

Agar Property Developments LTD

HEALTH AND SAFETY

POLICY

JANUARY 2006

HEALTH AND SAFETY POLICY

The Director **John Agar** will have overall and final responsibility for Health and Safety.

The Director shall undertake responsibility for day to day management of Health and Safety matters. He shall ensure premises; equipment and systems of work are of a standard, which complies with statutory and contractual obligations.

The Director will intervene in cases where, in his opinion, a hazard exists from whatever source and may stop any activity until in his opinion the hazard has been removed.

Reporting procedures and remedial action shall be part of the companies' safety system and shall be recorded in line with the systems recommendations.

The members of staff listed below have specific responsibilities for inspection and reporting faults to the Director:

Lee Agar General inspection of all areas of premises, to ensure

Compliance with statutory requirements and the Company's Health and Safety Policy.

General inspection of all work equipment ensuring it is suitable for the use for which it is intended and maintained in good condition.

Lee Agar COSHH Register, compilation and enforcement.

Manual Handling assessments

Electrical Register - ensure checks are completed on time by an approved competent person in line with statutory requirements and recorded as such in the Electrical Register.

Identification, issue and provision of personal protective equipment.

Lee Agar Monitoring use of Personal Protective Equipment

Lee Agar Risk Assessment - To be carried out to

work * Assess risks to the Health and Safety of employees whilst at

- * Assess risks to the Health and Safety not in his employment - out of or in connection with the conduct or its undertaking.
- * Implement adequate control measures
- * Record, monitor and review assessments

All Staff

All employees have a duty to co-operate with managers and supervisors in striving to achieve a safe environment for all.

They must make every effort to ensure that they do not place themselves or others at risk.

All Agar Property Developments Ltd staff are empowered by the Director to report any infringement of the Companies Health and Safety Policy.

All staff should be aware of any potential hazards in their immediate working environment and report any areas of concern directly to their Line Manager who will ensure investigation and if required rectification of any hazardous occurrence, system or equipment.

Health and Safety Review - meetings will be held in line with the **Health and Safety (Consultation with Employees) Regulations 1996** when:

- 1) Any unresolved problems on policy, procedures, safe systems resolved.
- 2) Statistical review of performance can be evaluated.
- 3) Any new guidelines or statutes can be communicated and

First Aid Arrangements

Agar Property Developments will ensure a suitably qualified and certificated First Aider is employed by the Company. This person will be introduced to the workforce and sub-contractors at induction.

Currently - **Carl Agar**

Appointed Persons -**Tony Critchley**

They will ensure the first aid equipment and stocks are in line with current guidelines and maintained in good order.

All accidents at Agar Property Developments site will be reported to the first aiders who will deliver appropriate treatment and record the nature of the accident, date, time and treatment in the Accident Report Book which is located in COMPANY VEHICLES

Carl Agar is authorised to use all Agar Property Developments resources to assist him in ensuring quality first aid is delivered promptly and effectively.

Accident Reporting and Investigation

All accidents or dangerous occurrences should be reported to the Director whether occurring at Agar Property Developments site or in company vehicles.

The Director will take charge and oversee all accident reporting and investigation procedures using delegation of specific tasks as appropriate.

The Director shall ensure all reporting procedures are in line with RIDDOR 95 reporting criteria.

General Fire Safety and Emergency Evacuation

Agar Property Developments maintains a Fire Equipment Register. The Director is responsible for its review and upkeep.

The Fire Equipment Register includes:

- a) A register of fire-fighting equipment.

- b) Records of any maintenance undertaken on equipment.
- c) Records of periodical fire drills and emergency evacuation drills.

Risk Assessment of activities.

Record Assessments.

Recommendation and Implementation of control measures.

- g) Monitor for effectiveness and compliance

The Director shall be responsible for periodical (quarterly) checks on all equipment to ensure it is fit for the purpose. Any non-compliance will be corrected.

Non conformance and rectification documentation will be kept in the Fire Equipment Register.

Current contractor responsible for maintenance of equipment is:

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If any Health and Safety issue cannot be resolved satisfactorily by Agar Property Developments staff unaided, the following will apply.

- a) Local Health and Safety Inspector will be consulted - currently:

Health and Safety Executive
Edgar Allen House
241 Glossop Road
Sheffield
S10 2GW

Tel: 01142-912300

- b) Use of private safety consultancy. Approval to instigate restricted to the Director.

Health and Safety Training

Whilst the Companies Health and Safety Policy details specific and general health responsibilities it is vital that all concerned are able and competent to perform the specified function.

All staff and trainees are entitled to health and safety training in line with statutory requirements and specific content of their duties. To this end all staff and trainees have received varying degrees of health and safety training. The Director will assess each member of staffs abilities and

- a) Authorise activity to assess standards of competence.
b) Arrange or deliver health and safety training as required.

Authorised staff will perform this function for trainees.

Sub contractors and Visitors

All visitors to Agar Property Developments sites must report and sign the visitor's book.

All staff-receiving visitors become responsible for ensuring they comply with policies.

In the event of any emergency, members of staff concerned must ensure that their visitors leave the building and go to the appropriate assembly point. The Director must then be informed of the roll call of staff and visitors, so that the visitor's book may be checked.

Any work to be undertaken by sub-contractors on Agar Property Developments premises is subject to a work permit system. The Director will oversee the system but may delegate the supervision of contractor's activities to site chargehands.

Prior to commencing any activities contractors must be briefed on:

- a) Areas they have authorised access to
- b) Any specific safety clothing that must be worn in the area
i.e. Hard hat or safety glasses etc.
- c) The extent of work or activities they are to undertake and the hazards identified.
- d) Emergency procedures they must follow.
- e) Any equipment they are authorised to use or not authorised to use.
- f) They must give a commitment to comply with Safety Systems of Work and Risk Management.
- g) All contractors must comply with all relevant Health and Safety Statutes.

Hazards

Asbestos

Any employee discovering or suspecting asbestos or asbestos-based product must immediately stop work and report the situation to the Director.

Dangerous Substances

Only approved products must be requisitioned, purchased and used, Any substance which not been assessed must not be used. Management will then ensure Hazard Assessment Procedures are instigated and suitable controls are implemented.

Premises

House-Keeping

Each employee is responsible for ensuring their area is maintained in a clean and orderly manner.

The Director will monitor housekeeping and cleanliness and ensure standards are maintained.

Waste Disposal

Normal waste disposal is carried out by the local council. Any excessive waste removal will be contracted out by the Director.

No substance, other than normal waste, will be put down the drains.

Any unusual waste product will be reported to management who will ensure disposal in line with statutory obligations.

Access and Egress

The company has clearly defined walkways and corridors. All staff has an obligation to ensure they are kept free of obstructions and maintained in good order.

The Director will ensure that all appropriate signs are in existence and are maintained in good order.

Maintenance

The Director will assess the need for internal or external repairs to premises or equipment and approve relevant staff or sub-contractors for that purpose.

DO NOT UNDERTAKE ANY UNOFFICIAL REPAIRS - REPORT THEM

This policy has been designed to minimise any risk to staff, trainees or visitors to the company; compliance with its content is vital. Any non-compliance may result in disciplinary procedures or expulsion from company premises. The Director holds full authority to enforce this policy.

..... Director, Agar Property Developments

DATE.....

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