



## **Health and Safety Policy**

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11<sup>th</sup> of January 2022

## Introduction

The following statements within this document define and establish our Health and Safety Policy which is designed to control all areas of risk arising from all our work activities which may affect employees, others or members of the public.

This Policy details individual responsibilities and safe working practices and provides procedures to monitor the effectiveness of the Policy. It is the intention of Northern Steeplejacks Limited to manage the Health & Safety on all its projects with minimum risk and to prevent injury to health of any operatives/employees or any other persons affected by the operations. The effective implementation of this Policy requires the active participation from all levels of management and all parties contracted or sub-contracted to carry out any works together with any specialist operatives/employees to provide a safe place of work, which complies fully with Health, Safety and Environmental guidelines.

Northern Steeplejacks Limited have a devoted commitment to the environment. Our **Environmental Policy** accompanies this document.

## Statement of Safety Policy

The Directors of Northern Steeplejacks Limited recognise that they hold the primary responsibility for the health and safety and welfare at work of all its employees, whether they are at work on company premises or undertaking company business elsewhere

This responsibility extends to a duty of care to cover other persons not employed by but on the premises or to those carrying out company business.

Northern Steeplejacks Limited undertakes to conduct its business in such a way as to ensure that all reasonably practicable steps are taken to minimise the risk to clients/customers and members of the general public.

Northern Steeplejacks Limited will comply with all statutory requirements under the Health & Safety at Work Act 1974 and any subsequent legislation that may be introduced.

Northern Steeplejacks Limited will so far as reasonably practicable:

- Employ persons who are competent in the work for which they are engaged and not a danger to themselves or to others.
- Provide such information, instruction, training, and supervision as is necessary to promote the health, safety and welfare at work of employees.
- Provide and maintain equipment with which to work.
- Ensure safety and minimisation of risks to health, in connection with the use, handling, storage and transportation of articles and substances.
- Ensure that all employees are aware of the Company's attitude to health & safety and safety rules.
- Provide and maintain a working environment with minimum risks to health and welfare. Which is adequate with regard to facilities and arrangements for health and welfare.
- Instigate, provide and maintain safe and proper methods and systems of work to minimise risk to health and safety.

It is recognised that all employees have a responsibility while at work to:

- Take reasonable care for the safety of themselves and any other person who may be affected by their acts or omissions at work.
- Comply with any duty or requirement imposed or laid down by the Company whether statutory or not, in the interest of safety, health and welfare.
- Refrain from the wilful misuse, interference or removal of anything provided in the interest of health, safety and welfare and any action that might endanger themselves or others.

For and on behalf of Northern Steeplejacks Limited:



Signed:..... Date: 11<sup>th</sup> of January 2022

Lee Noon – Director

## Responsibilities

The overall and final responsibility for Health and Safety in the organisation is that of the company directors: Andrew King, Les Neil and Lee Noon

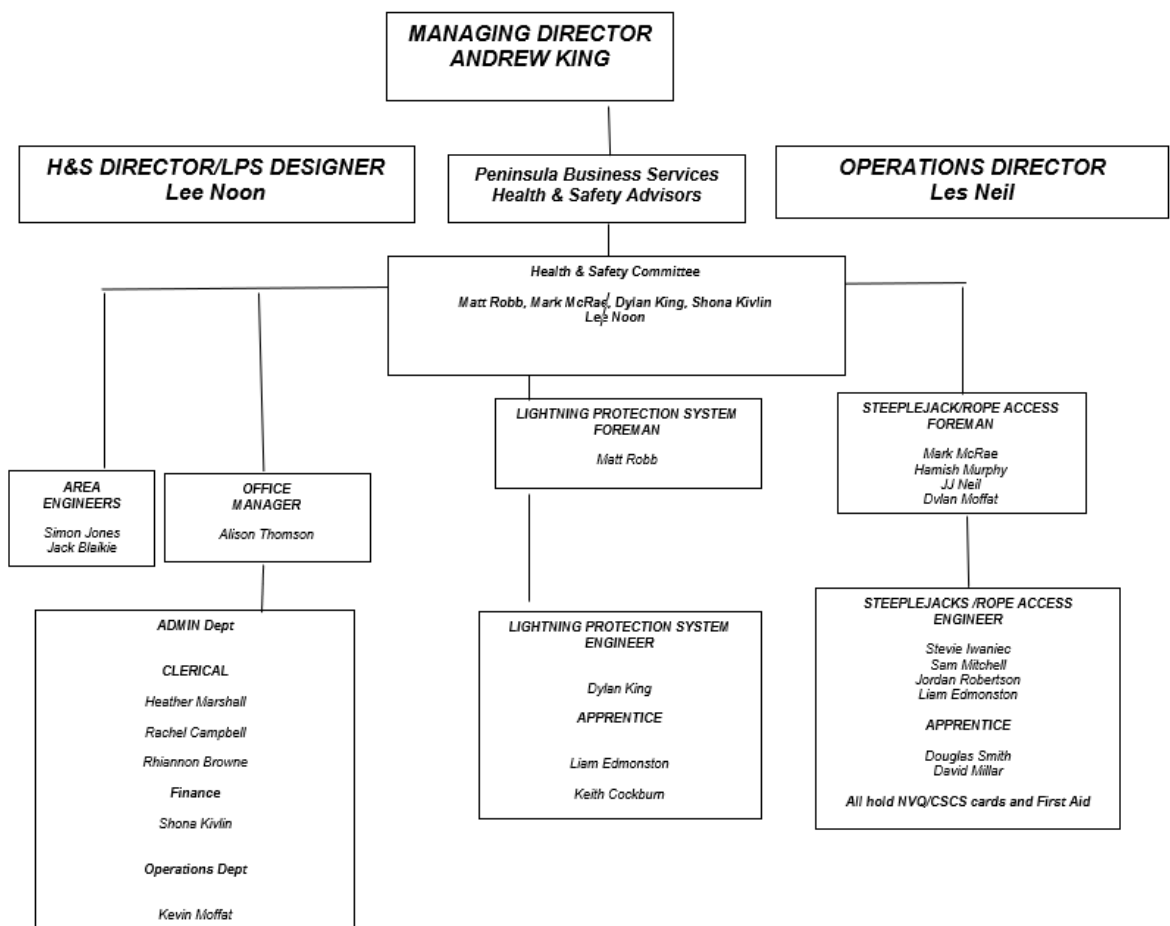
Andrew King, Les Neil and Lee Noon are responsible for this policy being carried out. The above form a health and safety committee who meet quarterly.

The Health & Safety assistants / competent persons are: Andrew King, Les Neil and Lee Noon

Lee Noon will be responsible as the staff Health & Safety Representative

The following persons are responsible for Health & Safety in particular areas:

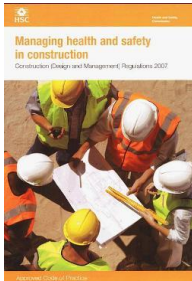
### **Organisation Chart**



All staff have the responsibility to co-operate with the management named above to achieve a healthy and safe work place and to take care of themselves and others.

Other delegated responsibilities are set out in specific areas of this policy.

## Construction Design and Management



The company will at all times comply with its duties as determined by the Construction Design and Management Regulations 2015. See Introduction section of this policy

**The persons responsible for this compliance with the CDM regulations are:**

- Managing Director, Andrew King
- Management chain as per Responsibilities section

## Construction Design and Management

Accidents / Action:

Accidents can be reported by the following methods:

1. **by Internet reporting use [hse.gov.uk](http://hse.gov.uk) or [www.riddor.gov.uk](http://www.riddor.gov.uk)**  
**The specific F2508 form to be used is set out and available on line.**

The person responsible for investigating accidents:

Office: Alison Thompson

On site: Les Neil and Lee Noon

Person responsible for ensuring accident record book is kept up to date is:

Andrew King

The "Accident" book is located in the main office.

**First Aid / Action:**

**Trained Qualified First Aiders:**

Contact: Andrew King and Lee Noon

(Other operatives are currently undertaking training)

First Aid box is located in the main office.

Alison Thompson is responsible for its condition.

First Aid boxes are located in all company vehicles; Les Neil is responsible for their condition.

**General Fire Safety- Action for checking:**

Escape routes **See Fire Action Plan**

Fire Extinguishers Checked                      Once yearly

Fire alarms tested                                      Weekly

## **House Keeping and Premises Actions**

**Cleanliness:** The employed cleaners are responsible for the general cleaning of the office together with cleaning the kitchen area and the toilets.

**Workshop/ Yard;** the workshop operatives are responsible for the general cleaning of the workshop and yard, this includes general clean ups throughout the work periods.

All staff are required to use the facilities provided for cleanliness.

**Waste disposal:** The cleaners are responsible for emptying of buckets and putting contents into waste disposal bags provided Workshop operatives undertake general clean ups throughout the work periods.

**Canteen:** It is the responsibility of all staff to ensure that the canteen is kept in a sanitary condition.

**Cleaning Equipment:** is kept kitchen area no other type of materials shall be stored here.

**Toilets:** It is the responsibility of all staff to ensure that the toilets are kept in a sanitary condition.

**Safe Stacking and Storage:** Office area, all filing cabinets must be left closed.

Boxes must not be stacked too high.

Workshop area, workshop benches drawers and doors must be left closed.

Materials in use must not be stacked too high.

**Marking and keeping clear Gangways, Exits etc:** All doors must be marked up with appropriate signs for action. Keep work places tidy and free from obstruction.

**Checking Office Equipment:**

In the event of breakdown, only, suppliers / authorised / repairers should attempt to effect repairs. No items of equipment should be left in a place, which could be deemed dangerous.

**Checking Workshop Equipment:**

In the event of breakdown, only, suppliers / authorised / repairers should attempt to effect repairs. No items of equipment should be left in a place, which could be deemed dangerous.

**Special access to particular places:** Not applicable

## **Electrical Equipment / P.A.T. Action.**

**Routine for inspecting Plugs and Cables for loose connections and faults:**

All staff should remain vigilant at all times and report any faults or loose connectors, to management who will arrange remedial action.

**Rules for extension leads and Portable Equipment:**

All Equipment to be used in compliance with manufacturer's instructions. Any extension leads permanently placed in what could be deemed a hazardous position, must be secured with cable guards and incorporate the use of an RCD unit.

**Electrical Equipment (Office):**

Require to be PAT tested every two years.

**Electrical Equipment (Workshop area):**

Require to be PAT tested annually.

**Special note:** High usage equipment should be tested every six months.

Northern Steeplejacks Limited will have a competent member of staff check all Electrical Equipment throughout the whole company, as per the above recommendations using a PAT tester, with records kept.

## **House Keeping and Premises Action**

### **Routine for Machinery / Plant**

All staff should always remain vigilant and report any plant and machinery / plant faults to management who will arrange remedial action. All machinery will receive maintenance and records kept in accordance with the Provision and use of Work Equipment Regulations 1998 (PUWER 2)

Andrew King will ensure that all Plant / Equipment is maintained in line with manufactures instructions and legislative standards.

Les Neil and Lee Noon are responsible for ensuring all new equipment meets suitable legislative standards prior to purchase.

## **House Keeping and Premises Actions**

All staff should always remain vigilant and report any tower scaffolds - scaffolding components or board faults to management who will arrange remedial action. All scaffolding elements receive regular safety condition checks and records kept.

## **Manual Handling**

The company undertakes to ensure that every step will be taken to avoid the need for employees to carry out Manual Handling Operations (MHO) which involves a risk of being injured. An individual policy in relation to manual handling is issued to all employees during their induction training.

A manual handling risk assessment is carried out on all significant manual tasks, training is delivered to all employees and suitable lifting equipment/mechanical aids are provided where necessary.

## **Working at Height**

The company has working at height policy and an accompanying code of practice.

All operatives receive working at height training and are supervised in this regard at regular times throughout the construction phase of works.

## **On Site Working**

All on site working are managed by Les Neil and Lee Noon a pre-start meeting will be held prior to the start of each project and tool box talks will take place at regular times throughout the works phase. Key hazards and risks will be discussed fully and any safety control required will be instated. Risk assessments for all identified hazards will be issued / explained and acknowledged by all company operatives prior to the start of the works.

## **Training / Competence Action**

Persons responsible for training:

Office: Andrew King

Yard / storage areas and sites under construction: Andrew King and Lee Noon

The Main training requirements for Northern Steeplejacks Limited lie within the office, the workshop / yard areas, and while carrying out client / works / maintenance activities etc.

The general administration team will ensure that all employees receive full induction training and that all training is monitored.

Special training requirements in relation to the office and workshop personnel:

I.T. in General, Display Screen Equipment, Manual Handling, Machinery Safety, PPE, COSHH, Sips Trips Falls, General Safety Measures etc.

Northern Steeplejacks Limited operatives training:  
Specific Health & Safety training will be provided by Perses Ltd (as set out below).  
All Northern Steeplejacks Limited operatives receive as a matter of policy training in the following:  
Emergency Procedures / Fire Safety  
CDM 15 construction compliance  
HSE construction site Top 10 hazards

Training Records: Records of all training are kept and updated as required. E.g. New equipment /machinery, staff turnover, new legislation etc.

## **Visitors / Contractors / Disabled**

All visitors are required to be signed, in and out of the premises. Meeting hosts are responsible for ensuring that their visitors know what action to take in the event of a fire-alarm or incident. Meetings held with Disabled persons should be held where possible on the ground floor. Meeting hosts should act as a “buddy” when they have a visitor with special needs and ensure they are assisted in the event of a fire-alarm or incident. Contractors must supply a method statement and an estimated a time for their works.

## **Advice and Consultancy**

Company Doctor / medical advice  
Environmental and Consumer Services  
Health & Safety Executive Belford Rd, Edinburgh  
Incident Contact Centre

Safety Consultant is Stephen McCann of Perses Ltd

Business Medical  
City of Edinburgh Council  
0131 247 2000  
0845 300 9923 (8.30 –5.00 pm)  
riddor@natbrit.com  
Mobile 07595293058  
Email [stephen@perses.org.uk](mailto:stephen@perses.org.uk)

## **Asbestos**

The company ensures that prior to starting any works, information is ascertained from the property owner / duty-holder of the site location in relation to the “Asbestos Register” and if any asbestos containing materials have been identified. Clarification is also ascertained as to which level of asbestos survey was undertaken. An individual asbestos policy is issued to all employees during their induction training.

## **Health Surveillance**

\*All company operatives complete an annual health check form. In the event of any additional health checks being required the company employs:  
Refer to page 14 -Medical Examinations / Health Surveillance

Business Medical  
9 Dewar House  
Enterprise Way  
Carnegie Campus  
Dunfermline KY11 8PY  
01383 733740

## WORK & ELECTRICAL EQUIPMENT, PLANT AND MACHINERY



All plant tools and equipment must comply with the Provision and Use of Work Equipment Regulations 1998 as amended 2002 and The Electricity at Work Regulations 1989 and other statutory provisions and Approved Codes of Practice (ACoPs).

All staff should remain vigilant at all times and report any plant and machinery/plant faults to management who will arrange remedial action. All machinery will receive maintenance and records kept in accordance with the provision and use of Work Equipment Regulations 1998 (PUWER 2)

Director, Mr. Lee Noon will ensure that all Plant/Equipment is maintained in line with manufactures instructions and legislative standards and that PAT testing is carried out annually.

Managing Director, Andrew King is responsible for ensuring all new equipment meets suitable legislative standards prior to purchase.

Northern Steeplejacks will ensure that all work equipment, plant tools and electrical equipment are maintained and a record of maintenance is retained.

The Director, Lee Noon is responsible for ensuring all work equipment, including electrical equipment, office-based equipment and all operatives' tools are subject to planned maintenance and Portable Appliance Testing (PAT). Test periods are set out in the table below.

Records will be kept of all work equipment and electrical equipment and the register is the responsibility of the supervisor, who will ensure a competent person carries out all testing of portable equipment within the periods/intervals as set out in the table below or sooner where the equipment used is subject to heavy usage and conditions likely to damage the equipment or will be subject to wear and tear. Reference should be made to the Procedures Manual Section HC 14 and Standard Forms SF 13 and SF 14.

Equipment/Environment	User Checks	Formal Inspection	Visual	Combined Inspection and Testing
Battery operated tools: (Less than 20 volts) Drills, circular saws	Yes	Yes		3 Monthly
Extra low voltage: (Less than 50 volts AC)e.g. telephone equipment, low voltage desk lights	Yes	No		No
Information technology: e.g. desk top computers, laptop computers, Visual display screens	Yes	Yes Annually		up to 5 years
Photocopiers, fax machines	Yes	Yes Annually		up to 5 years
Double insulated equipment NOT hand held but moved occasionally e.g. Fans	Yes	Yes 6 months – 1 Year		Up to 5 Years



table lamps, slide projectors			
Double insulated equipment HAND held e.g., floor cleaners, vacuum	Yes	6 months – 1 Year	No
Earthed equipment (Class 1) E.g. Electric kettles, microwaves, ovens	Yes	Yes 6 months – 1 Year	Yes 1 – 2 Years
Cables, leads, extension leads and plugs connected to the above	Yes	Yes 6 months -1 Year	Yes 1 – 2 Year

**NB: Inspection and testing of equipment should also be carried out.**

1. When there is reason to suspect the equipment is faulty or damaged but cannot be confirmed visually.
2. Any equipment that can be confirmed visually that damage or a fault has occurred.
3. After any repair, modification, or similar work to the equipment and its integrity needs to be established.

The competent person must keep a record of all tools inspected.

The supplier and/or hirer of any such equipment will be responsible for the provision of safe tools, plant and equipment and must be maintained in good condition.

Each piece of equipment must be supplied with current test certification and records of inspection etc.

Failure to supply current test certificates or records of the equipment will render the hire agreement as void and the tools must be returned without use.

Any tools or equipment hired or used for the first time will be subject to each person using that equipment to be trained in the safe operation of that equipment.

Only trained and competent persons will be allowed to use such equipment.

Tools plant and equipment that is not suitably maintained and of serviceable use, will not be used and must be reported to the supervisor responsible.

The work equipment will then be removed from service and a record of this action will be kept within the health and safety file.

Employees will report to management any damage to equipment, so that the item can be fixed.

All electrical equipment used (within the offices or on site) shall be P.A.T. Tested on an annual basis. Any high usage equipment, drills, saws, grinders etc, should be inspected every six months.

## **Hand and Power Tools**

The hazards associated with hand and power tools are:

- (a) Failure or disintegration of tools
- (b) Proximity to moving or cutting parts.
- (c) Flying particles
- (d) Heat and sparks
- (e) Electric shock
- (f) Crushing or pinching
- (g) Hand Arm Vibration Injuries (HAVs)

Tools that are correct for the job, in a safe condition and used correctly will improve productivity as well as safe working conditions, e.g.:

- (a) Wooden handles on tools must be free of splinters or cracks and solidly attached to their working heads. Suitable anti-vibration aids must be fitted to the tools
- (b) Electric power tools will be 110v only
- (c) Electric leads will be maintained free of cuts, abrasions and kinks
- (d) Tools with exposed moving parts will be provided with guards to minimise exposure to operator
- (e) All power tools will be stopped and as applicable pneumatic, hydraulic, high pressure water or electrical supply disconnected to make any adjustments to the tool. All fuel powered tools will be shut down for re-fuelling
- (f) Impact type (percussion) tools will have suitable retainers to hold tool bits in place during operation
- (g) Extension or leverage increases will not be used on tool handles
- (h) Tools with 'mushroomed' striking faces must be replaced. If these faces are to be redressed, the tool shall be inspected for cracks and proper temper restored before re-using
- (i) Grinding wheel and cutting blades speed and size will be compatible with the speed and power capability of the driving shaft
- (j) All tools will be regularly inspected, repaired and lubricated as required to maintain them in a safe condition. Records will be kept of such inspections
- (k) Power activated tools will include safety features that will minimise the possibility of accidental operation
- (l) Personnel and protective clothing requirements for each type of tool will be established and enforced
- (m) Pneumatic / Water / Hydraulic hoses and electrical leads, leading to tools at work areas will be located or covered to protect them from external mechanical damage.

**The persons responsible for this section of the policy are:**

- Overall – Managing Director, Andrew King
- Implementation and general compliance – Director, Lee Noon
- On-site compliance - Site supervisor

## Emergency / Fire Instruction

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Designated Fire Warden – Office: Andrew King

Special Note: On site members of management will be designated as wardens in the event of a fire.

**Fire Alarms:** Are situated at **See Fire Action Plan**

Staff should know where they are situated.

The alarms are activated by **Audible Alarm**

Corridors and Exits should be kept clear at all times.

**Fire occurring while building and yard areas are occupied:**

(1) In the event of a fire (No matter how small) sound the nearest fire alarm and contact the designated officer, giving the location he/she will contact the fire brigade.

(2) The following action should be taken to prevent the fire spreading, pending the arrival of the fire brigade.

(a) Shut windows, close doors.

(b) If you think that the fire can be simply contained providing there is NO RISK TO YOURSELF use the nearest fire extinguisher.

(c) Do not turn off Electricity unless considered necessary.

**Evacuation procedure:**

(1) On hearing the fire alarm the designated officer should evacuate all staff and any others from the building by the nearest exit

(2) The building should be evacuated in an orderly manner by the nearest possible exit. **DO NOT RUN.**

(3) Assemble in the area: **Opposite Front Building**

The designated wardens will take a roll call of staff.

(4) Do not collect personal belongings before vacating the building.

(5) **NO ONE SHOULD RE-ENTER THE BUILDING OR YARD AREAS UNTIL INSTRUCTED TO DO SO.**

Fire Action Special Note: Lee Noon is responsible for ensuring fire extinguishers are on site and in company vehicles.

## CDM 2015 Construction / Site Activities Information

Principal Contractor Duties:

The Company recognises its principal contractor statutory duties under the Construction (Design and Management) Regulations 2015. All senior management receive CPD training on the duties, roles and responsibilities that must be complied with, both as a principal contractor and a contractor under the regulations relating to both Non-notifiable and Notifiable works.

Risk Assessments and Safe Systems of Work:

Site specific "Risk Assessment" and "Safe Systems of Work" for all work activities are undertaken by members of the health and safety committee and by Perses Ltd and are held within separate company files.

All staff will be supplied with specific risk assessments, and safe systems of work, specific to their particular job activity

Risk Assessment and Safe Systems of Work Management:

The Health & Safety Committee will undertake risk assessments on a yearly basis and/or in the light on new legislative requirements. The Health & Safety Committee are responsible for all risk reduction / control improvement actions.

The Management will ensure risk assessment findings are reported to all company operatives and that any actions required are implemented.

### **Personal Protective Equipment:**

Equipment	Who Checks	How Often
Goggles	Lee Noon	6 Months
Face Masks	**	**
Work Gloves	**	**
Ear Defenders	**	**
Hard Hats	**	**
Hi Viz Vests	**	**
Safety Boots	**	**

Note: Any defects or special needs must be informed to company management

## **Ladders**

All ladders will be regularly inspected for their condition and a record kept, the safety check will be indicated on every ladder by means of a signature and date.

## **CoSHH - Dangerous Substances**

All CoSHH related substances are stored in a metal cupboard in room located within main yard building. Hazard sheets for all substances used are identified and held within a separate company file. All staff will be supplied with CoSHH risk assessments specific to their particular job activity. Lee Noon is responsible for carrying out all CoSHH assessments and ensuring all actions identified are implemented. Lee Noon will check the safety implications of all new substances before they are incorporated into the workplace.

## **On Site Working**

All staff using company vehicles for company business must ensure (agree) that they abide by the Highway Code, and in particular observe all speed limits.

Always drive carefully during company time, stop if you feel tired or unwell

Mobile phones should be switched off while driving, catch up on messages / use Mobile Phones when stopped only.

\*Vehicles fitted with hand free kits are permitted to use the phone.

## **Company Vehicles**

Company operatives must ensure that the vehicle they are using is in proper working order (Tyres, lights etc) before taking to the road, any defects must be reported to management who will arrange immediate action to remedy any faults.

## **Young Persons**

Because of their lack of experience, or absence of awareness of existing or potential risks or because they have not yet fully matured. Young persons may not be employed in a variety of situations enumerated in the "Young Persons at Work Regulations" these are as follows:

Young persons must work under supervision at all times.

Young persons are not permitted to drive transport or lifting equipment unless fully trained and supervised, with written consent of the management.

The asbestos regulations prohibit young persons from becoming involved in any process where asbestos dust may be present.

No young person can be involved in the application of lead paint or finishing.

No young person can be allowed to operate circular saws, bench grinders or plant machinery unless training has been successfully completed with the approval of the HSE. They must be supervised in this practise at all times.

A definition of a young person is that of someone who has not attained the age of 18.

## Lone Working Actions

Lone Working:

Persons carrying out "lone working" re, working at site / travelling to site / carrying out workshop processes etc.

Key points to remember in relation to your personal safety:

Ensure your colleagues know where you are.

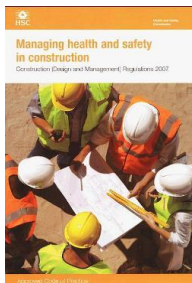
If travel plans change, tell your colleagues.

Make sure you can at all times make contact with others

## Consultation with Employees

There are regular health and safety meetings with all staff together with the dissemination of information via notice boards etc. There is regular consultation with the company safety representatives. All consultation is targeted to be delivered in good time. An individual policy in relation to consultation with employees is issued to all employees during their induction training.

## Fire and Emergency Arrangements



Fire risk prevention will follow the requirements of the Construction (Design and Management) Regulations 2015, The Regulatory Reform (Fire Safety) Order 2005.

The Director, Lee Noon is responsible for ensuring the undertaking of Fire Risk Assessment at the office premises and will be recorded in accordance with the Management of Health and Safety at Work Regulations 1999.

The Risk assessment will be reviewed annually and/or when any changes have occurred that reflects any significant change in those conditions.

Arrangements will be made for:

- Communication with Emergency Services
- First Aid arrangements
- Fire fighting capability
- Assembly arrangements
- Drills and exercises
- Inspection
- Maintenance
- Records

For further details reference must be made to the Company's Health and Safety Procedures Manual (OHSAS 18001 Manual)

**The persons responsible for this section of the policy are:**

DESIGNATED FIRE WARDEN

- Office: Director, Mr Les Neil and Director, Lee Noon.
- Site: Site Supervisor.

### **FIRE EXTINGUISHERS**

- Director, Mr Les Neil (Director, Lee Noon.) the company fire warden is responsible for ensuring fire extinguishers are on site and in company vehicles (where applicable) and are checked annually. This is carried out with constant information relating to these matters being relayed from the site supervisors and/or the designated vehicle drivers.

### **FIRE ACTION PLAN**

- All fire action plans within the office are the responsibility of the Director Mr Les Neil and Director, Lee Noon. the company fire wardens.
- All fire action plans on site are the responsibility of the site supervisor.
- All fire alarms are to be tested weekly by the designated fire warden/supervisor.

## **REPORTING OF ACCIDENTS & DANGEROUS OCCURANCES**



Certain injuries, dangerous occurrence and disease are required by law to be reported to Health & Safety Executive (HSE) as per The Reporting of Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR 2013).

It is the Northern Steeplejacks 's policy to investigate all accidents and near misses.

Where the risk element is high, establish the immediate and underlying causes and, where reasonably practicable, recommend measures to prevent a re-occurrence.

In all such circumstances, the safety consultant will be requested to attend site as soon as possible to carry out an investigation on the company's behalf.

### **5.1 Accident Injury Reporting Procedures**

#### **Introduction**

All work activities are covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

1. All employees and self-employed persons are included.

#### **Scope of Regulations**

1. Fatal Accidents
2. Serious injuries or acute illness
3. Accidents involving more than 7-day's absence from work or from normal work duties.
4. Occupational diseases
5. Dangerous Occurrences
6. Gas Incidents

#### **5.1.3 Internal Notification Procedures**

1. Any accidents must be reported to the Supervisor on the Company Accident Report Form.
2. The Site Supervisor shall then investigate the incident and complete his part of the report form.
3. The report should then be passed to the Company Secretary/Director or Managing Director.

#### **5.1.4 External Notification Procedures**

Any accidents or dangerous occurrences in the scope of the above schedule to be reported to the Health and Safety Executive via Form 2508 through the correct channels by:

1. Internet: [www.riddor.gov.uk](http://www.riddor.gov.uk)
2. Telephone: 0845 300 9923
3. Fax: 0845 300 9924
4. Email: [riddor@natbrit.com](mailto:riddor@natbrit.com)

**Persons responsible investigation accident are:**

- Office/Site: Director, Lee Noon/Site supervisor – and by Perses Ltd (if Appropriate)

**Person responsible for ensuring accident record book is kept up to date is:**

- Director, Lee Noon.

The accident book is located in the main office.

## **General Safety Rules**

### **The Office:**

Keep work places tidy and free from obstruction.  
Do not allow rubbish to accumulate.  
Do not obstruct access to doorways, fire appliances or exits.  
Keep all circulation routes completely clear.  
Do not for any reason stand on desks or chairs.  
Position all furniture so that cables do not become tripping hazards.  
Do not carry loads that might obscure your view.  
Do not read documents while walking or going up/down stairs.  
If you spill any substance, clean it up immediately.

### **The Workshop / Yard Areas:**

Keep all workshop / yard areas tidy and free from obstruction.  
Do not allow rubbish to accumulate.  
After use always lock away any Hazardous Substances.  
Do not obstruct access to doorways, fire appliances or exits.  
Always follow correct procedures when using workshop machinery.  
Do not carry loads that are obviously too heavy – get assistance.  
If you spill any substance in any area of the workshop, clean it up immediately.  
Never stack materials too high or in an unstable manner.  
Do not carry objects which obscure your view  
Always ensure you use the appropriate PPE for all workshop tasks.  
Always stay alert to the use of the forklifts

### **The Site Works:**

Keep all site works tidy and free from obstruction (Good House keeping).  
Never park any vehicle within the works area where it creates a hazard.  
Do not allow rubbish to accumulate.  
Always follow correct procedures when using site machinery.  
Do not carry loads that are obviously too heavy – get assistance.  
If you spill any substance in any area of the site, clean it up immediately.  
Never stack materials too high or in an unstable manner.  
Always ensure you use the appropriate PPE for all site work tasks.  
Never use any equipment that you have not been trained for.

## Training

In order to continually assess the competence level of all managers, employees and sub-contractors, Northern Steeplejacks adopts a Training Needs Analysis (TNA) programme and regular employee personal assessments.

Each employee will be trained to the Accredited Certification Scheme (CPCS, CCDO or CSCS), as determined by the ConstructionSkills scheme and at all times will work to the current demolition industry standards.

These certificates are valid for 5-years on average and therefore a continual programme of reassessment and/or refresher training is paramount to the continual development of each employee.

All company directors, managers and supervisors will be part of the company's Continual Professional Development (CPD) program.

The Managing Director and Junior Directors will identify the training requirements for each employee with regard to his job specification and competence levels along with any safety related training required.

As a minimum UKATA Category A (type-1) asbestos awareness training will be given for each employee supplemented by further training identified within the training matrix.

The majority of training shall be conducted by one of PERSES Ltd.'s approved trainers.

The other nationally accredited training providers such as: ConstructionSkills, ARCA or UKATA shall undertake the majority of the specialist training.



The training programme divides into four main categories:

1. Induction Training for new starters, e.g. Company and industry safety procedures, site safety awareness, working at heights and use of access equipment, Safe use of tools plant and equipment, et cetera.
2. Skills training including specialist provider training. plant operators, work equipment, first aid, manual handling, noise, CoSHH awareness, risk assessment et cetera.
3. Site based modular training or "Toolbox Talks" covering, asbestos awareness, safe use of tools and equipment, working at heights, hot work, confined spaces, permit to work systems et cetera.
4. Safety management training covering company policies and procedure, risk assessment procedures, et cetera.

In addition to the above the company will at all times ensure that:

- Training records are recorded and placed with each individual personal record and updated as required.,
- Refresher training will be highlighted during review of personal training files at regular intervals and in conjunction with the training needs analysis.
- The identification of suitable training is the responsibility of the Directors with assistance from the company safety advisors.



## **Policy Review.**

Northern Steeplejacks Ltd are committed to good Health & Safety Management and with the assistance of the Safety Consultant will review the health and safety policy annually and/or when new legislation or directives, ACoPs and guidance are introduced or when changes in company activities are introduced as industry best practice.

## **Special Instruction Actions.**

Health & Safety Regulations Information Instruction

All staff are required to read and acknowledge this Policy together with any other health and safety documentation supplied, as they are indelibly linked to this Policy and must be adhered to.

## **Smoking**

Northern Steeplejacks Limited expects all its employees to follow the requirements of the No Smoking Scotland Act.

## **Alcohol and Drugs**

The Company accepts alcoholism, drug abuse and other conditions can be successfully treated. The Company agrees it will assess an employee with these types of conditions to ensure they receive the same consideration and opportunity for treatment that is given to that of any of its employees with other types of illness.

Our concern shall not limit itself to the effects of alcohol or drug abuse on the employee's job performance but rather all behavioural medical problems that may affect the employee or others. Employees who suspect they have an alcohol, drug or associated mental illness will be encouraged to seek voluntary medical treatments.

## **Medical Examinations / Health Surveillance**

Where deemed necessary, due to the nature of the job envisaged, a prospective employee may be asked to attend a pre-employment medical examination. If circumstances, such as high sickness rates, specific symptoms etc., that indicate there could be a problem in the workplace, the employee concerned shall require to be medically examined to establish the cause of such.

## **Noise**

Health surveillance is carried out annually for all operatives.

## **Special Duties**

Andrew King and Les Neil are responsible for carrying out safety inspections.

\* Report to Andrew King, Les Neil or Lee Noon anything you think may cause an accident \*

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Northern Steeplejacks Limited gives the highest priority to health and safety, any employee failing to maintain company policy in this regard will be subject to disciplinary action.

**Next Review Date is January 2023**