



Health & Safety Policy

AMS Cladding Limited
United House Watkin Lane
Lostock Hall
Preston
Lancashire
PR5 5HD

Registered Company Number: 4260522

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1.0 General Statement of Intent

AMS Cladding Ltd is committed to ensuring the health, safety and welfare of its employees, customers, members of the public and anyone else who may be affected by our operations.

The company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations and all other current applicable regulations and codes of practice, so far as is reasonably practicable.

The company will ensure the principles of health & safety are clearly understood throughout the company and we will be committed to:-

- * complying with relevant health & safety laws and regulations, voluntary programmes, collective agreements on health & safety and other requirements to which the company subscribes
- * setting and monitoring of health & safety objectives for the company
- * effective communication of and consultation on health & safety matters throughout the company - each employee/contractor will be made aware of his/her responsibility for his/her own health & safety and that of others and all employees/contractors will be given the opportunity to consult with the management on matters relating to health & safety
- * assessing the risks to the health & safety of our employees and others who may be affected by our activities and implementing sufficient control measures to minimise those risks
- * preventing work-related injuries, ill health, disease and incidents
- * suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be implemented
- * the safe use, transport, handling and storage of articles and substances
- * providing and maintaining a safe working environment, with safe access, egress and welfare facilities
- * providing the necessary resources including time, equipment and training to employees to ensure their competence with respect to health & safety matters
- * providing employees with suitable and sufficient information, instruction and supervision
- * continually improving our health & safety performance and management
- * where necessary the company will seek external expert advice if the skills are not available within the company
- * an annual review and to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation
- * making this policy available to relevant interested external parties as appropriate

Signed:



30 October 2018

Anne-Marie Aujla
Managing Director

AMS Cladding Limited

Please note that this document is current as of Tuesday 30th October 2018 . For the latest version of this uncontrolled document please consult the author

2.0 Roles and Responsibilities

Organisation and Managerial Responsibilities;

The company is owned and managed by Anne-Marie Aujla who is directly responsible along with Sean Boylan and Davey Singh for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

We use HS Direct Ltd (0114 2444461) for gaining help and advice with Health & safety matters where required.

The organisation of the workforce is the responsibility of Anne-Marie Aujla, who holds the position of Managing Director and who is responsible for ensuring that the companys Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the companys operations is the responsibility of Anne-Marie Aujla, Sean Boylan and Davey Singh, whom may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

Employee/Contractor Responsibilities;

Each and every employee/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, it shall be the duty of all Employees/Contractors whilst at work:

To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work

To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures

To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment

To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs

To maintain good standards of housekeeping in our premises and on client premises

To report any accident or incident including near-misses (whether or not personal injury results) to the office

To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor

To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

To undergo any Health, Safety, Environmental and operational training deemed necessary by the company

Staff Consultation;

If an employee/contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the MD or Site manager.

If an employee/contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the management.

Specific Safety Functions and Named Responsibilities;

Safety Function	Person Responsible
All Aspects of Health and Safety	Anne-Marie Aujla
Risk Assessments	Sean Boylan / Malkit Aujla
Fire Marshall	Michelle Slater / Anita Carty / Beth Peter
Accident Reporting	Sean Boylan / Malkit Aujla / Davey Singh
Equipment Inspection Records	Sean Boylan / Dan Knight
First Aiders	Davey Singh / Beth Peter / Michelle Slater / Steve Bradford / Brian Gibson

3.0 Arrangements

This section defines our company arrangements and policies for dealing with our activities.

3.1 Accident Reporting & Investigation

It is the policy of AMS Cladding Limited that **all** accidents, incidents and near misses are reported to the site and recorded into the company's accident record book which is kept online in our Safety First Package.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will be the responsibility of the MD or his nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the:

Current - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

The following must be reported:

- Deaths
- Specified injuries to members of the public on our premises and taken to hospital.
- Over 7 day injuries – where an employee or self-employed person is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.
- Some work-related diseases as per RIDDOR
- A dangerous occurrence – where something happens that does not result in an injury, but could have done.
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors / suppliers must report some flammable gas incidents

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the MD or his nominated representative. Depending upon the circumstances of the accident, the MD or his nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes.

- When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- All accidents and incidents resulting in injury to employees and/or to any other persons or near misses on the premises or sites that AMS Cladding Limited employees are working on must be reported immediately to AMS Cladding Limited site foreman and or to the site Duty holder or PC and be recorded in the company Accident book and reporting systems.
- Where there is more than one person injured in the accident a separate page should be used for each person.
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should be taken in completing the Accident Report Form and the AMS Cladding Limited Supervisor wherever possible should ensure that the injured person reads the entries recorded on his behalf.
- Care should also be taken when stating the nature of the injury. Unless a medical certificate has been submitted.

3.2 Alcohol and Controlled Drugs

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager.

3.3 Asbestos

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site, staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary.

No disturbance such as drilling, breaking or cutting etc shall be carried out to any material suspected of containing asbestos fibres. Any suspicious material shall be reported to the site or building manager immediately.

A Management Survey should always be made available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

Refurbishment and demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out.

AMS Cladding Limited policy is that we will not generally work on asbestos products. Under limited circumstances and when authorised, AMS Cladding Limited employees, with an appropriate current training certificate, will be allowed to work on non-licensed asbestos works as prescribed by the HSE. This type of work will be risk assessed separately from other tasks. Notifiable non-licensed work (NNLW) must be notified to the HSE before commencement of work. A copy of the RAMS must be signed by all employees when working with asbestos. AMS Cladding Limited will record all projects involving NNLW and keep records of employee health checks for those working on NNLW, this must be carried out prior to the start of work and renewed on a 3 year cycle.

3.4 CDM Regulations

AMS Cladding Limited recognises the requirements of these regulations and makes every endeavour to comply.

Briefly - The regulations call for:
Skill, Knowledge and Experience – (Competence of all)

A person must be capable of carrying out duties placed on them and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless they are either,

- Competent
- Under supervision of a competent person

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained and personnel are encouraged to take on additional training in order to improve skills. Additional in-house training refresher sessions are provided in order to keep personnel up to date with current regulations.

Co-operation of employees, contractors and others

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely.

Similarly, they must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of themselves or others.

Supervisors have been appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

Co-ordination of activities

All persons must co-ordinate their activities with one another in a manner such that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

Prevention of accidents

Every person must ensure general principles of prevention are applied, so far as is reasonably practicable, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

Duties of Contractors

All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply.

The regulations spell out these requirements for both Contractors and Principal Contractors.

The business is fully aware and endeavours to comply, so far as is reasonably practicable. All personnel have been made aware of these duties through in-house training.

The current CDM Regulations apply to most common building, civil engineering and engineering construction work including Domestic Projects. In the case of a domestic project, if using more than 1 contractor, a health and safety file must be produced. In any case, the Contractor must produce a Construction Phase Plan suitable for a Domestic Project.

In the event that a Project falls within the requirements of CDM, then the Principal Contractor must make provision for Welfare facilities as outlined under Schedule 2 of the CDM Regulations.

The appointed Principal Designer will be responsible for carrying out the CDM duties and ensuring the completion of the Project Health & Safety File.

On smaller projects where no PD is appointed, this role will be the responsibility of the Contractor when appointed by the client.

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved on site at any one time; or exceeds 500 person days of construction work.

If a Project fits into CDM by either of the above factors, then HSE should be notified on-line before construction work starts using form F10.

3.5 Communication with workers

The company uses a variety of methods to communicate information with employees and sub-contractors. A monthly informal meeting is held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods;

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues.

3.6 Contractors and Sub-Contractors

All contractors and sub-contractors who are working for the company will comply with the company;

1. Health & Safety Policy.
2. Emergency procedures.
3. Hazard/accident reporting procedures.

All accidents and near misses need to be reported and recorded in the Accident Book located in main office.

The company's health and safety policy can be found on company notice boards which are situated in the office.

All contractors must complete the contractor's competence form before commencing work.

The MD or his nominated representative is responsible for assessing and controlling contractors and subcontractors working for or on behalf of AMS Cladding Limited .

3.7 Control of Wood Dust

AMS Cladding Limited is aware that hardwood dust can cause respiratory illness or cancer and will therefore put in place extraction and filtration systems to remove and contain dust for safe disposal at source. All wood dusts have a workplace exposure limit of 5mg/m³.

Portable power tools will be selected to provide suitable extraction and filtration. Where this is not possible, portable extraction, containment and filtration will be made available. Suitable arrangements will be made for the safe disposal or recycling by a licenced waste management contractor.

Where wood dust cannot be fully extracted and contained, personnel are required to wear suitable dust masks to EN149 FFP2 or FFP3 dependant on assessment of dust. External advice may be sort on appropriate mask filtration requirements.

Personnel are aware of the hazards of wood dust and will not spread any residue dust by sweeping or blowing by air line. All cleaning works will be by vacuum, containment and sealed disposal.

3.8 COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the MD or his nominated representative. A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets. A copy of relevant COSHH Assessment(s) will be communicated to the operative(s) providing instruction for safe use.

3.9 Display Screen Equipment (DSE)

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health. AMS Cladding Limited will carry out risk assessments and provide information, instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience.

3.10 Electricity at Work

All work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations.

Only competent and qualified electricians are permitted to work on electrical equipment and systems including changing of fuses, carrying out repairs or maintenance of electrical equipment and installation of accessories.

A Permit to Work will be required when live working or testing and must only be carried out by competent and trained persons. Lone working is not allowed when live work takes place.

3.11 Emergency Procedure

AMS Cladding Limited will ensure that:

- Emergency procedures may be made available for action in the event of gas leak, electricity failure, flood, glass breakage and bomb threat/alert etc. within our premises.
- All emergency procedures are communicated to all employees, contractors, visitors etc as applicable.
- Necessary information, instruction and training is provided to all relevant persons, with records held.
- Procedures are reviewed on at least an annual basis, or where there is a significant change to the company activities undertakings.

In the event of an emergency situation; all instructions issued by the MD or the most senior person in charge or the Fire Warden responsible for your area, must be followed. This may involve the evacuation of the building, refraining from smoking etc.

For copies of, or information on, emergency procedures please contact the MD.

3.12 Environmental Protection

AMS Cladding Limited has a policy to comply with the current Environmental Protection Act, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the firm's environmental policy and complying with the control measures in place. This may include compliance with the requirements of a Site Waste Management Plan where relevant. The policy is on display on the Company Main H&S notice board and is also available to interested parties on request.

3.13 Environmental Waste Management & Pollution Control

AMS Cladding Limited recognises the importance of meeting their legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible

Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes:

Building and demolition materials; Substances/chemicals (toxic or otherwise); Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

AMS Cladding Limited management shall identify potential waste disposal requirements of a project and make adequate provision to ensure its suitably managed disposal in accordance with the current Controlled Waste Regulations.

Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken, that appropriate safe working procedures are devised and suitable containment of waste confirmed.

Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations). Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

AMS Cladding Limited shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To coordinate each activity within the waste management chain.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site
- Provide appropriate training for staff, on waste management issues.
- Where the site waste is the responsibility of the principal contractor the company will cooperate with the site rules as applicable.

3.14 Equipment Inspections & Records

The User must carry out a daily visual inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Supervisor.

The Responsible Person will arrange periodic inspections of all company equipment to include ladders, other access to height, PPE, tools, machines etc, and will keep a record of such inspections in compliance with PUWER.

Works transport will be visually checked by the designated person on a regular frequency to ensure correct operation of all functions and maintenance of fluid and pressure levels.

Servicing and MOT testing will be carried out in compliance with manufacturer recommendation and current vehicle regulations. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the Responsible Person to ensure that the equipment is not used until such time as a suitable repair has been effected. If the equipment is beyond

repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

Works transport will be visually checked by the designated person at a regular frequency, to ensure correct operation of all functions and maintenance of fluid and pressure levels.

Servicing and MOT testing will be carried out in compliance with manufacturer recommendation and current vehicle regulations. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the Responsible Person to ensure that the equipment is withdrawn from service, until such time as a suitable repair has been affected. If the equipment is beyond repair, it must be discarded; whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available

3.15 External Health and Safety Consultants

AMS Cladding Limited use HS Direct Ltd who will provide:

Advice of any new safety legislation or changes in existing legislation.

Provide general assistance to AMS Cladding Limited to aid in the fulfillment of its obligations and duties as set out in statutes.

Assist, where required or requested, with the initial implementation of the changes required by changes in safety legislation.

It is the responsibility of AMS Cladding Limited to ensure that the safety consultants are notified whenever assistance or support is needed.

3.16 Fatigue

AMS Cladding Limited has legal duties to assess risks associated with shift work. It aims to improve understanding of shift work and its impact on health and safety by providing advice on risk assessment, design of shift-work schedules and the shift-work environment; suggesting measures that employers, safety representatives, and employees can use to reduce the negative impact of shift work; and reducing tiredness, poor performance and accidents by enabling employers to control, manage and monitor the risks of shift work. HSE Guidance document HSG256 will be used to make the relevant assessments based on the individual.

Fatigue is the decline in mental and/or physical performance that results from prolonged exertion, lack of quality sleep or disruption of the internal body clock. The degree to which a worker is prone to fatigue is also related to workload. For example, work that requires constant attention is machine paced, complex or monotonous will increase the risk of fatigue.

Driving to and from work can be risky, particularly after a long shift, a night shift or before an early start. The following strategies may make driving safer:

consider using public transport or taxis rather than driving; exercise briefly before your journey; share the driving if possible; drive carefully and defensively; try not to hurry; stop if you feel sleepy and take a short nap if it is safe to do so; make occasional use of caffeine or energy drinks.

3.17 Fire Safety

In the event of a fire in AMS Cladding Limited premises the Managing Director is the Responsible Person (RP); alternatively, in their absence their nominated representative will take charge, in their absence the most senior person on site will assume the responsibility.

On a client's site, where AMS Cladding Limited are responsible for the site, it is the responsibility AMS Cladding Limited RP, or their nominated representative on site, to ensure that all fire safety procedures are implemented in client buildings and on client sites and are communicated to staff.

Where a hot work permit is raised, all AMS Cladding Limited site operatives are expected to adhere to its requirements. AMS Cladding Limited operatives should ensure he/she has the appropriate fire extinguisher to hand. A two hour fire watch will be maintained after any hot work.

Fire risk assessments will be carried out in all areas occupied by the organisation; the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

Means of Escape

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises.

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes (750mm minimum) and employees must observe any line markers to indicate areas which must be kept clear.

Stairways in buildings must be free from any risk of fire or spread of fire e.g. unauthorised portable heater, combustible material etc.

Under no circumstances should fire doors be wedged open, unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

3.18 First Aid Arrangements

The MD or their nominated representatives will ensure that as a minimum the organisation has an Appointed Person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary. Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises.

AMS Cladding Limited first aid names will be displayed on the office notice board.

3.19 Guidance

The company commits to operating to the very highest standards of Health Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations. This best practice will be reviewed on an annual

basis and adopted annually or when evidence that significant improvements can be made by adopting sooner. Guidance documents are kept at head office and will be made available to staff and other interested parties.

3.20 Hand Arm Vibration Syndrome (HAV)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more common forms of HAVS.

The company will ensure that staff are not subjected to excessive vibration through power tools etc, the company will endeavor to source low vibration tools and limit exposure to such tools. The company will also provide adequate information instruction and training to its staff and contractors on the risks of HAVS.

3.21 Health & Safety Records

All records will be kept by the MD, in written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract.

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.
- Accident Record Book

3.22 Health & Safety Training

AMS Cladding Limited will provide training and refresher training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in Health & Safety matters to a level appropriate to their responsibilities.

Induction Training

Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, arrangements for first aid, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in our online system. Copies of training records are available for clients upon request.

3.23 Health Surveillance

All employees of AMS Cladding Limited are encouraged to carry out and record weekly personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should AMS Cladding Limited have any concerns regarding the well being of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues AMS Cladding Limited will pay for conducting relevant medical surveillance were appropriate.

3.24 Lone Working

Where work is carried out in the customer's premises, the MD or his nominated representative will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all company employees/contractors required to work in or on such premises.

3.25 Machinery Maintenance

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by the contract managers, who will withdraw damaged or unsuitable equipment from service immediately. All machinery shall also be subject to maintenance and service as per the manufacturers instruction and maintenance schedule OR at least annually and records held.

3.26 Machinery Operation

All employees/contractors who are required to operate machinery or plant will have the appropriate training and be assessed to determine competency. Where required, the individual will hold a current license to operate such machinery or plant. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

3.27 Manual Handling Assessments

The MD or their nominated representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Where practical, manual handling should be avoided by utilising mechanical means to minimise the risks arising from manual handling.

Manual handling assessments will consider the load to be handled, e.g. tools, equipment, materials etc, its size and weight, the individual, the task and the environment in which the task takes place.

The assessment will also consider the possibility of kinetic lifting techniques to assist the movement of an object and to minimise the risks arising from manual handling.

3.28 Method Statements (Safe Operating Procedures)

Work Instructions (Method Statements) will be developed for all company operations. Information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written using our online system and are made available to customers prior to works commencing.

3.29 Noise

Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out when ever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives likely to be affected. Information and advice to use hearing protection will be issued.

Where noise levels are at 85db (a) or above, where possible, the company will take measures to reduce the exposure of noise to its employees by means other than hearing protection. The wearing of suitable hearing protection shall also be enforced.

3.30 PAT Testing

The term 'portable' is used to mean portable, movable or transportable. Portable equipment is not part of a fixed installation but when used is connected to a fixed installation (or a generator), by means of a flexible cable, plug and socket. It includes equipment that is hand held or hand operated while connected to the supply.

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the site manager to ensure that all equipment provided is suitable for the task, including any provided by a Customer.

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager.

3.31 Personal Protective Equipment

The need for Personal Protective Equipment will be determined through risk assessment and will be provided by AMS Cladding Limited free of charge. The relevant PPE must be worn at all times whilst carrying out work and in compliance with any mandatory requirements of specific sites. Details of the correct PPE will be made available to employees within the risk assessments and method statements relevant to the works. No employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each contract manager and his site foreman to monitor the wearing of PPE on sites under their control. Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures which may include ejection from site.

3.32 Pregnant Workers

The company recognises that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy. Such assessments will consider the worker's duties, working conditions and hours. Where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced to minimise that risk.

3.33 Preventing Unauthorised Access

Where there is risk of members of the public or unauthorised personnel being able to access site, barriers and/or temporary hoarding will be erected to prevent access.

Where possible, the site will be secured outside working hours to prevent unauthorised access. All contractors have a responsibility to ensure they have removed loose tools and all plant is securely isolated to prevent operation. All access to height ladders are either removed or closed off to prevent unauthorised access. Fuel storage is secured to prevent access.

3.34 Purchase Policy

The Health and Safety at Work Act as amended imposes duties upon AMS Cladding Limited and those providing goods and services to the company. Health & Safety legislation affects purchasing decisions including the use of sub-contractors or out-sourced activities. This also includes the purchase of new or hired equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations as amended, The Provision and Use of Work Equipment Regulations (PUWER) and The Control of Substances Hazardous to Health Regulations. When purchasing or hiring machinery/equipment AMS Cladding Limited will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; it will be maintained in line with current legal requirements, and manufactures/suppliers guidance or ACOPS ruling at the time of use.

3.35 Risk Assessments

The MD or their nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff.

The MD or their nominated representative will carry out site specific risk assessment for new sites where company employees/contractors are obliged to work. Such assessments will consider the health and safety of employee/contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. The MD therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced using our online management system and are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

3.36 Safety Audits and Monitoring

At regular intervals the MD or their nominated representative will carry out a health & safety audit. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the MD considers it necessary in order to maintain the desired level of health & safety, they may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

3.37 Serious or Imminent Danger

These procedures are in line with Regulation 8 of the current Management of Health & Safety at Work Regulations.

It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are

regulations and procedures regarding serious or imminent danger.

Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without adequate controls, safety procedures, training and personal protective equipment being in place to minimise that risk.

AMS Cladding Limited authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the risk has been minimised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of fire fighting equipment etc prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

3.38 Transport & Company Vehicle Safety

It is the policy of AMS Cladding Limited to only employ drivers who are competent.

Driver approval and competence

A person may only operate company vehicles if he or she;

1. Has held a full UK license for a minimum of 2 years
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct license for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties.

Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

All drivers will be asked to provide detail of driving licence number, national insurance number and Post Code registered on driving licence in order that annual checks may be made on applicable vehicle licences and any penalty points registered.

3.39 Violence at Work

It is the policy of the Company that all incidents of violence at work will be investigated and the results of those investigations recorded. The purpose of the investigation will be to determine the circumstances, which lead to the incidence of violence, and what measures may be taken to prevent a re- occurrence of the incident.

3.40 Welfare

In most cases, company employees/contractors will be able to use toilet/washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to

establish the location of suitable temporary or public facilities.

Where work is carried out in peoples homes we will make a verbal request to use their washing facilities if required.

3.41 Working at Height

It is the policy of the company to comply with the current Work at Height Regulations. Work at height will be avoided wherever possible, where work at height can not be avoided; the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

Where the risk of a fall can not be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

3.42 Working in Close Proximity To Railway

Before works can begin on or near a level crossing the following procedure must be followed and information provided to the relevant Railway Authority:

- Safety Plan Including Barriers & Lighting – Signs
- Approve and Plan by Relevant Highway Authorities
- Method Statement
- Amended Traffic Management Plans (if required)

Working on or close to railway level crossings is ***extremely dangerous***

It is also extremely dangerous to cause road traffic to stop on or move slowly over a level crossing.

If works are to be carried out within the Precautionary Area (The area containing all or part of the carriageway that is within 200m of the level crossing), then special precautions must be taken to ensure the safe operation of the crossing

ALL traffic management operatives should ensure that under no uncertain circumstances must road traffic “block black” (i.e. Tail back onto the railway line)

There are 3 main types of railway crossings:

- Automatic level crossings – these have road traffic signals that display a steady amber light and have or not have barriers
- Manually operated level crossings – these have gates or barriers that extend across the full width road, some may have warning lights
- Open level crossing – these have no gates, barriers or any form of signal control

The local office of the railway authority must be consulted when working in the vicinity of level crossings that may cause congestion and therefore potential “blocking back” over the crossing. Consideration should also be given to contacting the police to make them aware of any such works.

The following points should be remembered when designing traffic management for works near any railway level crossing:

- Avoid “blocking back” at all times. Where works are near to the crossing designers should that traffic cannot “block back” (tail back) on to the crossing
- Traffic control by means of “STOP/GO” boards should be used at works that straddle a level crossing or are within 50m of the stop line
- Under no uncertain circumstances should portable temporary traffic signals be used at works within 50m of the level crossing stop line.

At automatic crossings with or without barriers, it should be arranged for the provision of a member of railway authority staff holding appropriate competencies to act as level crossing attendant. An attendant may only be omitted if this is specifically authorised in writing by the railway authority

Under no uncertain circumstances should any traffic management equipment, cones/signs/barriers/signals etc.; be placed on the level crossing at any time

Whatever method of traffic control being used, no plant or equipment should obscure crossing warning signals, advance warning or information signs

At no time should you consider accessing Network Rail property without firstly contacting the appropriate Asset Protection Project Manager. The railway is an extremely hazardous environment.

Access for emergency vehicles through the site must be maintained at all times wherever practicable. Emergency access should be discussed with the emergency services early in the design. If convenient roads are available, it may be decided to use diversion routes which should be adequately signed

Traffic Management Operations:

Before the traffic management is to be installed the TMO should check that the telephones provided at the crossing are working correctly

When the closed lane is on the lane hand side of the carriageway approaching the crossing, the “STOP/GO” board location from the other direction should be located at least 25m beyond the crossing as to not obscure the crossing signals and also to allow sufficient space for vehicles to return to the left-hand side of the road beyond the crossing

The “STOP/GO” board should be placed where it will be in full view of approaching drivers and may be located on either side of the carriageway, but not to obscure the crossing warning signals

After the traffic control has been installed and there appears to be the danger of “blocking back”, the traffic management should be altered so that the direction of traffic that may “block back” can be stopped before it reaches the level crossing. Therefore the coning detail may need to be extended, but under no circumstances must any equipment be placed on the crossing itself

At automatic level crossings the “STOP/GO” boards should be operated as follows:

- when the crossing is open to road traffic, the signs should be operated together to control traffic along the length of the shuttle lane
- when advised by the level crossing attendant, or if no attendant is present, as the amber lights in the road traffic signals at the crossing show, both signs should show “STOP” to traffic coming towards the crossing; the level crossing attendant will, where practicable, operate the crossing’s own traffic signals (and at automatic half barrier crossings lower the barriers)
- When the attendant advises, and all traffic signals are extinguished, normal alternate one-way working should be resumed; any vehicle held in the one-way section during passage of the train should be allowed to clear first.

Working Near Tramways:

Special safety considerations should be taken when carrying out traffic management near a tramway

Tramcars are wider than the tracks on which they run. The path of a tramcar (“swept path”) must remain left unobstructed. The “swept path” is usually indicated by road marking or a kerb line

It is essential that any signing and guarding equipment, operatives, vehicles and pedestrians are kept out of the “swept path”

Where the works cause the footway to be diverted into the carriageway, the barrier between the pedestrians and the tramway must be maintained at 0.5m from the edge of the “swept path”

Where the lateral safety “buffer” zone may intrude on the “swept path” the transport authority should be consulted. In this case the safety zone may be reduced to 300mm and the transport authority may impose a speed limit on the tramway, and/or provide a lookout

If tall equipment is to be used, such as tower lights, then this should not be placed next to overhead cables

Where a tramway runs on a reserved track but crosses the road at certain places, then these crossing points should be treated as railway level crossings

3.43 Young Workers

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations as amended. This includes young persons on job experience working within the business. There are also special provisions for young people in the Working Time Regulations concerning limits of hours of work, rest from work and annual holidays.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The responsible person will therefore:

- Assess risks to young workers
- Take into account their inexperience, lack of awareness and immaturity
- Prohibit certain activities where higher risks are identified
- Not allow the young person to operate any machinery or equipment without proper supervision and training
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken
- Provide suitable supervision at all times
- Not employ any person under the age of 14 years for any paid or non paid employment

I have read and understood the contents of this Safety Policy.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Safety Policy and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date

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