

HSP005

MAC Services Ltd
Electrical Engineers and Contractors

23 Blandford Street, London W1U 3DL

HEALTH AND SAFETY POLICY MANUAL

Date of Issue: January 2019 - Issue 5
ISSUED BY: Managing Director - MAC Services Ltd

MAC Services Ltd
23 Blandford Street, London W1U 3DL

HEALTH AND SAFETY POLICY MANUAL

CONTENTS PAGE

1. THE COMPANY'S HEALTH AND SAFETY POLICY STATEMENT

- 1.1 Aims
- 1.2 Priority
- 1.3 Objectives
- 1.4 Ultimate Responsibility
- 1.5 Monitoring
- 1.6 Co-operation and Participation
- 1.7 Communications to Staff
- 1.8 Revision

2. ORGANISATION AND RESPONSIBILITIES FOR SAFETY

- 2.1 Introduction
- 2.2 The Company and its Directors
- 2.3 The Company's Contracts Managers and Site Supervisors
- 2.4 The Company's Employees
- 2.5 The Company's Health and Safety Advisor
- 2.6 First Aiders

APPENDIX 2A – *Site Inspection Checklist*

APPENDIX 2B – *Induction Training Checklist*

3. THE ARRANGEMENTS AND PROCEDURES FOR HEALTH & SAFETY

- 3.1 Introduction
- 3.2 Fire Precautions Training and Fire Drills
- 3.3 Incident and Accident Reporting
- 3.4 First Aid Arrangements
- 3.5 Visitors/Customers on Sites
- 3.6 Contractors/Agency Workers
- 3.7 Using Display Screen Terminals
- 3.8 Risk Assessments and Safety Method Statements
- 3.9 Personal Protective Equipment
- 3.9(1) CDM duties

APPENDIX 3A - *Contents of First Aid Boxes*

APPENDIX 3B - *Accident/Incident Report Form*

APPENDIX 3C - *Notes on the Risk Assessment Process*

CONTENTS PAGE continued

- 4. OTHER ARRANGEMENTS (SPECIALISED)**
 - 4.1 Company Vehicles
 - 4.2 Working at Heights, Ladders and Access Towers
 - 4.3 Lifting and Carrying (Manual Handling)
 - 4.4 Noise and Hearing Protection
 - 4.5 COSHH Substances and Assessments
 - 4.6 Portable Electrical Equipment
 - 4.7 Asbestos Containing Materials (ACM's)
 - 4.8 High Risk Operations and Permit to Work Certificates

- 5. SUMMARY OF MAC SERVICES LTD'S HEALTH AND SAFETY POLICY**
(Copy for individual employees)

SECTION 1: THE COMPANY'S HEALTH AND SAFETY POLICY STATEMENT

1.1 Aims

It is the policy of MAC Services Ltd to conduct its activities, at all times, in such a way so as to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees and of all persons who may be affected by the Company's activities.

1.2 Priority

This policy is to be accorded equal priority with all other Company policies and is the direct concern of the managers who are accountable to the Managing Director, MAC Services Ltd, for its overall implementation and for achieving the objectives shown below in paragraph 1.3.

1.3 Objectives

1. The prevention of injury and ill health to employees and others who may be affected by the activities of the Company;
2. To conduct formal Risk Assessments of all the Company's various activities, to determine which, if any, may pose a threat or risk to the health and safety of any people who could be affected to implement safe systems of work which will minimise any risks identified;
3. The provision and maintenance of plant and equipment that is safe and without risk to health;
4. To devise adequate safe systems of work for hazardous operations and, where other reasonably practicable measures fall short, to provide appropriate protective clothing, equipment and devices;
5. To ensure the safety and absence of risks to health in the use, handling, storage and transport of all articles and substances used, provided or produced at work;
6. To assess and make adequate provision to reduce the risks from all new materials, substances and work systems introduced into the workplace in the future;
7. To ensure all staff are given adequate information about the risks of their work and the work of others, and are given proper instruction for safe working, with adequate supervision where appropriate. Periodic inspections of electricians working on clients' premises will be made by Managers and Site Supervisors to maintain appropriate standard of compliance.
8. The provision of appropriate training to all employees in health and safety matters;
9. To assess and improve the health and safety of the working environment;
10. To make adequate provision for welfare facilities;
11. To promote the co-operation of the employees in health and safety matters and to promote a positive consultative approach with all employees;
12. To prevent nuisance and minimise any possible risks to the community and the environment, by applying adequate control measures.

1.4 Ultimate Responsibility

The Managing Director, MAC Services Ltd, has the ultimate responsibility for all Health and Safety matters relating to the Company and for ensuring that these objectives are implemented by all its Managers/Site Supervisors.

1.5 Monitoring

All Directors and Managers, with the general guidance of the Health and Safety Consultant, will make adequate arrangements to monitor the effectiveness of the implementation of this Policy.

1.6 Co-operation and Participation

MAC Services Ltd expects all staff to co-operate with management in promoting good health and safety practice in order to achieve the Company's policy aims. In this respect, staff are reminded of their legal duty to co-operate with health and safety matters and to have regard to their own health and safety and that of others who may be affected by their acts or omissions (see Sections 7 and 8 of *The HASAW etc. Act, 1974*).

The Company will actively encourage all staff to participate in raising health and safety standards and is receptive to suggestions for improvements.

MAC Services Ltd requires all sub-contractors, suppliers and visitors (at work) to any of the Company's work sites, to adhere to the Company's Health and Safety Policy and to comply with all health and safety requirements and instructions whilst on work sites.

1.7 Communications to Employees

All Directors, Managers and Site Supervisors will receive a copy of this Health and Safety Policy Manual. All staff will receive a copy of a Brief Summary of this Policy Manual (see Section 5). A full copy may be seen by any member of staff via their Site Supervisor.

Revisions will be brought to the attention of staff via notice boards and through their Site Supervisors.

1.8 Revision

This Policy Document will be reviewed at least once a year by the Director and the Health and Safety Consultant, and will be updated or revised when necessary, particularly when any organisational, technological or locational changes are made or introduced.

Signed: *Daniel McBrearty*

Managing Director, MAC Services Ltd

January 2019

SECTION 2: ORGANISATION AND RESPONSIBILITIES

2.1 Introduction

We all share a responsibility for Health and Safety. All accidents are preventable. They are usually caused by a combination or a series of unsafe conditions. If we break just one link in this series or chain of events, then accidents are prevented. The key to this prevention process is in identifying these 'unsafe conditions' beforehand, and taking the necessary action to prevent a possible accident in the future.

Contracts Managers and Site Supervisors have a particular responsibility for safety and accident prevention within their areas or spheres of operation as part of their day to day management responsibilities.

This section of MAC Services Ltd's Health and Safety Manual identifies the various individual responsibilities for Health & Safety:

The Company and its Directors	Section 2.2
Contracts Managers/Site Supervisors	Section 2.3
Employees	Section 2.4
The Company's Health and Safety Advisor	Section 2.5
First Aiders	Section 2.6

In parallel to Managers' individual roles, the MAC Services' Health and Safety Advisor also reviews, monitors and makes recommendations to modify this Policy when necessary. This is part of the organisational structure for managing health and safety, which the Directors encourage and wholly support. (See section 3).

2.2 The Company and its Directors

MAC Services Ltd has a statutory obligation under the Health and Safety at Work etc. Act 1974, to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. This statutory obligation is primarily fulfilled by the Managing Director who ensures that adequate procedures are in place, sufficient funding has been allocated and that all Site Supervisors understand and implement the Company's Health and Safety Policy.

2.3 Contracts Managers and Site Supervisors

Contracts Managers and Site Supervisors are directly responsible for the health and safety for all employees reporting to them at their Site, and for all visitors to their various work sites.

Each Contracts Manager will conduct a weekly Safety Inspection of one of their sites, on a random basis, using the 'Site Inspection Checklist' shown in Appendix IIA. Site Supervisors are expected to make a significant contribution, by ensuring that each of their work areas is free of hazards and is a safe working environment.

Each Contracts Manager/Site Supervisor will encourage his staff to play a positive role by taking an active interest and by setting a good example in health and safety matters for their respective staff and visitors. Especially important is the training of new staff in safety procedures.

Contracts Managers and Site Supervisors are reminded of their statutory obligations both as Managers and as employees (see Section 2.4 below). Under Section 37 of *The Health and Safety at Work etc. Act, 1974*, individual managers and directors of a Company may be liable, as well as the Company, for any individual acts of negligence.

2.4 MAC Services Ltd Employees

All MAC Services Ltd employees have an individual responsibility for their own safety, and have a duty to:

1. Take reasonable care for the safety of themselves and others.
2. Co-operate with the Company in all health and safety matters.
3. Not interfere with nor misuse anything provided by the Company in the interests of health and safety.
4. Notify their Site Supervisor or a Contracts Manager if their ability to perform their duties is impaired by reason of medications, tiredness, illness or alcohol etc.
5. Co-operate with a Customer's safety instructions and procedures whilst visiting/working on a customer's premises.

Individual employees can be liable for their actions, or inaction's, if it is shown that they did not take reasonable steps to safeguard themselves and/or their colleagues prior to an incident or accident. (Reference Sections 7 and 8 of *The Health and Safety at Work etc. Act, 1974.*)

All MAC Services Ltd staff should be familiar with the Fire Evacuation Procedures and the First Aid arrangements for their work site and for each location in which they are working. Staff **must** report to their immediate Site Supervisor any:

- potential or suspected hazard which may cause an accident;
- incident or accident which causes a near miss, injury, damage or loss of any kind, however small it may seem at the time; and

All incidents **must** be reported, whether they occur in the office, or on a customer's work site. (See Incident Report Form in **Appendix 3B.**)

All new staff joining MAC Services Ltd will receive induction training from their Site Supervisor about the Company and their new role. A briefing on Health and Safety will be included and each employee will be given a copy of the 'Brief Summary' of this Policy shown in **Section 5.**

2.5 The Company's Health and Safety Advisor (competent person)

The Company has retained the support of KeyOstas Limited to provide an expert, advisory role to the Company and the Directors, on all day to day matters of health and safety.

The Advisor/Consultant is not '*responsible*' for health and safety, he acts as a specialist advisor. He may be contacted on **01926 813356**; email enquiries@keyostas.co.uk; to assist in providing this specialist health and safety advisory service to all Managers, as and when required.

Note: any recommendations made by the Consultant in the interests of health and safety of staff should be implemented. Although he may not have executive authority over staff, he will have a deeper understanding of the principles and practices of good health and safety management. His advice is ignored at great risk.

2.6 First Aiders

Qualified First Aiders, having been trained on an HSE recognised 3-day course, or First Aid 'Appointed Persons' are responsible for the following:

- Carrying out the responsibilities as defined in Section 3.4 - Arrangements, First Aid procedures;
- The periodic inspection and replenishment of First Aid box contents (time expired and post-use), as defined in the latest guidance to *The Health and Safety (First Aid) Regulations 1981* (see **Appendix 3A Contents of First Aid Boxes**);
- Ensuring that each case of an employee requiring first aid at work is recorded as per the MAC Services Ltd's Accident/Injury Reporting Procedure (see *Section 3.3*). It should be noted that First Aiders are not authorised to provide treatment which is not part of their qualification training. Only the contents of First Aid Boxes as defined by *The Health and Safety (First Aid) Regulations 1981* will be included. No proprietary medicines and lotions will be provided.

MAC Services Ltd HEALTH AND SAFETY SITE INSPECTION CHECK LIST

Site Address:	Date of Visit:
Visit By:	Time of Visit:
Principal Contractor:	Weather:
No. of Men on Site:	No. of Trades on Site:

Project Stage Achieved:
■
■
■
■
■

Site Inspection Checks:

	YES	NO	N/A		YES	NO	N/A
F10 Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HSE 'Law' notice to Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Insurances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health & Safety Notices, First Aid, PPE, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health & Safety Management Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Drawings on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accident Book and Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Numbers List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Means of Access OK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Precautions & Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spare High Visual Vests & Hard Hats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the correct PPE being worn/used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plant Inspection Certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scaffold Certificates (valid within 7 days)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Site Clean and Tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there Canteen Facilities on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective Fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are Manual Handling Procedures being complied with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a W/C on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular Toolbox Induction Talks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments on Inspection Visit:
■
■
Actions Accepted and Agreed with Site Manager:
■
■
Actions Outstanding from Previous Visit:
■
■
■

Signature:

MAC Services Ltd HEALTH AND SAFETY INDUCTION TRAINING CHECKLIST AND RECORD

Name of New Employee:

Site/Location:

Initial Job Title:

Name of Briefer/Trainer:

<p>1. GENERAL HEALTH AND SAFETY <i>(applicable to all)</i></p> <p>1.1 Health and Safety Policy Statement <input type="checkbox"/></p> <p>1.2 The Company's and Individual's Responsibilities <input type="checkbox"/></p> <p>1.3 Fire:</p> <p style="padding-left: 20px;">Basic Instruction <input type="checkbox"/></p> <p style="padding-left: 20px;">Fire Training <input type="checkbox"/></p> <p style="padding-left: 20px;">Housekeeping/Extinguishers/Alarms <input type="checkbox"/></p> <p>1.4 First Aid and Accidents:</p> <p style="padding-left: 20px;">Location of First Aid and First Aiders <input type="checkbox"/></p> <p style="padding-left: 20px;">Reporting Accidents and Incidents <input type="checkbox"/></p> <p>1.5 Security:</p> <p style="padding-left: 20px;">Driving on Site - Powered Mobile Vehicles <input type="checkbox"/></p> <p>1.6 Hygiene:</p> <p style="padding-left: 20px;">Personal <input type="checkbox"/></p> <p style="padding-left: 20px;">Food/Catering <input type="checkbox"/></p> <p>1.7 Welfare Arrangements:</p> <p style="padding-left: 20px;">No Smoking/Rest Room/ Lockers/Showers/etc. <input type="checkbox"/></p>	<p>1. GENERAL HEALTH AND SAFETY <i>(applicable to all) continued</i></p> <p>1.8 Personal Protective Equipment:</p> <p style="padding-left: 20px;">Hi-viz Tabards and Hard Hats – mandatory <input type="checkbox"/></p> <p style="padding-left: 20px;">Safety Shoes/Boots – mandatory <input type="checkbox"/></p> <p style="padding-left: 20px;">Gloves/Goggles/Face Screen/ear Muffs – as specified <input type="checkbox"/></p> <p>1.9 Electrical Equipment:</p> <p style="padding-left: 20px;">Only battery or 110v or 240v RCD power tools to be used. <input type="checkbox"/></p> <p style="padding-left: 20px;">No personal radios/kettles/etc. <input type="checkbox"/></p> <p style="padding-left: 20px;">All electrical equipment is tested periodically <input type="checkbox"/></p> <p style="padding-left: 20px;">Do NOT use if out of date <input type="checkbox"/></p> <p>2. VDU WORKSTATIONS</p> <p>2.1 Principles of good ergonomics at VDU Workstations explained <input type="checkbox"/></p> <p>3. ACCESS EQUIPMENT AND WORKING AT HEIGHTS</p> <p>3.1 Scaffold/Towers/Ladders/Mobile Platforms <input type="checkbox"/></p>
--	---

I have received and understood the briefing on the above topics

Signed by:	Signed By:
New Staff Member	Contracts Manager or Site Supervisor

**Copies: New Staff Member
Company Secretary**

SECTION 3: THE ARRANGEMENTS AND PROCEDURES FOR HEALTH AND SAFETY

3.1 Introduction

This Section sets out the various procedural arrangements for ensuring the employees' health and safety whilst at work. The basic Company Rules which govern the employees' actions in the event of a hazard or incident taking place are defined, for example, action in the Event of a Fire, arrangements for First Aid and for reporting Accidents, and the arrangements for Visitors and Sub-contractors to MAC Services Ltd. The Company, and all its employees, have a statutory responsibility for visitors as well as for themselves. The more specialist procedural arrangements, covering such areas as building works, access equipment, working in proximity to 'live' equipment, will be defined at a later date and added to this Manual.

3.2 Fire Precautions Training and Fire Drills

The Managing Director is the responsible person under the Regulatory Reform (Fire Safety) Order 2005 and is responsible for the fire safety arrangements to ensure that all MAC Services site staff understand, and are practiced in, the Basic Fire Precautions for each work site, which are:

- a) the action to be taken on discovery of a fire;
- b) the action to be taken on hearing the fire alarm;
- c) operation of the fire alarm and the locations of fire alarm call points;
- d) the correct method of operation and the location of fire fighting equipment;
- e) familiarity with all escape routes;
- f) the purpose of fire resisting doors and their location within the premises, and
- g) evacuation of the building and the location of the site Assembly Points.

After initial instruction, all employees will receive verbal instructions not less than once every period of 12 months, i.e. each Fire Evacuation Drill. A record will be kept for all actions, drills and training associated with Fire Precautions and prevention by the Company Secretary.

3.3 Incident and Accident Reporting

Incidents and accidents at work are nearly always caused by a careless act coupled with unsafe conditions that may have been in place for some time. There are very few incidents or accidents that do not originate, in some way, from a wrong or misguided action on somebody's part.

In order to help prevent accidents and losses occurring, it is essential to thoroughly investigate not only accidents and losses that have happened, but also incidents and near misses. The Company is also required, under statutory regulations - ***The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013, (RIDDOR)*** - to report certain dangerous occurrences and injuries, **online via** <http://www.hse.gov.uk/riddor/report.htm>. Telephone reporting remains for fatal accidents and specified injuries only **Note** the threshold for reporting incidents to the HSE, as per RIDDOR, is 7 days absence from work.

Every effort should be made therefore, after any incident or accident to determine the cause, in order that the potential accident or loss situation can be rectified. To assist in this, all staff are asked to report potential or actual **loss, injury, or damage** on the Accident Report Form shown in **Appendix 3B**.

Part One of the Form (*the top section*) should be completed by the First Aider treating the injured person, who retains a copy for the First Aider File, and also makes an entry in the official Accident Book (*yellow covers*). The original form is passed to the Director, who completes the remainder of the Accident Form, retaining a copy for the Company Secretary's files.

BLANK REPORT FORMS ARE HELD WITH THE SITE ACCIDENT BOOK.

3.4 First Aid Arrangements

The Health and Safety at Work Act, 1974 places a duty on every employer to ensure, so far as is reasonable practical, the health, safety and welfare at work of all his employees, which includes the provision of First Aid facilities that is detailed in *The Health and Safety (First Aid) Regulations, 1981*. These Regulations address four main areas:

- i. Equipment - Provision of First Aid Facilities
- ii. Training - Trained 'First Aiders' or First Aid 'Appointed Persons'
- iii. Information - Inform all staff of First Aid arrangements
- iv. Administration - Recording and Investigation of Incidents.

3.4.1 Provision of First Aid Facilities and Information

- a) All locations should have at least one First Aid box. For recommended contents see **Appendix 3A**.
- b) First Aid Boxes should be clearly marked with a white cross on a green background.
- c) All Company vehicles will each contain a complete First Aid Box. It is the responsibility of each vehicle's driver to maintain the contents.
- d) All staff should be informed and aware of the location of First Aiders and Boxes, via training and safety signs.

3.4.2 Trained First Aiders and Training for First Aiders

There are no specific regulations regarding how many First Aiders there should be at a location per number of staff, only guidance. The usual threshold for appointing a qualified First Aider, given the circumstances of MAC Services' operations, is 25-30 employees. However, the Company will ensure that all staff are given training via 'Toolbox Talks' and regular reminders on the basic actions to take (and not to take) in the event of an employee requiring emergency first aid.

If required, First Aiders will be nominated by the Managing Director, who must also ensure that a replacement is available in the event of sickness, holidays or resignation of the normal First Aider.

All qualified First Aiders attend a three-day, full time training course, to the syllabus specified in *The First Aid Regulations 1981*, i.e. initially a three-day, full time course, with a half-day refresher course every year.

Responsible (Appointed) Persons will receive a one-day training seminar in First Aid.

3.5 Visitors/Customers on Sites

All visitors to MAC Services Ltd work sites will follow the Company's work site rules (if applicable), and must be made aware of the Emergency Evacuation procedure for the site and the actions to take in the event of fire. On site, every visitor should be accompanied by a Company employee at all times who will be responsible for that visitor, ensuring the visitor's safe access and egress from the site.

No visitor should be permitted to walk about the work site area unaccompanied, unless an officially appointed Contractor (*see paragraph 3.6 below*).

3.6 Contractors/Agency Workers

Any sub-Contractor, appointed by MAC Services Ltd to work on a MAC Services site, is assumed to be the Company's responsibility. Unsafe actions or unsafe conditions created by the sub-Contractor could affect MAC Services staff as well as the sub-Contractor's staff.

The MAC Services Ltd Contracts Manager who selects a Contractor and agrees a work specification and/or method statement, is responsible for the quality, security and safety of that Contractor's staff whilst they are on site, and will make arrangements to monitor their 'on-site' activities at all times (see *para 3.8 Risk Assessments*).

3.7 Using Display Screen Terminals

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to all staff who regularly use a VDU for uninterrupted periods of an hour or more each day.

The Company will provide an eyesight test, by a registered optician, for every user of a VDU who so wishes. This cost will be reimbursed by MAC Services Ltd.

Should the optician decide that an employee requires corrective lenses purely for VDU use (*not for any other reason*) then the Company will make a contribution of £40 to their cost. Staff should apply through their Site Supervisor. Training in the correct ergonomic use of their VDU workstation is available to all 'users'. Staff are expected to follow the principles and the practices demonstrated, to minimise the likelihood of any difficulties to health in the future.

3.8 Risk Assessments

Under *The Management of Health and Safety at Work Regulations 1999*, MAC Services Ltd has a duty to make a formal Risk Assessment of each and every operation performed by staff and sub-contractors, to ensure that any hazards associated are identified and action taken to minimise their risk. The subsequent implementation of Safe Methods is the primary responsibility of each Manager or Site Supervisor concerned. Training and assistance is available via the Health and Safety Advisor to ensure that each Risk Assessment has been sufficiently analysed by a competent person.

More detailed Notes of the Risk Assessment Process with the Risk Assessment Forms are shown in **Appendix 3C**.

No new methods will be introduced unless an appropriate Safe System has been devised and the relevant staff trained in its use. As and when required, more detailed, Safe Procedures on specialised topics will be developed as Appendices to this Policy Manual.

3.9 Personal Protective Equipment (PPE)

Certain activities within the Company's scope of operations entail the wearing of personal protective equipment, i.e. all construction site staff are required to wear safety shoes or boots, a hi-viz tabard and a protective hard hat. Specialist roles, which require the wearing of additional PPE, will be defined on an individual basis. Typically these will be abrasive or diamond wheel cutting, using impact power tools, and chasing plaster channels, etc..

Staff should note that if so designated, the wearing of such personal protective equipment is a mandatory requirement. Section 7 of *The Health and Safety at Work etc. Act 1974* requires statutory co-operation in this regard.

Staff also have a duty to look after and maintain any protective equipment issued for their personal safety, and to report any defects immediately to their Site Supervisor.

3.9(1) CDM requirements

Prior to commencement of any installation / refurbishment project, the Project Manager will establish and record on the risk assessment the Companies role in the project under CDM regulations and if it is a notifiable project i.e. a project lasting more than 30 days and have more than 20 workers working simultaneously or involving more than 500 person days of construction work. The following is a summary of duties:-

Role	Tasks - Project not notifiable	Tasks - Project notifiable
Client	Ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.	Notify HSE - Form F10 (from HSE) completed online www.hse.gov.uk/forms/notification/f10.pdf If more than one contractor will be working on your project then, as the client, you must appoint a principal designer and a principal contractor in writing. If you do not do this then you take on these roles and associated legal duties yourself. ^[1] One of your main duties is to ensure that those you propose to appoint are able to demonstrate that they can deliver the project for you in a way that secures health and safety
Principal Designer	Only required if more than one contractor working	Advise & assist the Client with his / her duties Co-ordinate H&S aspects of design work & co-operate with others involved Facilitate good communication between client, designers & contractors Liaise with principle contractor regarding on-going design Identify, collate and pass on pre-construction information Prepare / update H&S file
Designer	Eliminate hazards & reduce risks during design Provide information about remaining risks	Check client is aware of duties & that Principle Designer has been appointed Provide any information needed for the H&S file
Principle Contractor	Only required if more than one contractor working	Plan, manage & monitor construction phase in liaison with contractors Prepare, develop & implement a written plan and site rules (initial plan to be completed before the construction phase begins) Give contractors relevant parts of the plan Ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase

		<p>Check competences of all employees and contractors</p> <p>Ensure all workers have site inductions & training needed for the work</p> <p>Consult with the workers</p> <p>Liaise with the Principal Designer regarding on-going design</p> <p>Secure the site</p>
Contractor	<p>Plan, manage their own work & that of workers</p> <p>Check competency of all appointees & workers (including sub contractors)</p> <p>Train employees</p> <p>Comply with the specific requirements in Part 4 of the Regulations</p> <p>Ensure there are adequate welfare facilities for their employees</p>	<p>Check client is aware of duties and a Principle Contractor has been appointed and HSE notified before starting work</p> <p>Co-operate with Principle Contractor in planning and managing work, including reasonable directions and site rules</p> <p>Provide details to the Principle Contractor who he engages in connection with carrying out the work</p> <p>Provide any information needed for the H&S file</p> <p>Inform the principle Contractor of problems with the plan</p> <p>Inform the principle Contractor of reportable accidents, diseases and dangerous occurrences</p>

MAC Services Ltd
FIRST AID BOX CONTENTS LIST

	SMALL SIZE <i>(up to 10 people)</i>
Guidance Card	1
Sterile Adhesive Plasters	20
Sterile Eye Pads, with attachments	2
Sterile Triangular Bandages	2
Safety Pins	6
Medium Size Sterile Dressings	6
Large Size Sterile Dressings	2
Extra Large Size Sterile Dressings	2

NB: *The First Aid Box should not contain painkiller tablets or antiseptic solutions etc.*

Please report **all** injuries, however slight,
on the Company Accident Form.

**MAC Services Ltd
ACCIDENT / INCIDENT REPORT**

PART ONE: to be completed by the First Aider			
Site Location:		Section:	
INJURED PERSON NAME: ADDRESS:	NATURE OF INJURY		PROPERTY DAMAGE
	Part of Body:		Property Damaged:
	Nature of Injury or Illness:		Nature of Damage:
	First Aid Only	Sent Home	Sent to Hospital
Treatment Given:		Site Supervisor or Manager in Charge	
Age	Length of Service	Date and Time of Incident:	
<input type="checkbox"/> M or <input type="checkbox"/> F		Location of Incident:	
Occupation:		Date and Time of Treatment:	

PART TWO: to be completed by the Site Supervisor/Manager of Injured Person	
	Describe WHAT Occurred
	Describe HOW the Incident Occurred
	What were the factors causing the incident?
	Injured Person's signature (if poss.):
Report Compiled By:	Director's signature and Date:
Signature:	Name:
Date:

Copy to First Aider File

NOTES ON THE RISK ASSESSMENT PROCESS

1. Introduction

Conducting Risk Assessments forms the basis for all modern Health and Safety Legislation. All Health and Safety Regulations require the Employer, Directors and Managers of the company, to conduct a Risk Assessment of each of their various operations and activities. This means **all** activities, routine and any irregular maintenance operations that may occur.

This requirement stems from the principle that: *"the Action the Employer must take to protect each individual employee... must be in balance with the Degree or Quantum of Risk involved."*

Determining the extent, size or **Quantum of Risk** of a particular operation is known as **'The Risk Assessment Process'**.

2. What is Risk ?

We must be careful how we use words such as dangerous, risky, hazardous and 'dodgy' in the context of health and safety. They do not have clear, precise meanings and will cause confusion.

Risk is an assessment or a prediction (an educated guess by an expert), of the likely outcome of a situation before it starts, and if circumstances change before it ends.

The assessment is made by breaking down an operation into its individual elements, and deciding which are 'hazards'.

Hazards are those elements, or unsafe conditions, which could cause harm or injury. These are the 'time bombs' ticking away, waiting to go off.

Assessing the **Risk** is the process of deciding the size of each 'time bomb' in terms of its explosive power, and **then** deciding how many people it would injure or kill if it exploded.

3. The Risk Assessment Process

Identify each **hazard** in the operation.
Decide for each hazard (using the scale of 1-5 from the 'Evaluation of Risks Matrix'):

- a) what is the **likelihood** of it going wrong? (what is the likelihood of the bomb going off?)

and then decide

- b) what would be the **consequences** or the **degree of severity** of the outcome?

and then decide

- c) how many people are likely to be directly affected by the consequences (how many will be injured or killed in the blast?)

3. The Risk Assessment Process continued

The **Risk Assessment Chart** below is used to calculate the **Total Risk** for each hazard that has been identified from the operation. Each hazard is listed in the LH Column of the Assessment Chart, with its corresponding values for the **'likelihood'**, the **'severity'** and the **'number of people involved'** in the relevant columns.

The Total Risk being these three values multiplied together.

4. Reducing or Minimising the Risk

The greater the Total Risk, the more extensive the actions need to be put in place to protect the individuals concerned. The objective is to reduce the residual Total Risk to less than '5'.

The right hand Column of the Risk Assessment Chart should show brief notes on what actions or protective measures should be in place to reduce the risk *before the operation starts*. These would be actions such as guarding, extraction, isolation and locking off, training and close supervision, using alternative chemicals, personal protective equipment, etc.

5. Checking the Residual Risk

How do we know we have done enough? How do we know that the actions we plan to put in place, before the operation starts, are sufficient? Have we reduced the risk to an acceptable level?

This is checked by calculating the 'Residual Risk' by re-assessing the three values (likelihood, severity and number of people), assuming the Actions stated in the right hand column of the Assessment Chart are in place. If this new value of Total Risk is less than '5' then the Actions are sufficient (provided they are actually implemented).

If the Total Risk is still above '5' then we must do more to reduce the Total Risk:

- issue a Safe Method Statement (see attached), or
- take more action to contain and control the operation, i.e. reduce the risk further, or
- seek advice from a more experienced person, or
- ask an Authorised Person to issue a Permit to Work Certificate for the operation.

Finally.....

Remember, the greater the Risks the involved, the more extensive the actions need to be to control the safety of the operation.

If any doubts remain - do not proceed. Seek advice.

Saying *"Oh, it will be alright, nothing will happen"* could be your 'famous last words'

LIKELIHOOD		EVALUATION OF RISK MATRIX				
		5	10	15	20	25
Certain	5	10	15	20	25	
Very Likely	4	8	12	16	20	
Likely	3	6	9	12	15	
Unlikely	2	4	6	8	10	
Very Unlikely	1	2	3	4	5	
		Near Miss	Minor Injury	Over 3 Day Injury	Major Injury	Death or Very Severe Injury

SEVERITY

RISK = LIKELIHOOD X SEVERITY

MAC Services Ltd
RISK ASSESSMENT CHART

(See Accompanying Notes before completing)

Site:	
Client:	Planned Start Date:
Process/Operation:	

No	Hazardous Activity	Existing Controls in Place	Quantum of Risk				Action to Reduce/Minimise Risk for each Hazard
			Likeli-Hood	Severity	No. of People	TOTAL	

NB Likelihood x Severity x Number of People directly involved = TOTAL RISK

**** Denotes Safe Method Statement Required**

Assessed By:	Signed:	Date:
--------------	---------	-------

Review Date:

Sheet .. of .

MAC Services Ltd
SAFE METHOD STATEMENT

(The mandatory requirement for staff conducting this operation/activity)

Site:	
Project Title:	Project No:
Job/Operation No:	Authorised Person:
Date compiled:	Risk Assessment Attached

Operation Description:
Personal Protective Equipment (<i>Must be worn</i>):
Tools/Equipment to be used:
Method to be used (<i>or attach Contractor's Method Statement</i>):

Received By: (Site Operative) (PRINT Name)	Date:
Signed: (Site Operative)	Compiled by:

SECTION 4: OTHER ARRANGEMENTS (Specialised)

4.1 Company Vehicles

It is the personal responsibility of each individual member of staff who drives a Company vehicle to ensure that it is maintained in a roadworthy condition at all times as if it was their own vehicle. The Company has provided a vehicle for the proper performance of the duties by the employee on the terms shown below.

- 4.1.1 The vehicle is to be maintained in the condition in which it was supplied subject only to reasonable wear and tear.
- 4.1.2 The vehicle shall be kept clean and it will be the driver's responsibility to ensure that tyre pressures, water, oil and battery are properly maintained in accordance with manufacturer's recommendations.
- 4.1.3 The vehicle shall be made available for inspection without notice.
- 4.1.4 When carrying goods it is the driver's responsibility to ensure that vehicles are loaded safely and due care is taken to avoid damage or spillages. Drivers must assume that an emergency or very sudden stop is a highly likely event. Therefore all goods must be secure, packaging is in good condition and the correct documentation is with the goods.
- 4.1.5 No 'dangerous goods' are to be carried in company vehicles.
- 4.1.6 The use of a mobile telephone is NOT permitted whilst the vehicle is moving (*Road Traffic Act - Highway Code requirement*).
- 4.1.7 The vehicle will have a fully equipped First Aid Box.

4.2 Working at Heights, Ladders and Access Towers

MAC Services Ltd accepts its duties under *The Work at Height Regulations 2005* and adopts the hierarchy of measures designed to reduce serious and fatal injuries as a result of falling from heights. In practice, where it is feasible and practicable, alternative, safer methods (than ladders and step ladders) will be used.

This means that access aluminium towers with hand rails and kick boards will be used as the first choice for interior, low level (to 3 metres) working at heights. In some situations, step ladders may be the most reasonably practicable choice, especially for very low heights (to 1.0 metres height) and short duration tasks of less than 60 minutes.

All staff will receive training and guidance in the basic safe use of step ladders and ladders. Ladders must be tied, or footed by a second person, must be at the correct angle of 75° (*out 1: up 4*) and must be in good condition, without defects. They will be regularly inspected with records kept. Only Industrial Class ladders (*to BS EN 131:1993, Class 1*) will be used on premises. *There will be no exceptions to the 'ladder rules'.*

For access towers, the maximum working height is '*three times the minimum base width*'. Thus, if the base is 2m x 1.5m, the maximum height is 4.5m. Handrails and kick boards must be in place on work platforms, irrespective of the height. *Only those specifically trained and appointed will assemble access towers.*

4.3 Lifting and Carrying (Manual Handling)

The Manual Handling Operations Regulations 1992 require the Company to reduce the risk to staff from possible injuries due to manual handling activities (lifting, carrying, pushing, pulling, etc.).

Those staff who do undertake these activities as a regular part of their job are required to be assessed on an individual basis to ensure, the risks are minimised, and that they are properly trained in the correct techniques for lifting and carrying.

The Company will initiate these assessments and training via the Health and Safety Consultant and the appropriate Site Manager.

Staff should not struggle to lift any product or item. Always ask for assistance. Do not use ladders whilst carrying.

4.4 Noise and Hearing Protection

Some operations and activities are subject to *The Control of Noise at Work Regulations 2005*, where the daily noise exposure is above 80 dB(A) Leq. These operations will be periodically surveyed to determine the actual equivalent noise exposure levels over an 8-hour period, and to define the boundaries for each 'hearing protection zone'. Within each Hearing Protection Zone, all employees are required to use the specified hearing protection, which is a mandatory Company rule. Some construction sites may be *Hearing Protection Zones* where MAC Services Ltd employees will also wear hearing protection.

4.5 COSHH Substances and Assessments

Any substance used at work, which is likely to cause harmful effects, temporarily or permanently, to an employee, is subject to *The Control of Substances Hazardous to Health Regulations 2002*. Known as '*The COSHH Regs*' they cover all chemicals, dust, vapours, gases and substances such as oils, fuels, paints, adhesives, sealants and welding fumes, all of which are known to have long term harmful or irritant effects on humans, either on the skin, by breathing or from swallowing.

The handling of a designated 'COSHH Substance' at MAC Services Ltd is controlled by defining, in the relevant MAC Services Ltd Risk Assessment and Safe Method Statement, '*how*' it is to be used and '*what*' personal protective equipment (PPE) is to be worn.

The Safe Method Statement (*see Appendix 3C*) will specify '*how*' each substance is to be used and the correct PPE to be worn. The Safety Data Sheet for each 'Hazardous Substance' used will be attached.

4.6 Portable Electrical Equipment

All portable electrical equipment used on customers' sites will be tested, prior to each project, for safe functioning. Periodic visual and/or testing of portable electrical equipment will be conducted and records of tests issued.

The Site Supervisor at each location should ensure that sub-Contractors using their own electrical equipment, including extension cables, have current Test Certificate Inspection Labels attached to the equipment. Only 110 volt equipment is permitted.

No 240 volt electrical equipment will be brought on to a construction site, by staff or contractor, unless it is approved by the Site Manager.

4.7 Asbestos Containing Materials (ACM's)

Asbestos still poses a very significant risk to carpenters, plumbers and electricians, etc. When staff are involved in repairs and renovations in premises built prior to 1990 they may occasionally come across panelling containing cement asbestos. Over the years most accessible asbestos materials have been replaced. However, carpenters, plumbers, electricians, etc. are often required to work in inaccessible places such as roof voids, cellars and utilities spaces, where asbestos may still be in place. It is primarily the responsibility of the owner, client or Principal Contractors to identify any such material – prior to any works starting – and to remove or isolate it.

4.7 Asbestos Containing Materials (ACM's) continued

Should any member of staff suspect they have found unidentified asbestos material, they should stop work immediately and advise the Managing or the Contracts Director and the Principal Contractor's Site Agent (if applicable). On no account should the material be cut, drilled, sawn or broken until it is confirmed as non-asbestos. Work with or on all types of asbestos, including asbestos insulation board, is controlled by *The Control of Asbestos Regulations 2012* and its *Approved Code of Practice (L127)*.

Whenever MAC Services Ltd staff work on sites where there may be ACM's - i.e. built prior to 1990 - they will attend an Asbestos Awareness seminar.

4.8 High Risk Operations and Permit to Work Certificates

High risk operations (*see para 3.8 Risk Assessments*) such as working at heights, using hazardous substances, or working in proximity to 'live' machinery unprotected or electrical supplies above 110 volts AC, will be controlled, on each occasion, by a formal Permit to Work Certificate (PTW) signed by the MAC Services Ltd Director.

This PTW Certificate will only be issued to a fully trained, qualified and competent electrician or electrical engineer, who has provided a clear description of the planned Safe Method for the operation, together with appropriate safe work equipment for **each** day on site. No PTW Certificate will be issued for a period longer than 24 hours.

Anyone **not** in possession of a valid PTW Certificate is not authorised to proceed with the work activity.

MAC Services Ltd
23 Blandford Street, London W1U 3DL

WORK SITE HEALTH & SAFETY RULES

Each member of staff will be given a copy of the Summary of MAC Services Ltd's Health and Safety Policy Manual, with Risk Assessments and Method Statements for the site.

The following are the **Basic Work Site Safety Rules**, and will apply to all sites where MAC Services Ltd. staff are working. Staff will adopt these rules, and those of the Principal Contractor (where applicable), at all times whilst on site. All Personal Protective Equipment (PPE) will be provided to all MAC Services site staff, by the Company, free of charge. It is the legal duty of each MAC Services employee to look after, keep clean and correctly wear the following PPE at all times whilst on site.

- Safety Footwear, with reinforced mid soles for protection against nails;
- Protective gloves

and on Construction Sites

- Hard Hats – note no labels or transfers to be fixed
- Hi-Viz tabards, vests or jackets, with a minimum of two '3M' Reflective Stripes

In addition to the above, safety eye and ear protection will be worn when drilling masonry. See *individual Method Statements for additional PPE to be worn.*

All MAC Services site staff hold valid Construction Skills Certification Scheme (CSCS) cards. These must be carried at all times whilst on site.

All incidents and accidents will be recorded in the MAC Services Accident Book and the Site Accident Book.

General Access Scaffolding (if used on site) - check completeness of platforms (no gaps), kick boards and rails. No alterations to scaffolding will be made by MAC Services Ltd staff.

Staff must report immediately, any defects in tools, equipment or scaffolding, etc.

Note: MAC Services Ltd., have appointed Bob Foster of Health and Safety Services Ltd, 6 South Bar, Banbury, Tel: 01295-273353, to act as our Company Safety Officer. He will visit the site periodically to monitor our operations.

SECTION 5:

<p style="text-align: center;">MAC Services Ltd Brief Summary of the HEALTH AND SAFETY POLICY MANUAL</p>
--

5.1 Introduction

This Brief Summary shows the main topics for the Health and Safety of MAC Services employees. It is issued mainly for the benefit of new staff. The topics are taken from the Company's formal Health and Safety Policy Manual, which is held by your Manager or Site Supervisor.

The Policy Manual is always available for your use and is kept up to date with changes in legislation and MAC Services Ltd Safety Procedures.

5.2 General Responsibilities for Health and Safety

The Company, through its Directors and Contracts Managers, has the main responsibility for the Health and Safety of MAC Services Ltd employees. However, this responsibility is shared by all employees who also have individual responsibility for their own safety and, in particular, have a statutory duty to:

- i. Take reasonable care for the safety of themselves and others;
- ii. Co-operate with the Company on all Health and Safety matters;
- iii. To neither interfere with nor misuse anything provided by the Company in the interests of Health and Safety.

'Taking reasonable care of yourself and your colleagues' and *'co-operating with the Company'* means following the Work Site Safety Rules and the basic rules set out below. Note that individual employees can be liable for their actions if it is shown that they did not take reasonable steps to safeguard themselves and/or their colleagues prior to an incident or accident (Ref. Sections 7 and 8 of *The Health and Safety at Work etc. Act 1974*).

5.2 General Responsibilities for Health and Safety (continued)

Staff **must** report to their Manager or Site Supervisor any:

- Potential or suspected hazard which may cause an accident;
- Incident or accident which causes a near miss, injury, damage or loss of any kind - however small it may seem at the time;
- All incidents - whether they occur in the office or site.

Fire and/or electrical hazards are the most likely problems to arise on MAC Services Sites. All staff should report any electrical or potential fire hazard immediately. If you are unsure of your actions in the event of the fire alarm being sounded, ask **NOW**.

5.3 Incidents and Accidents

Incidents and accidents at work are nearly always caused by a careless act, coupled with unsafe conditions. There are very few incidents or accidents that do not originate in some way from a wrong or misguided action on somebody's part. At MAC Services Ltd, we treat these in a positive way as a means to stop a re-occurrence. All staff are encouraged to report all incidents to their Manager.

SECTION 5 continued

Summary of Health and Safety Policy Manual

5.4 Lifting and Carrying (Manual Handling)

Staff involved in lifting and carrying of goods will be trained and assessed in the correct procedures. If you are in any doubt, consult your Manager/Site Supervisor immediately. Do not attempt to lift any bulky or heavy items without assistance.

5.5 Use of Equipment

Mobile Powered Access Equipment must only be used by trained and individually authorised persons. If you have not been issued with an MAC Services Ltd Certificate you must not operate powered mobile vehicles and plant.

Step Ladders and Ladders must be used with a great deal of care. Falls from heights are the biggest single cause of serious and fatal injuries on construction sites. You have been trained in their correct use. Only use ladders and steps to 1m high maximum. Use Access Towers or Pulpits above this height. Ladders *must* be properly secured and in good condition.

5.6 Personal Protective Equipment (PPE)

If the wearing of PPE, such as protective safety footwear, hi-viz tabards and gloves, etc. is a requirement of your job, then you must co-operate by wearing this equipment. You have no choice in the matter.

5.7 Electrical Equipment, Wires and Cables

- Only 110v equipment or battery operated tools will be used on site.
- Ensure all wires and cables do not cause the risk of accident, particularly if trailing across the floor;
- Ensure all wires and cables are properly connected to sockets and appliances.
- Disconnect all sockets at the end of each day.

5.8 Construction Site Arrangements for Health and Safety

- When working on a Construction Site, the Principal Contractor's Site Manager will issue a statement on the arrangements for First Aid, Accidents and Action in the Event of Fire, to each person on the site. These arrangements will be based upon the Principal Contractor's Site Safety Rules and will be adopted by all Site Staff. See 'Work Site Health and Safety Rules' in *Appendix 4A* in the Policy Manual.

And finally if you have **any** doubts, stop and ask for help.
Saying '*It will be alright, don't fuss*' could just be your 'not so famous' last words!

Signed:*Daniel McBrearty*.....

Managing Director
MAC Services Ltd
23 Blandford Street, London W1U 3DL
January 2019