIONAL CHART



2.2) DIRECTOR'S RESPONSIBILITIES

The Directors have overall responsibility for the health and safety of employees, customers and members of the public, where they may be affected by Murray Building Services Ltd's activities. Prime responsibility lies with the Managing Director. To meet these responsibilities the Directors will, so far as is reasonably practicable:

- 2.2.1** Appoint a competent person or body to advise Murray Building Services Ltd on health and safety management issues.
- 2.2.2** Budget for adequate resources to fully implement health and safety requirements when planning projects.
- 2.2.3** Appoint a nominated individual as Internal Health and Safety Co-Ordinator.
- 2.2.4** Ensure that there exists an effective policy for health and safety management, supplemented by additional documents relating to particular areas, types of activity or groups of employees, and ensure that this policy is implemented.
- 2.2.5** Place on the agenda of any board meeting an item entitled 'Health and Safety' where relevant health and safety matters will be discussed together with recommendations where necessary. Health and Safety will be given equal consideration with other company management issues.
- 2.2.6** Ensure that adequate resources and information are made available to enable the policy to be effectively put into practice.
- 2.2.7** Ensure that all accidents are fully documented, reported and investigated with the objective of preventing their reoccurrence by improving practices and systems.
- 2.2.8** Ensure that all accidents or dangerous occurrences are reported by the Company to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 2.2.9** Carry out a review of the health and safety policy manual and management system in conjunction with the External Health and Safety Advisors on an annual basis, and ensure that this is kept up to date to reflect any changes in legislation, standards or Murray Building Services Ltd's business.
- 2.2.10** Each Director has overall responsibility within their own area of control and is therefore responsible for ensuring that all managers within these areas carry out their respective duties regarding health and safety.

2.3) MANAGER'S RESPONSIBILITIES (i.e. Project Managers, Maintenance Operations Manager, Contracts Engineers, Maintenance Division Manager and Accounts Manager)

Managers will be directly responsible to the relevant Director for the health and safety management of all projects or office activities under their control. To meet this responsibility they will, so far as is reasonably practicable:

- 2.3.1** Ensure that the duties and responsibilities for health and safety are properly assigned, accepted and understood by all personnel under their control.
- 2.3.2** Ensure that the health, safety and welfare arrangements are effectively implemented in accordance with the Health and Safety Policy Manual.
- 2.3.3** Prepare in advance of each project commencing, site specific risk assessments and relevant method statements, for approval by the Client or Principal Contractor.
- 2.3.4** Take responsibility where reasonably practicable for actioning any recommendations arising from any risk assessment and that site specific method statements are prepared prior to installation or maintenance work commencing. Where recommendations cannot be actioned, take responsibility for informing the relevant Director.
- 2.3.5** Ensure that health and safety training is provided to all employees as part of Murray Building Services Ltd's training programme.
- 2.3.6** Ensure that all employees and contractors have been briefed on, and understood, the Health and Safety information along with any safe working procedures relevant to their work. Also ensure that employees have access to any additional documentation relevant to health and safety at all times.
- 2.3.7** Ensure that all supervisory staff carry out their duties regarding health and safety.
- 2.3.8** Co-operate with the Health and Safety Executive, the fire service and any other outside agency concerned with health and safety enforcement.
- 2.3.9** Carry out regular inspections of worksites to ensure that means of access, plant tools and equipment, the working environment, fire precautions and welfare arrangements are adequate, and that all persons are complying with health and safety requirements.

2.4) ASSISTANT MANAGER'S RESPONSIBILITIES

Supervisory staff are required to ensure active participation in health and safety matters by employees under their control. Therefore they will, so far as is reasonably practicable;

- 2.4.1** Ensure that all persons under their control have been briefed on and understood the health and safety information and control measures detailed in any relevant risk assessments and method statements prepared for specific projects or work activities.
- 2.4.2** Ensure that necessary protective clothing and equipment is correctly used and maintained in good order by employees under their control, visitors to site and external contractors.
- 2.4.3** Take an active role in carrying out dynamic risk assessments and preparing safe systems of work for projects and work activities, where relevant.
- 2.4.4** Take an active role in ensuring that the requirements of any risk assessment or safe system of work are complied with on site.
- 2.4.5** Monitor safe working conditions and practices on site, ensure the security of worksites and that no unauthorised persons are permitted into working areas under the control of Murray Building Services Ltd.
- 2.4.6** Comply with procedures laid down for reporting and investigating accidents taking prompt action to prevent re-occurrence whenever possible.

2.5) EMPLOYEE RESPONSIBILITIES (site based operatives and office based employees)

All employees have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions, also to co-operate with the company so far as is necessary to enable any duty or requirement imposed on the company to be complied with. Employees are reminded that breach of this duty could constitute a disciplinary offence. In order to comply with this duty all employees will be expected to;

- 2.5.1 Conform to any legal requirements, rules, procedures and instructions necessary for ensuring health and safety.
- 2.5.2 Use protective clothing and equipment recommended for their particular work unless they have a medical condition or other valid reason preventing them from using such equipment and are in receipt of a written dispensation from the Directors.
- 2.5.3 Seek advice and instruction from their manager or supervisor when situations arise which may affect the health and safety of themselves or others.
- 2.5.4 Report any unsafe plant, tools, equipment, or methods of work where there is a risk of injury to persons or damage to plant.
- 2.5.5 Report any incident or accident, however slight, whether or not injury or damage has been sustained.
- 2.5.6 Assist at all times in maintaining good housekeeping standards on site.
- 2.5.7 Attend health and safety training courses as required and participate fully in any training provided by the company.
- 2.5.8 Co-operate and assist where required in any site audit, risk assessment, accident investigation or associated health and safety procedures carried out within the workplace.

2.6) INTERNAL HEALTH & SAFETY CO-ORDINATORS DUTIES

The Office Manager will fulfil the role of Internal Health and Safety Co-ordinator. They will liaise with the company's External Health and Safety Advisors, to assess and co-ordinate the overall health and safety performance of the company, making recommendations where necessary to the Directors. The Internal Health and Safety Co-ordinator will also:-

- 2.6.1** Ensure that training programmes take place to inform and educate all employees of their health and safety responsibilities and duties.
- 2.6.2** Identify training needs for employees in conjunction with the Directors and relevant managers. Ensure that suitable training is provided and that full written records are kept.
- 2.6.3** Report all applicable accidents/incidents to the Enforcing Authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013.
- 2.6.4** Maintain records and statistics of all incidents which occur within Murray Building Services Ltd or as a result of its activities.

2.7) EXTERNAL HEALTH AND SAFETY ADVISORS ROLE

ATG Health and Safety Consultants Ltd have been appointed as External Health and Safety Advisors for Murray Building Services Ltd. As such, they will act as Competent Persons to advise the Company on their health and safety obligations, as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

In order to fulfil this role ATG will liaise closely with Directors and the Health and Safety Co-ordinator and will provide the following service.

2.7.1 A planned programme of visits to Murray Building Services Ltd's premises and worksites in order to assist in implementing the safety management system. This may include the following:-

- Assistance in the completion of general risk assessments within the workplace (in conjunction with the relevant managers and engineers).
- Assistance in the completion of specific assessments such as manual handling, fire safety and hazardous substances.
- Assistance in preparing written safe-systems of work and method statements for operations and processes which pose significant risk.
- Assistance in maintaining up to date registers in readiness for Approval purposes.

2.7.2 Advising Murray Building Services Ltd of significant changes to legislation, Approved Codes of Practice, Guidance Notes or Industry Standards likely to have an effect on the safety management system.

2.7.3 Telephone advice on any safety related matter from ATG's team of specialist consultants.

2.7.4 Assisting the Health and Safety Co-ordinator in ensuring that documentation records and registers are kept up to date and in line with developments in either the business or health and safety legislation.

2.7.5 Liaison with employers liability insurance brokers where required to update them on health and safety progress/improvements.

2.7.6 Undertaking an annual audit of the Company's overall safety management system and preparation of an annual action plan to ensure continuous improvement.

2.8) EMPLOYEE INVOLVEMENT AND COMMUNICATION

- 2.8.1** Murray Building Services Ltd will take reasonable steps to involve employees in health and safety related matters and will actively encourage them to make constructive health and safety suggestions to improve conditions within their own department or worksite.
- 2.8.2** Each Manager will be involved in the management of health and safety and will meet at least weekly with the Directors to consider health and safety issues. Any relevant Health and Safety issues from employees will be channelled through the Managers to the Directors for discussion at health and safety meetings.
- 2.8.3** All employees will be briefed by their Manager on any issue which is relevant to their health, safety or welfare.
- 2.8.4** A programme of tool box talks will be carried out by the Project Manager or Maintenance Division Manager where relevant health and safety information will be discussed with all employees concerned. A register of all tool box talks will be held by the Internal Health and Safety Co-ordinator.
- 2.8.5** The following health and safety information will be readily available to all Murray Building Services Ltd employees:-
- Murray Building Services Ltd Safety Policy Statement
 - Health and Safety Law Notice
 - Summaries of risk assessments relevant to the work carried out
 - Data on all hazardous substances/processes used on a regular basis
 - Names of first aiders within the organisation
 - Actions regarding fire precautions/procedures
 - Emergency contacts
 - Employers Liability (compulsory Insurance) Certificate
 - The location of welfare facilities at the location concerned

Other information may also be necessary depending on the project concerned. The relevant Manager is responsible for ensuring that sufficient information is provided for personnel under his control and for ensuring that the safety information in relation to his work activities is kept up-to-date.

SECTION 3**ARRANGEMENTS FOR ENSURING HEALTH & SAFETY AT WORK****Introduction**

This section outlines general arrangements which will be implemented within Murray Building Services Ltd in order to ensure that the Health and Safety Policy is effectively put into practice.

It must be borne in mind that these are minimum general requirements and that further procedures and arrangements may be required for certain worksites or activities in order to effectively control specific risks to health and safety.

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3.1) ACCIDENT AND INCIDENT REPORTING, RECORDING AND INVESTIGATION

3.1.1 Policy

It is the policy of Murray Building Services Ltd to report all accidents, industrial diseases and dangerous occurrences and to comply fully with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

All accidents which result in personal injury will be recorded and investigated in an attempt to prevent a recurrence. All employees are instructed to report all such occurrences immediately after treatment.

The Internal Health and Safety Co-ordinator must be notified immediately, following any accident or incident and where necessary, will report the accident to the Enforcing Authority where required under the Reporting of Injuries, Diseases and Dangerous Occurrences 2013, forwarding completed reports to the Managing Director.

Where the Internal Health and Safety Co-ordinator is not available to report the accident/or incident, the Enforcing Authority must be contacted directly by the relevant Director.

RIDDOR Reporting - Incident Contact Centre

Tel: 0845 300 9923 (for fatal and major injuries only)

Internet: www.hse.gov.uk/riddor

Post: RIDDOR Reports
HSE
Redgrave Court
Merton Road
Bootham, L20 7HS

For further advice regarding what constitutes a reportable accident or incident, the External Health and Safety Advisors should be contacted.

3.1.2 Accidents – Action to Take

If the injury is of a minor nature, the injury should be treated or first aid treatment should be given. Following this, the Accident Book must be fully completed, either by the injured person or a responsible individual on their behalf (e.g. a first aider). An Accident Book will be kept readily available at Head Office. On sites under the control of a Principal Contractor, details of the accident will also be reported to the Site Manager.

If the injury is of a serious nature, and the person is taken to hospital, the Accident Book should be completed by the Internal Health and Safety Co-ordinator.

3.1.3 The Manager will also complete an Internal Accident Report form and forward it to the relevant Director as soon as possible.

3.1.4 The relevant Manager will carry out an appropriate investigation, liaising with the External Health and Safety Advisor where necessary. The injured person, relevant supervisory staff and witnesses will be involved in the investigation process where necessary.

3.1.5 Employers Liability Insurance Company

Should an employee suffer an accident or injury which is reportable to the Enforcing Authority, the employers' liability insurance company will be notified of this incident as soon as possible by the Internal Health and Safety Co-ordinator.

3.1.6 Needlestick Injury/Exposure to Risk of Infectious Disease

Should any employee suffer a needlestick injury, come into contact with bodily fluids or any situation giving rise to risk of infection, this matter must be reported to the relevant Manager immediately.

The Manager will then take the necessary action after seeking medical advice, and liaise with the External Health and Safety Advisor.

3.1.7 'Near Miss' or Damage Incident

All accidents resulting in damage to property, equipment, vehicles, fixtures or fittings, together with near misses, should be reported to management.

It is important that these incidents are investigated by the appropriate Line Manager, particularly if potential personal injury was narrowly avoided.

Where any equipment or structure has been damaged, and there is any doubt regarding its safe condition, the Project Manager or Maintenance Division Manager must be contacted immediately. The equipment must not be used or access to the structure restricted until further authorisation by the Manager is received, following guidance from the Directors or External Health and Safety Advisor where necessary.

3.1.8 Accidents to Contractors, Visitors and Members of the Public

Should a non-employee suffer injury as a result of work activities, investigation procedures will be followed by the relevant Manager or Director.

All such incidents must be recorded in the Accident Book by the relevant Manager who will ensure that correct details are taken of the name and address of the injured person.

Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, a report will be sent to the Enforcing Authority by the Internal Health and Safety Co-ordinator, after taking advice from the External Health and Safety Advisors.

3.2) FIRST AID

3.2.1 Policy on First Aid

It is Murray Building Services Ltd's policy to comply with the Health and Safety (First Aid) Regulations 1981, relevant Codes of Practice and good working practices by appointing and training a suitable number of people and providing suitable and sufficient facilities.

Our current arrangements are as follows:

3.2.2 First Aider

The Project Manager will be responsible for ensuring that adequate first aid arrangements are in place on all temporary worksites or customers premises.

In addition to this, prior to work commencing on sites under the control of a Principal Contractor, the Project Manager will seek an assurance that staff will have access to a site based employee via the Principal Contractor who holds a full First Aid at Work certificate.

3.2.3 First Aid Facilities

First aid kits will be kept in the offices, and in company vehicles. The contents of first aid kits will be checked by the Internal Health and Safety Co-ordinator, or in the case of vehicle kits, by the driver themselves.

Minimum Contents for First Aid Kits

ITEM	NUMBER OF EMPLOYEES		
	1 – 5	6 -10	11 - 50
Guidance card	1	1	1
Sterile Adhesive Dressing	10	20	40
Eye pad	1	2	4
Sterile Triangular Bandage	1	2	4
Safety Pins	6	6	12
Sterile Medium Dressing	3	6	8
Sterile Dressing	1	2	4
Extra Large Ambulance Dressing	1	2	4

Where sterile water or sterile normal saline in disposable containers needs to be kept near the first aid box because tap water is not available, at least the following quantity should be kept:

Minimum container size: 300ml
Minimum amount: 900ml

3.2.4 First Aid Information

All persons will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

Information regarding the location of the first aid facility and the name of the Appointed First Aider will be displayed on safety notice boards or included in site specific method statements.

Information on first aid should be included in the induction programme for any new employees and existing employees should be informed by Internal Health and Safety Co-ordinator of any changes which are made.

3.3) FIRE PRECAUTIONS

3.3.1 The Project Manager or Maintenance Division Manager will be responsible for ensuring that fire precautions are sufficient on temporary worksites. This may include:

- Housekeeping/Storage arrangements
- Fire fighting equipment required for the project
- Fire notices/information
- Means of escape
- Alarm/evacuation procedures

The procedures to be taken regarding the above will be provided during the daily briefing, delivered by the relevant Manager.

3.3.2 All employees will receive basic fire appreciation training as part of their induction.

The induction will include the following:

- the action to be taken upon discovering a fire
- the correct method of calling the fire service
- the location and use of fire fighting equipment
- evacuation of the site to an assembly point where a roll-call can be made
- ensuring access and egress routes etc. are kept free from obstruction

3.3.3 In the event of a fire, the relevant employee will:

- Observe the existing arrangements at the location concerned, where necessary, raising the alarm to notify the Client or Principal Contractor.
- Liaise with the emergency services before re-entering the work area under their control
- Advise the relevant Manager of the type, extent and result of the fire as soon as practicable

Fire Precautions and Procedures – Head Office.

A fire risk assessment for the Head Office will be carried out by an external contractor and reviewed on an annual basis or wherever significant changes occur to the premises layout or working procedures. All employees based at Head Office will be provided with an induction in a similar manner to that outlined above, but in relation to the office premises themselves.

3.3.4 Use of Fire Extinguishers

Name	Directions for Use
Water (Red Label) (wood, paper, plastics)	Direct the jet at the base of the flames and keep moving across the fire. DO NOT USE IN VICINITY OF LIVE ELECTRICAL EQUIPMENT
Powder (Blue Label) (oil, fat, paint, electrical)	Direct jet towards base of flames and with a slow sweeping movement drive the fire towards the far edge until the flames are extinguished. To fight fire of an electrical nature switch off the electricity supply first.
Carbon Dioxide (Black Label) (electrical)	Hold the extinguisher upright. Direct the discharge horn towards the base of flames and move continually from side to side across the area of the fire. Do not hold the extinguisher nozzle whilst in use as CO2 can 'freeze burn' when it comes into contact with skin.

Note:

Even if you manage to extinguish a fire the emergency services should be called to check the area. Also ensure that any part-used extinguishers are replaced.

Where appropriate, Murray Building Services Ltd will liaise with other organisations, contractors or the Client working on the premises.

3.4) HAZARDOUS SUBSTANCES

- 3.4.1** Hazardous substances (as defined by the Control of Substances Hazardous to Health Regulations (amendment) 2004) at work can include chemicals, dust, fume and bacteria. Murray Building Services Ltd will assess the risk to health from hazardous substances and prevent or, where this is not reasonably practicable, adequately control exposure.
- 3.4.2** The Directors, Project Managers and Maintenance Division Managers will all be responsible for identifying all hazardous substances and undertaking an assessment of the risks for inclusion in the risk assessment/method statement. All hazardous products will be accompanied by a safety data sheet which must be provided by the supplier/manufacturer by law. The External Health and Safety Advisors will also provide support and if necessary undertake any assessments that require specialist knowledge. Assessments will be recorded and maintained including relevant safety data sheets by the Internal Health and Safety Co-ordinator.
- 3.4.3** Where relevant, assessments will be made available in the site safety file to ensure all employees are informed of any risks to health.

Asbestos

- 3.4.4** The Directors will ensure that there is no foreseeable risk of exposure to employees from asbestos containing materials as defined under the Control of Asbestos Regulations 2012.
- 3.4.5** The Project Manager or Maintenance Division Manager will be responsible for confirming if asbestos containing materials may be present before work begins, by requesting sufficient information from the Client or Principal Contractor.
- 3.4.6** All employees will be informed if they suspect any asbestos on site that has not been already identified, they will stop work immediately and inform the relevant Manager or Director.
- 3.4.7** The Directors will be responsible for taking the appropriate action to ensure employees are not put at risk of exposure to asbestos containing materials.
- 3.4.8** All employees will be provided with adequate training to protect themselves from exposure to asbestos containing materials. Such training will be refreshed on an annual basis.

3.5) ELECTRICAL SAFETY

- 3.5.1** Only those employees with the appropriate competency for the work to be carried out will be permitted to work on electrical systems. Where work is required to be carried out on live services, then an appropriate isolation procedure will be prepared and a safe working procedure incorporated into the method statement by the Electrical Engineers.
- 3.5.2** The entire fixed electrical system within the office will be examined by a suitably qualified electrical contractor registered with the National Inspection Council of Electrical Installers and Contractors (NICEIC) at intervals not exceeding five years and appropriate steps taken on the basis of his report. Responsibility for the completion of the examination will be specified within the tenancy agreement for the offices.
- 3.5.3** All portable electrical equipment including that used at work, but owned by individual employees will be examined by a qualified electrical contractor at twelve monthly intervals.
- 3.5.4** A register of all portable electrical appliances owned by the company will be kept by the Internal Health and Safety Co-ordinator and the results of the examination and test of each appliance recorded. The register and test results may be held in a computerised inventory. Visual confirmation of the examination and test of each appliance will also be affixed to the appliance.
- 3.5.5** The user of each piece of electrical equipment will perform a brief visual inspection at regular intervals, paying particular attention to the condition of the cables. A report will be made to management of any actual, or suspected, faults suggested by the visual examination. The equipment will also be taken out of service until being certified as safe to use by an electrical contractor.
- 3.5.6 Checklist**

The following checklist should be used to regularly inspect all electrical equipment:-

- Check that the equipment calibration, test and records are kept up to date.
- Report any faults found to the appropriate Manager.
- Do not use faulty equipment.
- Ensure all electrical leads and cables are in good condition and do not trail.
- Ensure sockets are not overloaded.
- Switch off specified electrical equipment at the end of each day.

3.6) MACHINERY & WORK EQUIPMENT SAFETY

- 3.6.1** Before any new piece of equipment is purchased or hired in for use at work, the Directors will obtain an assurance from the supplier that it complies with the requirements of Section 6 of the Health and Safety at Work (etc.) Act 1974, the Provision and Use of Work Equipment Regulations, the Supply of Machinery (Safety) Regulations, and any relevant British or European standards.
- 3.6.2** The Directors will ensure that any equipment known to present particular hazards is operated only by a person who is trained and authorised in writing to do so.
- 3.6.3** Any hired in equipment for site use, then the person responsible for hiring the equipment will ensure that it is delivered/received with a record of service/test and any other relevant information regarding the use of the equipment.
- 3.6.4** All engineers must ensure that all guards and safety devices are properly in place at all times while the equipment is in use and will check prior to the commencement of use that all guards and emergency stop devices are in good condition and function correctly.
- 3.6.5** Should a fault occur with any equipment, the employee concerned shall ensure that it is promptly taken out of service and reported to the relevant Manager or Director.
- 3.6.6** All operatives are responsible for ensuring that no equipment is used in an unsafe condition. Where necessary they will seek the advice of the relevant Manager and the company's External Health and Safety Advisors.

3.6.7 Maintenance Work

The following measures should be in place whenever maintenance work is carried out on any equipment:-

- Engineering staff from Murray Building Services Ltd will always report to the named contact on the premises, informing them that maintenance work is about to be carried out on the specified equipment. They should also be notified on completion of the work.
- The engineer assigned to the work must confirm with the Client that the equipment has been correctly isolated, where necessary working under a Permit to Work, issued by the Client.

3.7) STATUTORY/PERIODIC EXAMINATIONS

3.7.1 Thorough examinations by a competent person (normally an insurance company engineer) must be carried out as follows:-

Lifting equipment	Every 12 months (6 monthly if used for carrying personnel)
Lifting tackle (chains, slings, wire ropes etc.)	Every 6 months
Air receivers	Every 24 months or at such intervals as the competent person decides
Harness/fall restraint/arrest equipment	Every 6 months

3.7.2 The Internal Health and Safety Co-ordinator will ensure that there is an accurate register of all items belonging to the company that are subject to such examinations, and that each item is given a unique identification number or description.

3.7.3 The relevant Manager will check that statutory/periodic examinations are carried out on, or before the due date.

3.7.4 Where equipment is hired, the relevant engineer is responsible for ensuring that the equipment is in good condition and that the relevant information and instruction is provided by the hirer.

3.8) MAINTENANCE AND USE OF COMPANY VEHICLES

- 3.8.1** Company vehicles are only to be driven by authorised employees.
- 3.8.2** Repairs to any of the company's vehicles must be undertaken only by the company's authorised repairers. Employees must not carry out any repairs however minor.
- 3.8.3** Employees must not drive vehicles that are defective.
- 3.8.4** Authorised drivers are responsible for ensuring that daily maintenance checks are undertaken and that tyres are regularly checked.
- 3.8.5** Drivers of company vehicles are expected to drive safely and abide by Road Traffic Law, and to conduct themselves in a manner reflecting favourably on the company.
- 3.8.6** Notices of intended prosecution of any stationary or moving traffic violations must be reported immediately to the Directors.
- 3.8.7** Unauthorised passengers/goods are not to be carried.

NOTE

Employees provided with company vehicles, or who may be required to use their own vehicle when carrying out work on behalf of the company are reminded that it is a criminal offence to use a hand held mobile phone or similar device whilst driving or in control of a vehicle. The company provides blue tooth equipment for all relevant engineers, and this equipment must be used when receiving calls.

It is also a criminal offence for the driver to be distracted whilst carrying out an 'avoidable activity' whilst driving. This could include for example, the following activities:-

- Eating or drinking at the wheel
- Adjusting a satellite navigation device
- Making or answering a telephone call

Drivers should therefore avoid excessive use of telephone equipment whilst driving. Should an accident occur whilst the driver is carrying out an avoidable activity, the driver could be prosecuted and disciplinary action may be taken by the company.

In addition to the above, each employee provided with a company vehicle will be given a copy of the Motor Vehicle Policy and sign acknowledgement of its issue and adherence to the Policy.

3.9) PERSONAL PROTECTIVE EQUIPMENT – GENERAL

- 3.9.1** Where a need for the wearing of personal protective equipment is identified (whether by legislation or otherwise) all employees and contractors are required to use, and take care of, such equipment. Directors and Managers must ensure that all personnel under their control comply with this requirement. Employees must ensure that they are fully aware of on-site requirements when working on customers premises.
- 3.9.2** Safety helmets will be worn by all personnel in any areas where there is an identified risk of head injury.
- 3.9.3** Safety footwear will be supplied to employees where the need has been identified and must be worn at all times whilst at work. Those employees such as office-based staff who are not provided with safety footwear but who may, from time to time, be at some risk of foot injury will be encouraged to use sensible footwear, and may be prohibited from certain tasks unless wearing such footwear.
- 3.9.4** Eye protection will be worn at all times by persons engaged in operations that present a foreseeable risk of eye injury. These operations will be identified by the risk assessment process.
- 3.9.5** Safety harnesses will be worn by trained and authorised personnel engaged in operations presenting a risk of fall, where such equipment has been identified as required in the risk assessment process.
- 3.9.6** Appropriate gloves will be worn by employees when engaged in operations presenting a risk of laceration or abrasion to the hands.
- 3.9.7** Respiratory protection, overalls, gloves, etc. intended to afford protection against contact with hazardous substances will be worn as indicated by the assessments undertaken in compliance with the Control of Substances Hazardous to Health Regulations (as amended) 2004.
- 3.9.8** The relevant Manager will identify those employees under his control for whom protective equipment is required and will ensure that an adequate supply of the correct equipment is obtained. The External Safety Advisors will advise regarding suitable equipment where required.
- 3.9.9** The Internal Health and Safety Co-ordinator will ensure that each employee is issued, on a personal basis, with the appropriate protective equipment free of charge, and that an issue record is kept for all non-disposable items.
- 3.9.10** Employees will maintain their issued equipment in good condition and will report any loss or damage to their Manager.
- 3.9.11** Adequate facilities will be provided to all employees for the storage of protective equipment.
- 3.9.12** Engineers are responsible for ensuring that requirements are fully complied with by all personnel working on site or on customers premises.
- 3.9.13** Instances of non compliance, either by employees or any other people will be reported to the relevant Director, who will ensure that appropriate action is taken. This may include further training, or for repeated non compliance, disciplinary measures.

3.10) CONTROL OF CONTRACTORS

3.10.1 Policy

It is the policy of Murray Building Services Ltd to ensure the health and safety not only of our employees, but also the health and safety of any subcontractors we may employ.

3.10.2 Prior to work commencing, the relevant Manager will:-

- 1) Request information where appropriate from the Contractor on their Health and Safety Policy and Procedures, their Director responsible for safety and their site safety arrangements.
- 2) Request copies of their insurance cover certificates in respect of employers' liability and third party risks.

3.10.3 Prior to work commencing, the Project Manager will:-

- 1) Establish rules and guidelines for their activities whilst working within the location.
- 2) Provide information as necessary on risks which may be encountered in carrying out approved work within the location and identify activities and actions which must be avoided.
- 3) Agree and define the areas in which the work is to be carried out, the approved routes to and from the work areas and any areas which are out of bounds.

3.10.4 Where sub contractor work is complete on sites where a Principal Contractor is in control, then all health and safety information prepared by the contractor will be submitted to the Principal Contractor for approval, prior to any work commencing.

3.11) RISK ASSESSMENTS

- 3.11.1** Murray Building Services Ltd have compiled a database of risk assessments for all tasks carried out on a routine basis. These are used as a starting point when planning specific projects, and are reviewed and amended as appropriate.
- 3.11.2** When planning a project, the Project Manager will select the appropriate assessments from the database of risk assessments and amend these to take site specific issues and hazards in to account. For high risk activities such as work involving heat/burning an appropriate 'Hot Work Permit' shall be completed by the assigned engineer.
- 3.11.3** Risk assessments, method statements and safe working instructions will be made available in the site file to ensure all relevant employees are informed of the hazards and risks to their health and safety.
- 3.11.4** Where day to day tasks require a dynamic risk assessment, these will be assessed by the relevant engineer and recorded on the Company's site risk assessment form.
- 3.11.5** Records of all risk assessments, method statements etc. will be kept for each project. Risk assessments will be reviewed annually or as the nature of the work changes, as appreciation of hazards and risks develops, or where accident investigations have highlighted the need to amend working procedures.
- 3.11.6** All employees undertaking dynamic risk assessments must be competent to do so. Training will be provided by the External Safety Advisor.
- 3.11.7** The Directors will be responsible for ensuring the risk control measures are implemented and followed by all engineers carrying out work on behalf of Murray Building Services Ltd.

3.11.8 Specific Assessments

Where any further assessment is necessary, either due to specific areas of risk or legislative requirements, the relevant Director will arrange to carry out the necessary assessment, seeking further specialist advice from the External Safety Advisors. Following the assessment, the findings will be forwarded to the relevant Manager who will ensure that the necessary actions are implemented.

Examples of specific assessments may include:

- Manual Handling
- Noise
- Hand/Arm Vibration
- Control of Substances Hazardous to Health
- Fire

3.12) MANUAL HANDLING

3.12.1 Murray Building Services Ltd will endeavour to avoid, as far as reasonably practicable, any manual handling activity which presents a significant risk of injury. Elimination of lifting, automation or mechanical aids will be considered wherever reasonably practicable.

3.12.2 An assessment will be carried out for all remaining tasks which pose significant risk of injury.

3.12.3 The assessment process will seek to reduce the risk of injury to the lowest reasonably practicable level by identifying suitable control measures.

3.12.4 Information, instruction and training will be provided to all employees carrying out manual handling activities which cannot be eliminated. Information will also be displayed on the health and safety notice board, or held on the intranet system.

3.12.5 Specific Responsibilities

Employees will:

1. Ensure they are aware of the control measures identified by any Manual Handling Risk Assessment for all significant manual handling activities they undertake and comply with the measures necessary to minimise the risk of injury.

The Project Manager or Maintenance Division Manager will:

1. Ensure all significant manual handling activities have been identified for projects under their control; a risk assessment carried out and control measures put into effect in a prioritised manner.
2. Ensure that the risk assessments carried out for manual handling activities are suitable and sufficient and that a consistent approach is adopted when planning projects and activities.
3. Ensure that training is provided to all employees who may be at risk. The training will include an awareness of the factors to consider in making a simple assessment of risk, and the need to avoid injury by adopting safe lifting and handling techniques.

3.13) WORKING AT HEIGHT

Employees of Murray Building Services Ltd will only work at height where it is absolutely necessary to do so. Wherever possible working methods will be planned so as to reduce the need for employees to work at height to an absolute minimum.

- 3.13.1** The Project Manager or Maintenance Division Manager will ensure that all activities necessitating working at height are identified when planning any project.
- 3.13.2** A specific risk assessment will be carried out by the relevant Manager for all tasks involving working at height. The assessment will consider the nature of the task, the correct access equipment to carry out the task safely, and the competency of the employees who will be carrying out the task. The External Health and Safety Advisors will provide further guidance where required.
- 3.13.3** Ladders and step ladders will only be used for minor work were it would be impractical to use mobile access equipment.
- 3.13.4** Specific engineers will receive suitable and sufficient training in safe working at height. This will include working from mobile elevated work platforms and the safe use of ladders and step ladders.
- 3.13.5** When any access equipment is hired in, the relevant engineer is responsible for ensuring that the equipment is in good condition and that the relevant information and instruction is provided by the hirer.
- 3.13.6** Working at height risk assessments and the identified control measures will be incorporated into any method statement or safe-system of work provided by Murray Building Services Ltd. The relevant Manager is responsible for ensuring that all employees under their control are aware of any such documentation and comply with any required control measures on site.

3.14) DISPLAY SCREEN EQUIPMENT

- 3.14.1** Display screen equipment is used within Murray Building Services Ltd however, not all employees who use this equipment may be classified as a 'user' under the Health and Safety (Display Screen Equipment) Regulations 1992. Therefore the full extent of these Regulations may not apply in all cases.
- 3.14.2** In order to determine whether or not they fall into this category, all employees who use display screen equipment are required to complete an Employee Assessment.
- 3.14.3** The Forms must then be returned to the Internal Health and Safety Co-ordinator, who from the information contained within the Form will keep a list of 'users' from the employees within the office concerned.
- 3.14.4** All users will be required to carry out an assessment of their own workstation under the guidance of the External Health and Safety Advisors where necessary. The Office Manager will be responsible for ensuring that any control measures identified by the assessment are actioned as necessary.
- 3.14.5** All users are entitled under the Regulations to an eyesight test, to be carried out by a registered practitioner, at the company's expense. The results of all such tests will be collated by the Office Manager. Tests should be carried out at regular intervals (as advised by the optician).
- 3.14.6** Where the results of the test shows that corrective appliances are necessary (specifically for DSE use only, in order to correct vision defects at the viewing distance of the screen from the user) these will be provided at the Company's expense, (as required by the Regulations).

3.15) INDUCTION TRAINING

3.15.1 The Directors in conjunction with the relevant Managers will ensure that every new employee receives initial induction training which must include:

a) The location of:

- all fire exits, fire exit routes, and fire drill assembly points, the location of the first aid facilities and the name of the first aider within the premises or worksite.
- the location of fire extinguishers and the appropriate use of the various types of extinguisher.
- the location of toilet and washing facilities.
- the location of the health and safety notice board or health and safety file.

b) An explanation of the:

- Murray Building Services Ltd's systems in relation to the location of health and safety information
- Murray Building Services Ltd's Health and Safety Policy and an outline of the arrangements for its implementation.
- Company or Site Rules.
- fire precautions.
- the procedure to be observed in the event of accident.
- the disciplinary procedures which may result from breaches of health and safety rules.
- Company Vehicle Policy

c) Briefing on the Health and Safety Policy Manual and the opportunity to ask any questions regarding its contents. The employee must also be given the opportunity to read the document in detail if required.

d) Instruction in:

- safe handling of materials in the workplace.
- use of protective clothing and equipment.
- the importance of good housekeeping etc.

3.15.2 The Directors will ensure that the new employee does not commence their duties until the necessary induction training has been given and the training instruction acknowledgement record completed. In exceptional circumstances this may not be practicable and under these circumstances, basic essential information may be given by the Project Manager or Maintenance Division Manager. In all cases the formal induction process must occur within seven days.

3.16) SPECIFIC TRAINING

- 3.16.1** In addition to the induction training provided to each new employee, the Directors, Managers and Internal Health and Safety Co-ordinator will identify any specific training needs which an employee may have. This may include specific competency requirements to carry out certain operations or tasks.
- 3.16.2** Having identified such training needs, the Internal Health and Safety Co-ordinator, will make the necessary arrangements for training to be provided by a competent and experienced person or organisation. The External Health and Safety Advisors may provide this training or recommend a suitable organisation to do so.
- 3.16.3** Following the identification of specific training needs, this information will be entered into a training matrix held by the Internal Health and Safety Co-ordinator, which will record the employees name, job title, and the specific training required.
- 3.16.4** The Internal Health and Safety Co-ordinator will then arrange for suitable dates to carry out the training. These dates will then be entered on to the matrix.
- 3.16.5** The Directors and relevant Manager will likewise identify the specific training needs of existing employees through regular monitoring and an annual performance appraisal, and make the similar necessary arrangements.
- 3.16.6** The Internal Health and Safety Co-ordinator will ensure that appropriate training records are held and that the records contain such details as employee's name, type of training provided, name of trainer, date of training (and of any subsequent or refresher training).
- 3.16.7** In those cases where employees are required to be specifically authorised to undertake certain operations, such authorising shall be clearly made known by the Directors or relevant Manager after the appropriate training has been provided.

3.17) MONITORING AND REVIEWING HEALTH AND SAFETY PERFORMANCE

Regular inspections will help to maintain standards of housekeeping and welfare arrangements and will help to ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and the various regulations made under it.

3.17.1 The Directors are responsible for ensuring that regular inspections are made either by themselves or the Managers of all projects at a frequency appropriate to the nature of the worksite and the activities being undertaken.

3.17.2 The Directors will keep a written record of all such inspections and are responsible for ensuring that any remedial action identified as a result of the inspection is implemented.

3.17.3 The External Health and Safety Advisors will also carry out random safety inspections where requested, however these are additional to those carried out or arranged by the Directors.

3.17.5 All written inspection reports will be formally reviewed by the Directors who will ensure that any findings and recommendations are given due consideration. All inspection reports will be formally discussed at the next available management meeting.

3.17.6 The External Health and Safety Advisors will arrange for an annual safety audit of the whole organisation to be carried out.

This audit will review not only workplace conditions but also health and safety documentation and management systems. Following this audit a report will be produced with an action plan for a yearly programme of health and safety within Murray Building Services Ltd.

3.18) CONSTRUCTION (DESIGN & MANAGEMENT) - GENERAL

3.18.1 Murray Building Services Ltd are aware of their responsibilities under the Construction (Design and Management) Regulations 2015 where they act as a duty holder (as defined under the aforementioned regulations).

3.18.2 Projects undertaken by Murray Building Services Ltd will be carried out either with the company fulfilling the role of Contractor or occasionally as a Principal Contractor. The Directors are aware of their responsibilities as one of these duty holders and will ensure the following are adopted;

3.18.3 When acting as Principal Contractor, the Project Manager/Contracts Engineer will;

- Prepare, develop and implement a written health and safety plan and site rules.
- Pass on relevant parts of the plan to all contractors involved in the project.
- Ensure suitable welfare facilities are provided from the start and maintained throughout the project.
- Check competence of all appointees including duty holders and contractors.
- Ensure all workers have site inductions and any further information and training needed for the work.
- Consult with the workers on health and safety matters.
- Liaise with the Principal Designer regarding on going design, where relevant.
- Secure the site, and ensure all personnel sign into and out of the site when entering/leaving.
- Ensure so far as is reasonably practicable that all parties co-operate with each other regarding health and safety matters.

3.18.4 When acting as Contractor, the Project Manager/Contracts Engineer responsible for the particular project will;

- Prepare, develop and implement a written health and safety plan.
- Ensure that appropriate risk assessments and method statements are prepared.
- Ensure that all employees are instructed to report to the person in control of the site/premises prior to commencing work, and obey any reasonable rules laid down by them.
- Ensure that all employees receive a suitable site induction.
- Ensure that all employees are briefed on and understand the method statement.
- Ensure that all employees work in accordance with the method statement and any other relevant site rules/working procedures.

NOTE: Where Murray Building Services Ltd are required to make design decisions then the Electrical Engineer will ensure that appropriate health and safety information is incorporated into any design drawings/specifications and that such information is passed to the Principal Designer and to those involved in the work.

APPENDIX

Blank forms and checklists referred to in the Safety Policy Manual

1. SITE INSPECTION REPORT
2. PPE ISSUE RECORD
3. COSHH ASSESSMENT FORM
4. RISK ASSESSMENT (General)
5. MANUAL HANDLING ASSESSMENT
6. INDUCTION TRAINING CHECKLIST
7. INTERNAL ACCIDENT REPORT FORM
8. DISPLAY SCREEN EQUIPMENT – Employee / Workstation Assessment
9. CONTRACTORS INFORMATION
10. TOOL BOX TALK REGISTER