



**ACS GROUP OF COMPANIES**

# **HEALTH AND SAFETY POLICY**

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## **1.0 HEALTH AND SAFETY POLICY STATEMENT**

The ACS Group of Companies is committed to conducting its operations in a manner that safeguards the health and safety of its employees, and others who may be affected by its operations, and to protect property and the environment against damage and loss.

The Company recognises and accepts their legal responsibility as employers in the duties imposed upon them by the Health and Safety at Work etc. Act 1974, and other relevant statutory provisions.

The Company shall ensure the health, safety and welfare at work of its employees by:

- Establishing and maintaining safe systems of work to provide adequate controls of the health and safety risks arising from their work activities
- Consulting with employees on matters affecting their health and safety
- Providing and maintaining safe plant and equipment
- Ensuring the safe handling and use of materials and substances
- Providing adequate information, instruction and supervision in order to ensure that all employees are competent to carry out their tasks and providing them with training as required
- Providing and maintaining safe working environments with adequate facilities for the welfare of employees whilst at work
- Providing adequate resources to ensure the health, safety and welfare of its employees
- Ensuring the Company's management and employees are aware of and observe current regulations and to encourage and require suppliers and sub-contractors to adopt similar commitments.
- Encouraging a positive and constructive approach to health and safety, to require and promote the responsibility of personnel to work in a manner that is safe for themselves and others who may be affected by their activities.

The effectiveness of this policy shall be reviewed periodically and changes implemented as required.

This policy is endorsed for and on behalf of the Directors of the ACS Group of Companies

Signed:

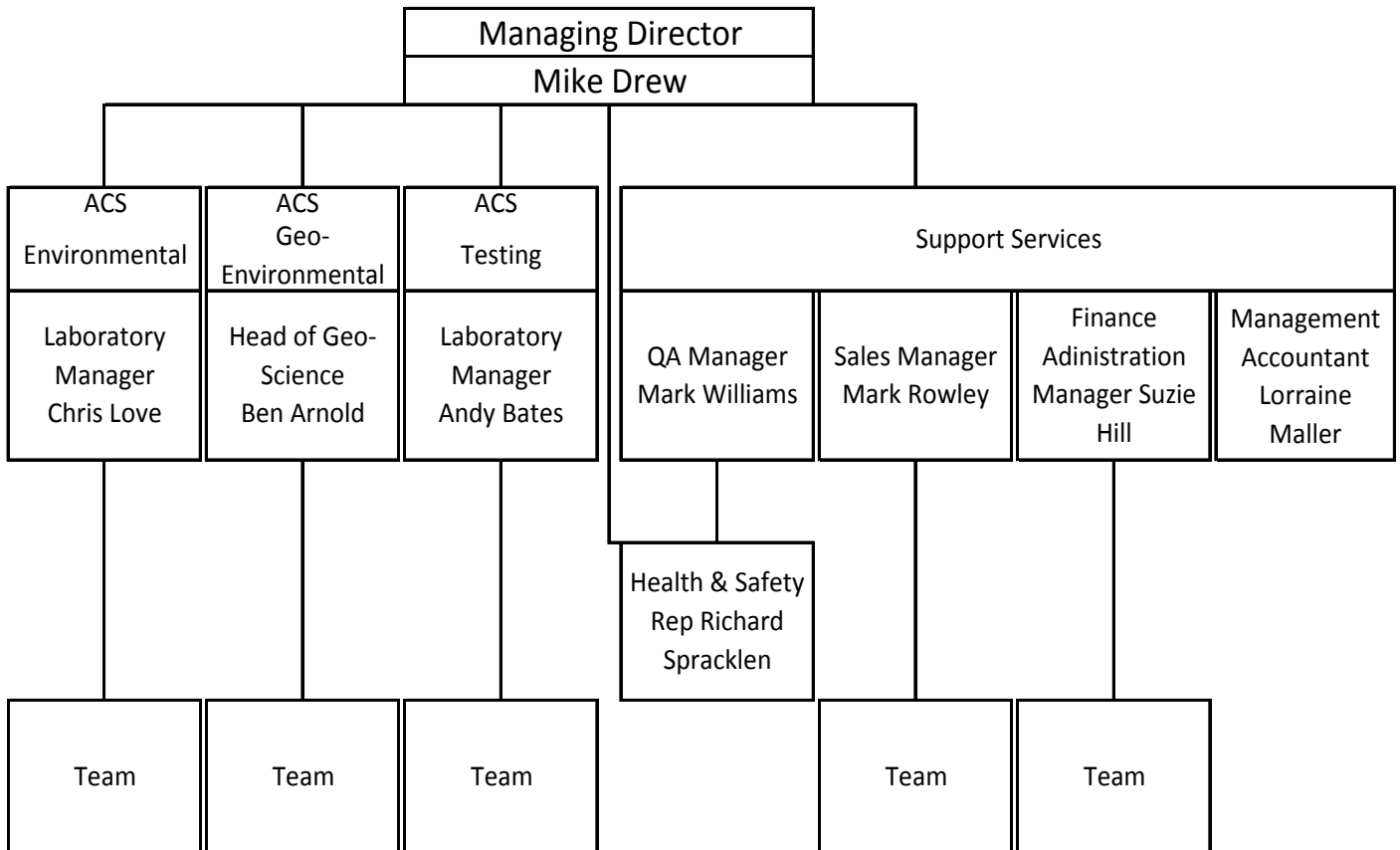


Date:

31<sup>st</sup> August 2018

## 2.0 ORGANISATION

### ACS Group of Companies



## **3.0 RESPONSIBILITIES**

### **3.1 MANAGING DIRECTOR**

- Ensure that the Health and Safety Policy is monitored and that revisions are made as necessary to reflect changes in legislation or Company development.
- Ensure that the Health and Safety Policy is being adhered to and that appropriate actions are taken as required.
- Know the requirements of relevant statutory provisions and safe working practices and ensure that staff under their control are conversant with them and have received adequate training in order to carry out their responsibilities.
- Ensure that employees, and those for which they are responsible, are given adequate information regarding risks associated with their work, the use of personal protective equipment and any other matters affecting their health and safety.
- Ensuring adequate monitoring and health surveillance arrangements and procedures are undertaken where necessary.
- Monitoring the health and safety performance of the organisation to ensure continued compliance with relevant regulations and company standards.
- Ensure that only competent sub-contractors are employed who have experience in the type of work to be carried out and can demonstrate a good health and safety record.
- Make provision at tendering and planning stage to ensure that adequate allowance is made for health, safety and welfare facilities and equipment as far as reasonably practicable.
- Ensure that all accidents and incidents are correctly reported and investigated, and to act on the results of investigations.
- Communicating with the Health and Safety Advisor and all personnel under their control to ensure the full and effective dissemination of information relating to health and safety, attending safety meetings responding to employee's initiatives in relation to health and safety matters.

### 3.2 MANAGERS

- Ensuring that all personnel under their control understand and comply with the company policies and procedures.
- Organise the work so that it is carried out with the minimum of risk to people and that equipment, materials and workplaces are maintained as safe as reasonable practicable.
- Comply with approved procedures and method statements and ensure that prior to any work commencing a risk assessment has been carried out and method statement produced, and that all relevant persons have been made aware of the risks and the controls in place.
- Ensure that all persons under their control have received the necessary information, instruction and training and are competent to carry out their allocated tasks.
- Communicating regularly with all personnel under their control and the Managing Director to ensure the full and effective dissemination of information relating to health and safety.
- Ensure that all plant and equipment is safe, has the required certificates of inspection or examination and is operated by trained and competent personnel.
- Ensuring that all personnel under their control fully understand the correct procedures for the use and maintenance of all safety equipment, personal protective equipment, first aid and welfare facilities provided by the company.
- Ensure that appropriate First Aid and fire fighting equipment is readily available and properly maintained.
- Carrying out regular inspections of all sites, facilities, plant and equipment to ensure identification of hazards and maintenance of safety standards.
- Ensure that any accidents and near misses are reported and investigated.

### 3.3 HEALTH AND SAFETY ADVISOR

- To provide competent advice and guidance on all matters relating to health, safety and welfare.
- To monitor compliance with and the effectiveness of the health and safety policy, procedures and legislative requirements.

### 3.4 ALL EMPLOYEES

- Comply with the Company health and safety rules and procedures.
- Co-operate with supervisors and managers on health and safety matters.
- Take reasonable care of their own health and safety, and others who may be affected by their actions.
- Not interfere with anything provided to safeguard their health and safety.
- Do not operate any plant or equipment unless trained and instructed to do so.
- Report any hazards or defect affecting the safety of any plant or equipment or any other safety concern to the appropriate person.
- Report all accidents, near misses, dangerous occurrences and workplace illness immediately to the appropriate supervisor.
- Wear the correct personal protective equipment and use the correct safety devices at all times.
- Conduct themselves in an orderly manner at all times and refrain from any form of horseplay.
- Attend any training sessions provided to support health and safety in the workplace.

## **4.0 ARRANGEMENTS**

### **4.1 TRAINING**

ACS is committed to providing all employees with adequate training to ensure that they are competent to perform their allocated tasks, work in a safe manner and can identify potential health and safety risks to themselves and their fellow employees.

All employees will be inducted on joining the company during which their Manager will determine and deliver their specific training in respect of health and safety.

All staff required to attend client sites will hold an appropriate CSCS card.

Training needs for each employee shall be assessed annually to ensure that the training remains relevant to the tasks undertaken.

Records of training and renewal dates shall be maintained for all employees.

### **4.2 RISK ASSESSMENTS**

The Company is required by The Management of Health and Safety at Work Regulations 1999 to carry out an assessment of the risks to health and safety of all persons who may be affected by their business. This will include employees, sub-contractors, visitors and members of the public.

The purpose of a risk assessment is to:

- Identify operations, tasks and processes which have the potential to cause harm to employees or others
- Identify the potential of the hazard being realised and the potential consequences which might then occur (the risk)
- Implement measures to eliminate or reduce exposure to the risk.

The Risk Assessment will include the frequency and duration of exposure to the risk, the maximum number of people exposed to the risk, a list of the particular hazards and the actions already taken to control the risk. The hazards still outstanding will be listed and assessed as to their likelihood and severity. The overall assessment of the residual risk will then be assessed. Once the risks have been identified and assessed, control measures can be implemented to either remove the risk from the workplace, reduce the risk to as low a level as possible or reduce the number of persons exposed to the risk.

Risk Assessments will be in place for each area of work. If standard risk assessments are used they will be reviewed and amended as required to include specific risks associated with the works.

The action required to remove or control the risks will be incorporated within the methods statement.

All relevant persons will be made aware of the risks and of the controls that are required. Risk Assessments will be reviewed when the work activity changes.



#### 4.3 METHOD STATEMENTS

The Management of Health and Safety at Work Regulations 1999 require employers to ensure the provision of a safe system of work. The preparation of a Method Statement is an important part of the planning of a safe system.

The amount of detail included in a method statement will depend on the size and complexity of the works. The control measures identified within the risk assessment will be included within the document. All persons employed on the activity shall be instructed on how to complete the works safely and in accordance with the risk assessment and method statement.

Method statements shall be in place for works that are carried out by sub-contractors on behalf of the Company prior to works commencing. All sub-contractors method statements will be reviewed by the ACS Manager to ensure that they are suitable and sufficient for the works to be carried out.

#### 4.4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Company is committed to complying with the requirements of the COSHH Regulations and will:

- Identify any substances used which may be defined as “a substance hazardous to health” within the COSHH Regulations
- Determine the hazard associated with the substance
- Assess the risk associated with the use of the substance
- Maintain a register of all hazardous substances which are used
- Ensure that relevant employees are made aware of the risk associated with the substance and the precautions to be taken
- Ensure that exposure of its employees to substances hazardous to health is either prevented or adequately controlled.

The COSHH assessment will specify the controls to be in place, the personal protective equipment to be used when handling the substance, First Aid, fire precautions, risks to health and storage/disposal requirements. Where possible, hazardous substances will be substituted by other, less harmful substances.

#### 4.5 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM)

The CDM Regulations apply to all construction projects, with additional duties for projects that are notifiable to the Health and Safety Executive (i.e. those that last more than 30 days and have more than 20 workers working simultaneously at any point on the project, or will involve more than 500 man days of work).

The main duties of the Principal Contractor are as follows:

- Plan, manage, monitor and co-ordinate the construction phase in liaison with the client and principal designer

- Prepare, develop and implement a construction phase plan that ensures the work is carried out without risk to health and safety
- Secure the site to prevent unauthorised access
- Ensure suitable welfare facilities are in place, provided either by ACS or the client or public facilities are identified for short term work and maintained throughout the construction phase
- Ensure all persons on site have been given site inductions and all relevant information and rules that are relevant to the site and their work
- Liaise with the Principal Designer regarding ongoing design
- At the end of the contract pass all relevant information to the Principal Designer for the development of the Health and Safety File.

The main duties of the Contractor are as follows:

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

A Site Safety File shall be in place and shall contain all information regarding health and safety on the site e.g. Construction Phase Plan, Risk Assessments, Method Statements, COSHH, etc.

#### 4.6 SUB-CONTRACTORS

Only approved sub-contractors are employed by the Company. Prior to award of the sub-contract they are assessed to ensure that they are competent to carry out the work. This assessment will include an evaluation of their Health and Safety Policy, relevant insurances, training and competence records and previous work record.

Prior to starting work Risk Assessments and Method Statements shall be reviewed by the Site Manager.

All sub-contractor personnel shall be inducted before starting work – the induction shall include general Site Safety Rules and specific hazards associated with their operations.

Regular liaison shall take place to ensure that operations are planned to minimise risks caused by contractors working on live Client premises. Where possible, contractors operations shall be segregated.

#### 4.7 PERSONAL PROTECTIVE EQUIPMENT

The Company will provide employees with all necessary personal protective equipment and clothing to allow them to undertake their assigned tasks whilst maintaining healthy and safe working conditions. PPE will be issued to employee's dependant on their tasks, at no cost to the employee and as identified within the relevant risk assessments.

It is the responsibility of the relevant Manager to ensure that all employees have the necessary PPE to carry out the tasks assigned to them.

It is the responsibility of employees to ensure that their PPE is maintained and to bring any loss or defects to the attention of their Line Manager. Employees will be trained in the use of PPE where required and will be expected to use PPE in accordance with instructions.

#### 4.8 PLANT AND EQUIPMENT

In accordance with the Provision and Use of Work Equipment Regulations 1998 all plant and equipment used by the Company shall be fit for use and properly maintained and inspected.

All plant and equipment will be inspected before use to ensure that it is fit for purpose.

Visual inspections of all plant and equipment will be carried out on a daily basis. On a weekly basis, records of inspections of plant and equipment shall be maintained. All defects must be reported to the relevant person for action.

The Manager shall ensure that all statutory inspections have been carried out and certificates are in place as required prior to starting work e.g. for chains and lifting equipment.

Only persons who are trained, competent and authorised to do so shall operate plant and equipment.

#### 4.9 ACCIDENT REPORTING

All accidents and incidents will be reported to the relevant Manager as soon as possible and will be recorded in the Accident Book. If possible the person involved in the accident should complete the form, the First Aider should report what treatment or advice was given.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 require that certain incidents are reported to the Health and Safety Executive. Specified injuries and dangerous occurrences will be reported to the Health and Safety Executive immediately. For accidents that result in more than seven days off work, a report must be sent to the Health and Safety Executive within fifteen days. Records must be retained of all accidents that result in more than three days off work. Accidents should be reported using the website [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

Occupational diseases e.g. hand arm vibration syndrome, occupational asthma, carpal tunnel syndrome, any occupational cancer etc. will be reported to the Health and Safety Executive once a diagnosis has been received.

Specified injuries include the following:

- Fracture, other than to fingers, thumb or toes
- Amputation
- Loss of sight (temporary or permanent)
- Serious burns – covering more than 10% of the body
- Unconsciousness caused by head injury or asphyxia.

Dangerous occurrences includes the following:

- Collapse, overturning or failure of any load bearing parts of lifts and lifting equipment

- Accidental release of any substance that could cause injury to any person
- Plant or equipment coming into contact with overhead lines

For all major accidents and dangerous occurrences an accident investigation will be carried out. An accident investigation report will be produced which will document the cause or causes of the accident and recommend steps to be taken to prevent the incident reoccurring.

Records of accidents will be retained for three years.

#### 4.10 FIRST AID

The Company will provide First Aid kits in each office and laboratory, and nominate a member of staff at each location to be the trained First Aider for that area and be responsible for maintaining the First Aid kit.

All employees engaged in site activities will be issued with a First Aid kit.

All employees will be made aware of the location of the First Aid kit and the First Aider as part of their induction. The location of the First Aid kit and the names of the First Aiders will be displayed.

Eyewash will be provided in sealed containers where mains tap water is not readily available for eye irrigation.

Any injury requiring First Aid will be reported in the Accident Book.

#### 4.11 EMERGENCY PROCEDURES

The Company will ensure that a fire risk assessment is carried out for the offices and laboratories. Fire and evacuation procedures will be implemented and fire extinguishers and alarms shall be provided and maintained. All employees will be made aware of the fire and emergency procedures on induction. All visitors will sign on and off site and will be made aware of the emergency procedures and muster point.

#### 4.12 NOISE

In accordance with the Control of Noise at Work Regulations 2005, if there is any possibility that noise levels may exceed 80 dB(A), a noise assessment will be carried out by a competent person.

Where noise levels exceed the first action level, employees will be issued with and trained in the use of appropriate hearing protection and zones marked with signage. Should noise levels exceed the second action level the wearing of hearing protection will be compulsory.

#### 4.13 MONITORING

Health and safety audits and inspections of offices, laboratory's and site activities will be carried out in accordance with an audit schedule administered by the Health and Safety

Advisor. The results of the audits and inspections will be reported to Management and reviewed on a regular basis to ensure that actions are taken as required to correct deficiencies.

#### 4.14 WELFARE

ACS will provide adequate welfare facilities (including washrooms, lavatories and eating areas) in its offices and ensure that such facilities are maintained in a clean and hygienic condition.

For site work, welfare facilities should be provided or available for use locally. These should be identified and agreed before starting work.

#### 4.15 CONSULTATION WITH EMPLOYEES

All employees shall be consulted on any matters which may affect their health and safety whilst at work. Employees will be represented by their Supervisor, who will be responsible for bringing any health and safety concerns to the notice of the Director, and for passing any information relating to health and safety from the Director to the workforce.

#### 4.16 MANUAL HANDLING

In accordance with The Manual Handling Operations Regulations 1992, where possible the requirement for manual handling will be avoided by the use of mechanical means. If this is not practicable then a risk assessment will be carried out and control measures implemented to reduce the risk to the lowest practical level.

When required, training shall be given in manual handling techniques.

#### 4.17 WORKING WITH ELECTRICITY

All electrical appliances used are installed by a competent electrician and correctly earthed. Residual circuit devices should be fitted. Where possible electrical equipment used shall be 110v or shall be battery operated. All machines shall be fitted with a means of isolation, which shall be easily accessible by the operator.

All hand held tools shall undergo Portable Appliance Testing (PAT), at a frequency defined by the Company.

If work is required in the vicinity of overhead power lines, they should be made dead or removed if possible. Where this is not possible, barriers should be erected and a safe system of work implemented. No vehicles, plant or equipment should be closer than 15 metres of cables suspended from a steel tower and 9 metres of cables supported on wooden poles.#

#### 4.18 DISPLAY SCREEN EQUIPMENT

ACS will ensure that workstation assessments are carried out on a regular basis to assess and minimise the risks arising from use of display screen equipment. Eye tests will be provided where required.