

GUTTER FORCE LTD HEALTH AND SAFETY POLICY

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Gutter Force Ltd will, so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, The Construction (Design and Management) Regulations 2007 and any other statutory health and safety legislation.

It is the policy of Gutter Force Ltd to ensure the health, safety and welfare of employees and the health and safety of anybody else who could be affected by our undertakings.

Adequate resource will be made available to enable health and safety to be suitable and sufficiently managed within the organisation.

Gutter Force Ltd will, as far as is reasonably practicable,

- Provide and maintain equipment and develop safe systems of work, which do not present any unnecessary risk to safety or health.
- Ensure suitable arrangements are in place for the safe use, handling, storage and transportation of articles or substances for use at work.
- Ensure a commitment to follow an Environmental Policy to minimise environmental impact and damage.
- Provide adequate information with respect to articles and substances used at work detailing the conditions and precautions necessary that when properly used, they will not present an unnecessary risk to safety or health.
- Provide such information, instruction, training and supervision as is necessary to secure the health and safety at work of all employees and to provide sufficient information to non-employees who could be affected by our undertakings.
- Ensure the working environment is safe and without risk to the safety and health of employees or any visitors to the workplace.
- Ensure adequate arrangements are in place to secure the health, safety and welfare of employees in the workplace or at any other locations where they may be required to work.
- Discipline any employee who recklessly or intentionally interferes with the requirements of the company health and safety policy or fails to use the provisions made available by the company in the interests of good health and safety practice.

It shall be the duty of every employee to,

- Ensure the health and safety of themselves and of any other persons who could be affected by their acts or omissions.
- Co-operate with the company so far as is necessary to enable Gutter Force Ltd to fulfil their health and safety responsibilities or comply with any statutory duty imposed upon them.

This policy will be communicated to all employees during induction at the commencement of employment and whenever it is updated due to new / changes in legislation, changes to the organisation or changes to working practices. This policy will also be displayed on notice boards within the workplace and is also accessible electronically via the company handbook document. This policy will be reviewed as is necessary but in any case within a period of 12 months from the

date shown below.

HEALTH AND SAFETY MEETINGS / DIRECTOR AND STAFF COMMUNICATION

As of September 2015, staff meetings have been established and are held between the office based team and the on-site team. The meetings have the following objectives:

- The directors investigate potential hazards and dangerous occurrences, and to investigate the causes of accidents.
- The directors investigate any complaints by an employee that relates to health, safety or welfare at work.
- The directors effectively communicate important information relating to health and safety to employees as and when required.

The directors and employees identify and recommend any training needs at regular review meetings

The directors of Gutter Force Ltd have the overall responsibility to make such arrangements and management systems as necessary to ensure the health and safety of employees and any other person who may be affected by the undertaking of Gutter Force Ltd, so far as is reasonably practicable. To achieve these goals, the directors will:

Ensure that the necessary financial and other resources are provided to meet the company's objectives for health and safety.

- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements.
- Appoint a person responsible for co-ordinating health and safety matters.
- Ensure that the Policy is reviewed and revised when necessary.
- Provide positive leadership and visible commitment to the company's performance standards and management systems as outlined in the health and safety policy.

Gutter Force Ltd will consult with employees on the following:

- i. The introduction of any measure that may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work.
- ii. Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to help an employer meet the requirements of health and safety law)
- iii. The information they must give their employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk.
- iv. The planning and organisation of health and safety training.
- v. The health and safety consequences of introducing new technology.

STAFF RESPONSIBILITY

Directors

Take an active lead in promoting and enforcing the requirements of the Health and Safety Policy within the company

Provide and have in place procedures to meet the hazards and risks arising from the business functions and activities of the organisation.

- Monitor health and safety performance through planning and setting objectives, and establishing systems of inspection, audit and review.
- Take all reasonable measures to provide a healthy and safe working environment. Ensure that health and safety issues are given equal priority with other management issues at regular review meetings.
- Regularly review the Health and Safety Policy.

Persons responsible for Health and Safety - Gutter Force Ltd

- Have sufficient knowledge and understanding of health and safety and good practice to effectively champion health and safety at senior management level and to promote high standards of performance throughout the company.
- Instigate and manage accident and near miss investigations, and ensure findings and action plan where necessary are reported to Gutter Force Ltd.
- Propose objectives for the annual health and safety action plan.
- Review accident and ill health data.
- Promote the requirements of the Health and Safety Policy to all staff.
- Provide and have in place procedures to meet the hazards and risks arising from the business functions and activities of the organisation
- Ensure that suitable and sufficient risk assessments are undertaken, recorded and reviewed as appropriate

Employees

- Ensure employees under their control are competent to perform their tasks and that any additional training need is identified and arrange through the health and safety representative
- Where required provide information for incorporation into the Contract Health and Safety Files
- To co-operate with the employer as necessary to ensure they comply with their duties under health and safety legislation
- Report any accidents, incidents, dangerous occurrences or near misses to Directors.
- To take care of their own health and safety and the health and safety of any other person who may be affected as a result of their acts or omissions
- Not to intentionally or recklessly interfere with or misuse anything provided in the interested of health, safety or welfare
- To familiarise themselves with the requirements of the Health and Safety Policy

- To ensure they are competent to perform their tasks and that any additional training requirements are identified and requested via the Directors.
- Undertake any health and safety training that has been agreed between the employee and Gutter Force Ltd

Manager responsible for the Premises

A person will be designated as being responsible for the premises of the Gutter Force office location. They will meet their duties by:

- Having sufficient understanding of health and safety laws to enable them to discharge their duties and responsibilities
- Having access to suitable competent persons for assistance and advice
- Carrying out workplace risk assessments and ensure recommendations are actioned
- Review risk assessments as necessary
- Ensure emergency procedures are prepared, displayed and practiced at regular intervals
- Test fire alarm weekly
- Arrange testing of workplace equipment (e.g. Portable electrical equipment, fire extinguishers etc.)
- Ensure a competent person has carried out a suitable and sufficient fire risk assessment, and recommendations have been actioned as required. Review as necessary.
- Have arrangements in place to telephone the emergency services as required in the event of an accident or incident.
- Ensure suitable arrangements are in place for the provision of first aid by a suitable competent person(s)

ARRANGEMENTS AND PROCUDURES

Gutter Force Ltd recognises the importance of effective management of health, safety and welfare in order to promote a positive health and safety culture for the benefit of its employees and the company. Specific arrangements are therefore necessary to enable the organisation to meet the objectives in the health and safety statement. The extent of these arrangements needs to be proportionate to the risks to health and safety.

Managing Risk to Health and Safety

Gutter Force Ltd has a statutory duty to ensure the health, safety and welfare of all employees, and other persons that may be affected by their undertaking, by eliminating or managing the risk so far as is reasonably practicable.

This will be achieved by means of risk assessment of:

- The workplace and working environment
- The tasks, activities and systems of work
- The equipment being used
- The handling, storage and transportation of articles and substances
- Specified persons including young persons and expectant mothers

Where there is a significant risk to health and safety, the hierarchy of risk control will be applied to eliminate the risk if, or to reduce the risk to a level as low as reasonably practicable.

Risk Assessment / Method Statement

The methodology to be used as follows:

- Identification of hazard
- Identification of who is at risk
- Assessment of likelihood of exposure to hazard
- Identification of control measures to eliminate or reduce risk
- Record findings
- Review assessment and update if necessary

A suitable competent person will carry out the risk assessment.

The risk assessment will be suitable and sufficient.

The control measures should be proportionate to the risk. Where there is a significant risk to health and safety, positive action will be required. Where there is a low risk to health and safety, action will be a lower priority, although those at risk must be informed of the risks involved.

Additional risk assessments will be carried out for the following as and when required:

- Expectant Mothers
- Young Persons
- Lone Working
- Disabled Persons
- Additional PPE
- Working at height

The Departmental Manager shall be responsible for determining and arranging for personal risk assessments to be carried out.

Risk assessments will be reviewed by a competent person when:

- There is a change in the workplace, e.g. re-organisation of office
- There is a change in personnel, e.g. new employee
- There is a change in equipment
- There is a change in systems of work, e.g. the way in which the task is carried out
- There are new statutory requirements
- The indicated review period has been reached
- Following an accident, incident or near miss occurrence

Applicable Legislation

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999 (as amended)
- The Control of Asbestos Regulations 2006
- The Highways Act 1980

- The Health and Safety (Consultation with Employees) Regulations 1996
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Electricity at Work Regulations 1989
- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety (First Aid) Regulations 1981
- The Work and Height Regulations 2005
- The Employers Liability (Compulsory Insurance) Act 1998 (as amended)
- The Manual Handling Operations Regulations 1992
- The Control of Noise at Work Regulations 2005
- The Provision and Use of Work Equipment Regulations 1998 (as amended)
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Personal Protective Equipment at Work regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
- The Environmental Protection Act 1990
- The Working Time Regulations 1998
- The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- The Road Traffic Act 1988

Consultation with Employees

Consultation shall take place at review and staff meetings when health, safety and welfare will be discussed as a standard agenda-meeting item. This will include:

- Any area of health and safety policy
- Any issues relating to risk assessments, either existing or required
- Any issues relating to emergency procedures
- Any welfare related issues
- Outcomes of accident or near miss investigations
- The effect of any relevant new legislation
- Progress towards the objectives in the health and safety plan

Issues from the team meetings should be escalated up to the directors for response or action.

Office and Workshop Welfare Facilities

Adequate welfare facilities shall be provided. These will include suitable and sufficient sanitary conveniences, which are regularly cleaned and adequately ventilated and lit.

Training

All employees will receive basic health and safety training relevant to their particular workplace. This will be in the form of induction training and will be given when employees commence employment within Gutter Force Ltd.

Any further training needs of employees will depend on the duties undertaken, as stated in the employees job description. These will be identified with the Departmental Manager responsible when the employee commenced employment, and then during annual appraisals with each employee.

Specific training is arranged for any employee, as deemed necessary, by the Departmental Manager where it has been identified by the production of a risk assessment and / or method statement.

Employees are encouraged to request any training they may consider necessary to carry out their duties in a safe manner, at any time.

All formal training will be evaluated upon completion to determine its effectiveness in meeting the identified objective.

Personal Protective Equipment (PPE)

Where risks to health and safety cannot be eliminated through other workplace controls then the employer has a duty to provide suitable PPE free of charge of employees. Gutter Force Ltd will issue the following PPE to all employees that may be required:

- Suitable protective footwear
- Head protection
- A high visibility vest
- A waterproof coat and trousers
- Gloves

Any other requirements for PPE identified through risk assessment or method statement will be provided as and when necessary. Additional PPE will be provided so as to ensure compatibility with other previously supplied items of PPE.

Driving

Drivers are expected to follow defensive driving principles, driving regulations i.e. The Highway Code to prevent accidents.

Gutter Force Ltd expects all staff whilst driving on business to comply with traffic legislation, to be conscious of road safety and demonstrate safe driving and other good road safety habits when driving.

Reporting of Incidents, Hazards and Near Misses

All employees have a duty to report incidents, hazards and near misses immediately to the Directors regardless of whether any injury or damage has occurred. It should be stressed to employees that near misses provide valuable information for accident prevention and it is important that these incidents are reported to enable suitable action to be taken. The Directors will arrange for appropriate action to be taken to eliminate or control the hazard. If necessary, the Directors will arrange for an investigation to be carried out with specialist assistance from the nominated health and safety advisor.

Reporting of accidents

In the event of an accident, however minor, employees must report the details of the accident to their Departmental Manager as soon as practicable. Departmental Managers should forward details of any such reports to the Health and Safety advisor, who will record such reports on an Incident Report Form. In the event of a fatality, major injury or an employee not being able to perform their normal duties for more than 3 days,

including weekends, the advisor responsible for health and safety will notify the Health and Safety Executive in accordance with the requirements of RIDDOR 95, and where deemed necessary, arrange for an accident investigation to take place by a suitable competent person. If employees are unable to attend work through sickness or any other reason, they should telephone their departmental manager, or the main office.

Performance Measurement

The health and safety performance of the company will be measured by means of active and reactive measures.

Pro-Active Measures

This is the information gained from:

- Inspection of the workplace and work equipment
- Observation of the tasks being carried out how the workplace and equipment is used
- Communication with employees to assess any information requirements or training needs
- Audit of task, assess quality of output
- Compliance with standards

These are measured against the requirements set out in the health and safety policy.

Reactive Measures

Examination of data following:

- Accidents
- Incidents
- Ill health

Review

The findings from the measurement of the performance will be used to inform any areas of the policy that require a review by management.