

GE. SPRAY RENDERS LTD



CONSTRUCTION SKILLS
CERTIFICATION SCHEME

Company Health and Safety Policy

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STATEMENT OF POLICY

Corporate Responsibility:

Overall control of the operation of GE spray renders ltd is vested in the Directors.

Responsibility For The Workplace And The Environment:

The Directors recognise the importance of achieving a safe place of work and a healthy working environment. The Company accepts its responsibilities to all its employees and others, customers and contractors, who are affected by the Company’s operation, for ensuring that safe and healthy working conditions and practices exist.

Plant and Equipment:

The Company healthy and safety policy includes health & safety consideration into the purchase, maintenance and updating of plant and equipment, with the requirements of health & safety legislation taken as the minimum requirements for the Company’s own practices.

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Mr Gary England - Director

GENERAL STATEMENT OF INTENT:

It is the policy of this Company to ensure so far as is reasonably practicable:

- a) The health, safety and welfare of all its employees while they are at work (in whatever operation or location, whether on site or in transit on authorised business), of visitors to Company premises and operations and of others who may be affected by its actions.
- b) The provision of safe systems of work that are without risk to health with necessary supervision and control mechanisms to ensure health & safety.
- c) The maintenance of a working environment that is safe and without risks to health and the provision of adequate facilities and arrangements for welfare at work.
- d) The provision of plant, machinery, equipment and vehicles, whether owned or hired in conditions that are safe and without risks to health and to provide systems for inspections and preventative maintenance to ensure safe conditions.
- e) That arrangement is in place for ensuring safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances.
- f) The provision of such information, instruction, training and supervision necessary to ensure the health and safety at work of employees, and information to contractors and others who may be affected by the Company's operation or products.
- g) The provision of a safe means of access to, movement within and egress from places of work.
- h) Co-operation with and involvement of employees in meeting health and safety objectives.

The necessary resources and input will be afforded to the achievement of the foregoing policy and to this end the Company will:

- (i) Ensure that all requirements of the Health & Safety at Work, etc. Act 1974, Regulations and Approved Codes of Practice issued under the Act, and other relevant Acts and Regulations that apply to the Company's operations are complied with.
- (ii) Provide the necessary management information and involvement, so far as is reasonably practicable to do so, to achieve the standards laid down in this policy.
- (iii) Maintain up to date knowledge as necessary: maintain contact with relevant outside bodies, including health & safety advisory and specialist services; and keep up to date with developments in health & safety legislation, codes of practice and other technical or guidance material relating to the Company's operations.
- (iv) Disseminate such information within the Company to employees, contractors and visitors, as such information affects them.
- (v) Ensure that all health & safety factors are taken into account when new and revised systems of operation, storage, materials handling etc are planned and effective. Further, the Company will, when considering the reorganisation of its operations or new premises from which to conduct its operations, take account of the necessary health, safety and welfare requirements for that new organisation or location.
- (vi) Provide all new employees, and those re-deployed to different jobs and/or departments, with information on health & safety, welfare, fire precautions, first aid and medical matters, as appropriate to their operations and locations.

[Director/Safety Co-ordinator:](#)

The Organisation section of the Health & Safety Policy outlines the individual responsibilities for health and safety within the organisation.

1. Knowledge of and compliance with the Company's Policy for Health and Safety consistent with its responsibilities and appropriate delegation of responsibilities to subordinate staff.
2. The provision of adequate resources to secure compliance with the requirements of the Safety Policy on all the Company's undertakings.
3. Setting a personal example on site visits and acknowledging suggestions for improvement in safety organisation where and when appropriate.

4. Recognition and implementation of training for employees where necessary.
5. When appropriate, initiating, disciplinary action against management and staff at all levels who have failed to comply with their duties under the Safety Policy or statutory requirements.
6. Ensuring before they start work, that all employees have knowledge of the Company's requirements for safety and health.
7. Liaise with the safety consultant, as required, and report to the other Partners.
8. Notify the safety consultants of commencement of relevant work or operations.
9. Receive and disseminate as appropriate any relevant information or new legislation advised by the safety policies.
10. Establish suitable procedures and maintain records of assessments and sub-contractor safety policies.
11. Arrange safety training for staff and operatives. Training advice should be available from the safety advisor.
12. Arranging the hiring of plant and machinery, materials and personal protective equipment meets the requirements of current legislation and British Standards.
13. Updating of records kept with regards to certificates and ensuring that equipment has a valid current certificates before use.
14. Liaising with the client, Planning Supervisor, Principle Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 1994

Site Foreman:

1. Ensure that all operatives have signed in to Principal Contractor's office and received site induction.
2. Take note of and enforce any site rules including ensuring that all operatives are wearing the appropriate PPE. Following security procedures and using access routes as designed.
3. Familiarise yourself with the host's health and safety policy, especially procedures for fire, first aid facilities and accident reporting.
4. Report any defects in health and safety systems to the Site Manager or Project Manager as appropriate.

5. Ensure that operatives are familiar with method statements and risk assessments, carrying out toolbox talks to ensure full understanding if necessary.
6. Be aware of your responsibilities under section 7 of the Health & Safety at Work etc. Act 1974 to take reasonable care of yourself and those who may be affected by your acts and omissions.
7. Ensure that your operatives tidy way any debris, packaging materials etc that could cause a slipping or tripping hazard to themselves or other trades.
8. Check tools before use and ensure that they are used only by those trained to do so.
9. Take note of any comments on Health and Safety matters raised by site operatives and pass these on to Directors as appropriate.

Sub-Contractors:

1. Advise the site office that you are on site, including the location and duration of the visit.
2. Sign in and receive Principal Contractor's Safety induction.
3. Familiarise yourself with the host's health and safety policy, especially procedures for fire, first aid facilities and accident reporting.
4. Comply with all site rules, including the wearing of Personal Protective Equipment, security arrangements and prescribed access routes.
5. Report any defects in health and safety systems to the site foreman.
6. Do not interfere with or operate any equipment without the express approval of the person responsible for that equipment.

7. Be aware of your responsibilities under section 7 of the Health & Safety at Work etc. Act 1974 to take reasonable care of yourself and those who may be affected by your acts and omissions.
8. Keep work area tidy and free from trip hazards. Clear up any packaging materials and dispose of properly in order to minimise fire risk. Particular attention is drawn to ensuring that scaffold platforms remain free from trip hazards and excess materials.
9. Check tools before use and do not use unless they are in good condition.
10. Never operate any plant or machinery if you are not competent to do so.

ARRANGEMENTS FOR HEALTH & SAFETY:

The arrangements section of Health and Safety Policy describes how safety is managed with the organisation.

REVIEWS AND UPDATES

The Company Health and Safety Policy will be reviewed annually and changes made so that the document is current and up to date with the Company policy towards health and safety. All new legislation where necessary, will be included in the revision. Following the introduction of new legislation during the year, any Act or Regulation that affects the Company or its employees or contractors will be brought to their attention by means of toolbox talks or memos.

TRAINING

Induction Training should include:

- The Company's statement of Health and Safety and Safety Policy and the individual responsibilities of all concerned.

- Procedures for the reporting of hazards and near misses.
- Details of hazards specific to the task, e.g. manual handling, falls from height, use of electrical tools.
- Current first aid arrangements.
- Sources of health and safety information available.
- Correct use of personal protective equipment where provided.
- The role and function of the company health and safety consultant.

Safety Awareness Training:

General awareness training will be provided to employees to make them aware of their legal rights and responsibilities for health and safety, and to inform them of the nature of site risks to both health and safety.

Specific Training:

Specific training will be given to those who require it in order to operate and use plant and machinery.

PERSONAL PROTECTIVE EQUIPMENT

The Company shall ensure that suitable PPE is provided to their employees who may be exposed to a risk to their health and safety while at work, except where and to the extent that such a risk has been adequately controlled by other means that are equally or more effective. PPE must:-

- Be of a standard that will adequately protect the person from the risks
- Be replaced when worn out
- Be properly looked after by the person using it
- Be compatible with other PPE if more than one item is required
- Be regarded as the last resort in risk control

The Company will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated by other means which are practicable. Whenever the task or place of work changes, a reassessment shall take place.

FIRE PROCEDURES

Employees working on construction sites should be made aware of the fire plan for that site at the time of their induction. Any work carried out that increases the risk of fire for example refuelling of diesel pumps should have a fire extinguisher nearby.

Sub-Contractors of GE spray renders ltd will co-operate with the Principal Contractor on all matters of fire management. These may include taking part in fire drills, signing in and informing the site manager if any fire exit signs need to be removed as part of preparation work.

FIRST AID

A qualified first aider is required to be present on all construction sites. If no sub contractors of Spray Force Ltd have received first aid training, then the Directors must ensure that a qualified first aider is present on the site. This may well be the Site Manager or his assistant. The location of any first aid equipment should be brought to the attention of employees by the principal contractor.

COSHH PROCEDURES

Employees of GE spray renders ltd will use various substances, including but not limited to:

- Plaster
- Render products
- Mastic and other sealants

In order to comply with the COSHH Regulations, GE spray renders ltd will:

- Keep an inventory of all the substances used on site and in office premises.
- Identify the point of use for each substance
- Obtain information (hazard data sheets) from the manufacturers or suppliers of each substance.
- Carry out a risk assessment stating control measures required to control or prevent the risk.
- Monitor the effectiveness of (1-5)
- Carry out regular site toolbox talks to inform users of risks.
- Any personal protective equipment required during the use of the substance shall be provided and maintained by the company. Employees/Sub-contractors are required to notify the

foreman if the PPE is no longer serviceable. Employees/sub-contractors are expected to cooperate with the Company and comply with the Regulations.

- Keep records and documentation on each assessed substance.
- Any chemical identified as requiring special needs other than described above will be stored as per relevant regulations/manufacturers recommendations.

ACCIDENTS

Accident Prevention

The Company will endeavour to prevent accidents by the following means:

- Ensuring that the premises, plant, materials, systems of work and access and egress are as safe as practically possible.
- Adequate supervision at all times – this will be directed from senior management
- Competent and trained personnel by use of training as and when necessary
- Safe person strategy
 - a) Use and care of personal protective equipment
 - b) Personal hygiene
 - c) Careful conduct for the safety of the individual and others

Employees will be encouraged to report hazards to the Director/Safety Co-ordinator

Accident and Incident Reporting

The Company recognises that accident prevention, and any procedures put in place to help prevent accidents from occurring, are beneficial for the health and safety of all employees and visitors.

The Company will investigate all accidents and near misses incidents involving persons and property other than where the injury is deemed to be minor.

The Directors will be responsible for acquiring the facts leading to the accident or near miss. The safety consultant will investigate accidents if requested to do so by the Directors. The purpose of the investigation is not to apportion blame or fault, though this may inevitably emerge from the investigation.

The results from an investigation will hopefully prevent further accidents, and may well instigate further procedures to help prevent them.

The Company hopes that near misses will be reported so that an investigation can be carried out and the possibility of an accident occurring at a later date eliminated.

MANUAL HANDLING

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, much of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

Common items that will involve a risk of manual handling will include:

- Bags of rend aid
- Bags of render materials

This company will comply with the Manual Handling Operations Regulations 1992 by carrying out the following:

- Avoiding hazardous manual handling operations as far as is reasonably practicable.
- Making use of any available mechanical means to reduce the risks of manual handling.
- Having items delivered as close as possible to the work area
- Providing enough man-power to carry heavy items when mechanical means are not available.
- Sourcing items from suppliers that are available in smaller, easier to handle sizes and weights

NOISE

- As a rule of thumb, if you have to shout to be understood by someone 2 metres away the noise level is likely to exceed 85dB(A). Hearing protection shall be worn when this noise level of 85dB(A) is exceeded.

- Employees issued with PPE for hearing protection are to look after the equipment, wear it when required and report defects to their foreman.

DRUGS AND ALCOHOL

- The consumption of illegal or non-medicinal drugs and alcohol is not permitted on company premises or other sites where work is being undertaken by the company.
- Company vehicles must not be driven whilst under the influence of illegal drugs or non-medicinal drugs or alcohol.
- Any employee/sub contractor attending work whilst suffering from, or suspected of suffering from, the effects of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the site.
- Employees/sub contractors taking prescribed or other medicinal drugs that may cause drowsiness or other side effects that may affect their ability to undertake work must inform their foreman.
- Persons taking prescribed or medicinal drugs that cause drowsiness must not operate plant or machinery.
- Employees/sub contractors are not permitted to bring illegal or non-medicinal drugs and alcohol on to the company premises or other sites where work is being undertaken by the company. Any employee found in possession of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the site.

LIFTING OPERATIONS AND LIFTING EQUIPMENT

GE spray renders ltd may at times use the following lifting items:

- Cherry pickers
- Scissor lifts
- All lifting operations on site under the control of GE spray renders ltd will be carried out using equipment which is suitable and sufficient for the task.
- Lifting operations will be planned, organised, supervised and carried out in a safe manner.
- Lifting Appliances will be clearly marked with their safe working load
- Any lifting appliances for lifting persons will have a thorough examination carried out every 6 months. This certificate must be seen before use, and should be available from hire companies.
- Only competent persons will be permitted to operate lifting devices on site.
- Plant operators will be expected to complete a regular, periodic inspection of their equipment in order to comply with the Lifting Operations and Lifting Equipment Regulations 1998.
- Gary England and other sub-contractors hold ipath licences to operate cherry pickers and scissor lifts.

SCAFFOLDING AND WORK AT HEIGHT:

Various types of access equipment will be used by GE spray renders Ltd. These may include external scaffolding, mobile towers, cherry pickers and scissor lifts.

The Work at Height Regulations 2005 came into force on April 6th 2005. The following requirements of the regulations will be adhered to:

- Avoid work at height where possible
- All work at height will be planned and carried out by a competent person
- Measures will be taken to prevent falls
- If falls cannot be prevented, then measures will be taken to reduce or minimise the consequences of a fall.
- Suitable equipment for the task will be selected and kept in good working order.
- Working platforms will be inspected at regular intervals by a competent person.
- Access to dangerous areas will be prevented by means of a physical barrier.
- Fragile materials will be protected by a physical barrier or adequately covered in to make them safe.
- Weather conditions will be monitored and if deemed hazardous, work will stop. This may include occasions when those working on scaffolding may be affected by high winds.

Scaffolding provided by the Principal Contractor for use by the company should be of an appropriate standard. Before working on any scaffold has been provided by a Principal Contractor, foreman should check that the scaffold has been regularly inspected and that the scaffold register is up to date.

A competent person should regularly inspect the scaffold in order to comply with the Construction (Health, Safety & Welfare) Regulations 1996. This inspection will take place:

- Following completion of any section of scaffold
- Following any event likely to have affected the stability of the scaffold structure, such as severe weather or being struck by plant.

- Following any addition or adaption.
- Every 7 Days

Scaffolders will be expected to complete a handover certificate on completion on any section of structure.

In no circumstances will objects be thrown from the scaffold to the ground, or into skips.

If the scaffold is left incomplete for any reason, it should display adequate signage to indicate this.

Scaffolding will only be adapted by competent persons.

If the scaffolding is deemed to be unsafe or incomplete in any way, it should not be used. The foreman should report to the site office immediately and ensure that the scaffold structure is made safe before use. This includes the clearance of debris left by other contractors, missing toe boards. Brick guards etc.

Use of Scaffold Towers:

Scaffold Towers should be erected only by PASMA trained individuals, who are in possession of the manufacturer's instructions.

- Towers should be thoroughly checked before erection
- Outriggers should be used
- The ground should be clear, compacted and even.

Use of low level hop ups:

Proprietary systems only will be used. No makeshift platforms such as milk crates will be utilised on site. Operatives should check the condition of their hop ups on a regular basis for degradation, and any repairs should be made by a competent person.

ABRASIVE WHEELS

No person shall mount or use an abrasive wheel unless they have received training, are competent to carry out monitoring and have been appointed in writing.

A record of such appointment is required to be maintained in a register on site.

Any operative using abrasive wheels must ensure that the correct type of Personal Protective Equipment is used.

- Goggles to BSEN 166 (B)
- Ear defenders with an attenuation level of at least 25dB (A)
- Dust masks to (P)

When using an abrasive wheel and large quantities of dust could be produced, adequate measures must be implemented to damp down the operation to prevent the creation of dust. If this is not possible, adequate personal protective equipment will be worn (see above) to protect people against the inhalation of the dust.

Abrasive wheels must be stored at an even temperature in dry conditions. The wheels must be kept flat and no items must be placed on top of wheels.

POWER TOOLS

- Only 110v electrical tools are to be used on site.
- All tools must be thoroughly inspected before use, and regularly whilst in use.
- All electrical tools should be tested and examined by qualified electrician every three months who should issue a certificate of safety.
- All tools other than Double Insulated or All Insulated, must be properly earthed.
- All cables, plugs and socket connections must be maintained in good condition.
- No authorised tampering with tools is to be permitted.

Repairs must only be carried out by a qualified person familiar with that type of appliance.

PETROL/DEISEL ENGINED TOOLS AND MACHINEARY

- Refuelling is to be carried out in the open. Fuel caps on machines and containers must be securely replaced.
- The exhaust gases of these tools are toxic and they must therefore only be used in well ventilated areas.
- Hearing protection must be worn by the operator, as must eye protection.

RISK ASSESSMENTS AND METHOD STATEMENTS

Risk assessments should be carried out by the employer for tasks that involve significant risks to employees or others. Method statements outline the safe working procedures and should be read and understood in conjunction with the risk assessment. Principal Contractors will require method statements for all hazardous activities to be carried out on their sites and need the information to enable them to co-ordinate other contractors. Risk assessments will be communicated to employees by means of toolbox talks and by distributing copies to individuals.

The following procedures will be used to write risk assessments:

- Identify hazards and who is affected
- Evaluate risks taking into account the likelihood and severity
- Control the risk using the hierarchy of risk control
- Monitor the effectiveness of the above
- Review periodically and as necessary

The following hierarchy of risk is laid down in Schedule 1 of the Management of Health & Safety At Work Regulations 1999

- Avoiding risks at source
- Evaluating those risks which cannot be avoided
- Combating risks at source
- Adapting the work to the individual, especially as regards the design of workplaces the choice of work equipment and the choice of working and production methods, with view, in particular to alleviating monotonous work and work at a pre-determined work rate and to reducing their effect on health.
- Adapting to technical progress
- Replacing the dangerous by non dangerous or less dangerous
- Developing a coherent overall prevention policy, which covers technology of factors relating to the working environment.
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees/sub contractors

