



# Health and Safety Policy

Issued By MBO Safety Services Limited

## Section 1

Dated: April 2009

Review Date: April 2010

Author: Marvin Owen

### **General Statement of Intent**

The introduction of the Health and Safety at Work Act 1974 and the subsequent amended regulations have re-emphasised the need to pay particular importance to Health and Safety in all our work sites and operations.

It is the policy of S&G Air Conditioning Contracts Limited that the operations of the Company are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the Health and Safety at Work of all employees and all persons affected by its operations, including Sub-contractors, and the public where appropriate.

In pursuance of this policy the following general statement of intent must be adhered to:

1. S&G Air Conditioning Contracts Limited requires that a high standard of Safety, Health and Welfare to be achieved and constantly maintained at all sites and on all premises where employees or sub contractors are working.
2. S&G Air Conditioning Contracts Limited acknowledges that safety and operational efficiency are complementary and that the use of safe working practices and accident prevention techniques are the most important responsibility of management.
3. S&G Air Conditioning Contracts Limited recognises its responsibilities to ensure the appropriate resources are made available prior to the starting off and throughout any works or projects that are being carried out.
4. In S&G Air Conditioning Contracts Limited every person is responsible for the safety of those who work under him and each person is responsible to himself and his fellow employees for doing his job in a safe manner.

The following arrangements for implementing this policy and the several statements describe the manner in which S&G Air Conditioning Contracts Limited are organised and how S&G Air Conditioning Contracts Limited ensure that they satisfy both objectives and statutory requirements.

This policy requires the co-operation of everyone.

## HEALTH AND SAFETY POLICY STATEMENT

In particular, all employees are obliged to give due care and attention to the health, safety and welfare of both themselves and any other persons who may be affected by their activities.

The observance of S&G Air conditioning Contracts Limited Health & Safety Policy shall be a condition of employment for all employees and failure to do so may result in action being taken against the employee.

Every employee will receive an indication from management as to the organisation and arrangements for carrying out this policy which may be revised as and when necessary.

*A. Glawee*

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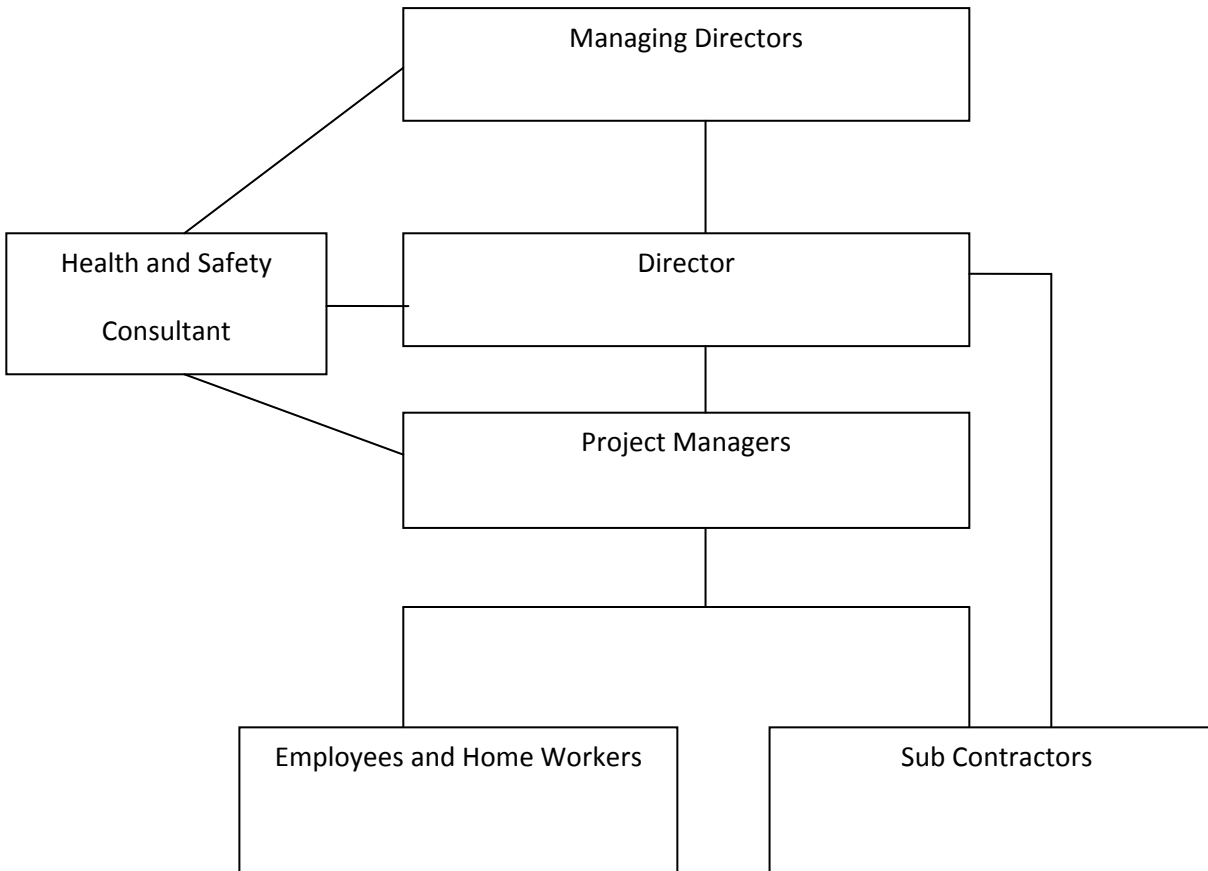
Managing Director

*01/04/09*

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Dated

## Health & Safety Organisation



This chart establishes responsibilities and lines of internal communication within the Health & Safety Management System and does not necessarily portray other management structures.

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## **1. HEALTH AND SAFETY AT WORK ACT 1974**

The Health and Safety at Work Act 1974 is the central piece of UK Health and Safety legislation. The duties of employees and employers are summarised below.

### 1.1 Duties of Employees:

- Section 7 requires you to 'take reasonable care' for the health and safety of yourselves and others.
- You must also co-operate with your employer in complying with health and safety laws
- Section 8 requires everyone not to interfere with or misuse anything provided for protection, safety or welfare

### 1.2 Duties of Employers:

- Section 2 of the Act puts a duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees.

'Reasonably practicable' means a balance between the cost and effort involved in reducing risk, and the possible effects (injury or ill health) if this money and effort is not spent.

In particular, employers must ensure that the following are safe and without risks to health:

- Machinery, equipment and methods of working
- Use, handling, storage and transport of chemicals and equipment
- Workplace
- Working environment.

Employers must also provide for employees:

- Information, instruction, training and supervision
- Adequate welfare facilities and arrangements.

Employers of five or more employees must draw up a written statement of their health and safety policy, including the organisation and arrangements for carrying out the policy. Policies must be kept up to date and brought to the notice of all employees.

Sections 3 and 4 of the Act require employers to ensure, so far as is reasonably practicable, that people other than employees are not put at risk. Other people could be visitors, passers-by, clients, patients, pupils, contractor employees' etc. Health and safety arrangements should take into account risks to these people, as well as to employees.

## 2. HEALTH & SAFETY (INFORAMTION FOR EMPLOYEES) REGULATIONS

### 2.1 Communication

Health & Safety information is communicated:

- Managing Director directly with Director
- Director and their Managers
- Managers and Sub contractors
- Health & Safety Procedures
- Notices boards

### 2.2 Directors duties:

Display the following information where all employees can access:

- a. Health & Safety – ‘What You Should Know’ poster or leaflet
- b. Fire Action notice
- c. Fire Marshal information notice
- d. First Aid information notice
- e. Security Alert procedure
- f. Employers Liability Insurance certificate
- g. Plans of the fire exits and fire escape stairs
- h. Plan of the fire assembly point plan
- i. General Health & Safety guidance notice

## 3. MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS

### 3.1 Employees duties:

- Use equipment and dangerous substances in accordance with the training you have received
- Report dangerous situations and any shortcomings to your Company
- Health and Safety arrangements
- Follow instructions and training given by your employer

### 3.2 Directors duties:

- Assess risks to the health and safety of their Employees and others who may be affected in order to identify the measures needed to comply with relevant health and safety law.
- Make arrangements for implementing the health and safety measures identified as being required by the risk assessment. Arrangements for planning, organisation, control, monitoring and review must be covered.
- Appoint competent people (either from inside the organisation or from outside) to help with the implementation of health and safety arrangements.
- Provide information to employees that can be understood, as well as adequate training and instruction.

- Set up emergency procedures.
- Work together with other employers sharing the same workplace.

#### **4. THE WORKPLACE HEALTH, SAFETY AND WELFARE REGULATIONS**

This policy sets out S&G Air Conditioning Contracts Limited duties under the Workplace Health, Safety and Welfare Regulations.

The Workplace Health, Safety and Welfare Regulations lay down minimum standards for workplaces and work in or near buildings.

Workplaces must be suitable for all who work in them, including workers with any kind of disability. This applies especially to Regulations dealing with traffic routes; seating and workstations; toilet, washing and changing facilities; rest and meal facilities. All workplaces should be as accessible as possible to people with disabilities and new buildings or conversions must be designed with this in mind.

##### **4.1 Directors duties:**

###### **Maintenance**

Ensure work equipment, devices and systems are maintained in an efficient state and working order, and in good repair. Where appropriate, they must be subject to a suitable system of maintenance e.g. Gas and pressure systems

###### **Ventilation**

Enclosed workplaces must be ventilated by a sufficient quantity of fresh and purified air.

###### **Temperature**

A reasonable temperature must be maintained inside buildings during working hours; a sufficient number of thermometers must be provided.

###### **Lighting**

Lighting must be suitable and sufficient, and natural so far as is reasonably practicable. Emergency lighting must be provided where lighting failure would cause danger.

###### **Cleanliness**

Workplaces and furnishings must be kept sufficiently clean. Waste materials must not accumulate, except in suitable receptacles.

###### **Space**

Workrooms must have sufficient floor area, height and unoccupied space.

**Workstations**

Workstations must be suitable for the worker and work. A suitable seat must be provided where necessary.

**Floors**

Floors must be suitable and not be uneven or slippery, so presenting a safety risk. They must be kept free from obstructions likely to cause a slip, trip or fall. Handrails must be provided on staircases, except where they would obstruct traffic.

**Falls**

Suitable and sufficient measures should be taken to prevent persons falling or being struck by falling objects. Tanks must be securely covered and fenced where there is risk of a person falling into a dangerous substance.

**Windows**

Windows, and transparent and translucent surfaces, must consist of safe material; be clearly marked; and be safe when open.

**Traffic**

Workplace traffic must be organised to allow safe circulation by pedestrians and vehicles.

**Doors**

Doors and gates must be suitably constructed and comply with certain specifications.

**Toilets**

Suitable and sufficient sanitary conveniences must be provided at readily accessible places.

**Washing**

Suitable and sufficient washing facilities must be provided at readily accessible places.

**Water**

An adequate supply of wholesome drinking water, and cups, must be provided, readily accessible and conspicuously marked.

**Clothing**

Suitable and sufficient accommodation for clothing must be provided, as well as changing facilities where special clothing is worn.

**Restrooms**

Suitable and sufficient rest facilities must be provided at readily accessible places.

Rest rooms and areas must include suitable arrangements to protect non-smokers from discomfort. Suitable facilities must be provided for pregnant or nursing workers to rest; and for workers to eat meals.

### **Environmental Standards**

S&G Air Conditioning Contracts Limited will maintain the following environmental standards in office environments:

Temperature            20°C +/- 2°C

Relative humidity    30 – 80%

Lighting                500 - 700 Lx

## **5. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS**

### **5.1 Directors and or Project Managers duties:**

- Assess the risk to health arising from the work and what precautions are needed (produce a Risk Assessment and Method Statement for each chemical used)
- Introduce appropriate measures to prevent or control the risk
- Ensure that control measures are used and that equipment is properly maintained and procedures observed
- Inform, instruct and train Employees about the risks and the precautions to be taken
- Adhere to any system of work, training and information given

### **5.2 Guidance**

#### **Chemical Inventory**

A chemical inventory must be produced detailing the chemical name, trade name (if applicable), use, Safety Data Sheet Reference number, area(s) of use and storage area.

#### **Areas of Use**

Areas of use for all chemicals must be defined within the Chemical Inventory.

#### **Safety Data Sheets**

All chemicals stored and used must have a corresponding COSHH Safety Data Sheet supplied. These sheets must be kept wherever chemicals are stored. A master copy should also be kept. These sheets should not be removed from the storage area (unless in an emergency).

#### **Labels**

All chemicals should have a label giving basic information about the chemical.

If no label is present, do not touch it and inform your director and or project manager.

### **Personal Protective Equipment**

The COSHH Safety Data Sheets will specify what PPE should be worn when handling chemicals.

### **Safety**

General precautions include:

- Warning signs must be displayed when cleaning floors
- PPE should be worn appropriate to the task
- Cleaning stores must be kept locked when not in use
- Chemicals must be stored according to labels on shelving
- Hands should be washed after using chemicals
- Ensure lids/caps etc. are on bottles/containers
- All cleaning equipment should be rinsed after use e.g. buckets, mops, cloths etc.
- Chemicals should be diluted and must be used as per manufacturers instructions
- PPE should be cleaned and stored after use
- Chemicals must never be mixed
- Deliveries of chemicals must be removed to the appropriate store immediately
- Chemicals must never be decanted into unmarked containers

## **6 WORK EQUIPMENT**

All work equipment must comply with all safety requirements and any procedures determined by S&G Air Conditioning Contracts Limited.

No employee or contractor shall use any equipment until instruction has been given in the correct and safe operation and all procedures are fully understood.

No unauthorised personnel shall remove or attempt to remove any cover or guard fitted to any machinery.

No machinery shall be used without all guards and safety devices in place and operational.

Any fault found on any work equipment, machinery or machine guard must be removed from the site until properly repaired.

## **7 SAFETY MEETINGS**

Periodic safety meetings organised by the management team shall be held to address all areas of safety and performance throughout S&G Air Conditioning Contracts Limited and shall be attended by the Managing Director, Director and Project Managers and other personnel as deemed appropriate.

## 8 VEHICLES

All Company vehicles will be maintained according to manufacturer's instructions and Company procedures. Employees using Company vehicles will ensure that all vehicles are maintained and any faults are reported to the Directors for schedule repairs.

Employees driving Company vehicles will maintain and comply with all legal requirements, employees will:

- Comply with S&G Air Conditioning Contracts Limited Driver's Policy
- keep to all speed limits –any employee caught breaking speed restrictions will be responsible for any action taken against them
- ensure all vehicles are licensed and tested in accordance with legal requirements
- be courteous and polite in their driving manner

The use of mobile phones is forbidden when driving Company vehicles and anyone found using their mobile phone whilst driving will be responsible for any action taken against them.

## 9 WORKING AT HEIGHTS

A risk assessment will be undertaken for all working at heights activities. The risk assessment will consider the risk involved, weather condition for outside work and the correct equipment to use.

All equipment will be inspected prior to working at heights being undertaken.

Ladders will be used for low risk and short duration work only (no more than 30 minutes). Ladders will be inspected on a regular basis and any defects reported to S&G Air Conditioning Contracts Limited.

## 10 TRAINING

All employees and sub contractors will be required to attend training courses on key topics affecting S&G Air Conditioning Contracts Limited at such a time and location organised by S&G Air Conditioning Contracts Limited.

All training will be given by qualified personnel and a full refresher program will be implemented to ensure all employees have attended health and safety training on a regular basis.

Key Training topics:

1. Manual Handling
2. Safe Handling of Refrigerants
3. Asbestos Awareness
4. Working at Heights
5. General Health and Safety Awareness

All employees will receive a full health and safety induction prior to work commencing. Detailed training records will be held with certification on all personnel employed by the company.

## **11 OFFICE SAFETY**

No member of staff should attempt to lift or move heavy items of equipment or furniture.

Trailing leads are a major hazard in office work and care must be taken to position desks and other tables so as to avoid such dangers from electrical plugs, telephones, etc. On no account should desks be repositioned or other alterations made which would expose staff to this hazard.

All electrical equipment where possible, should be switched off and disconnected at the end of the work period. No employee shall interfere with, or attempt maintenance of electrical equipment - faults must be reported to the Directors for repair by competent personnel.

Instructions on the operation of machines and work equipment will be issued to appropriate members of staff and machines should only be operated under guidance.

Staff shall ensure that their working areas are clear of any unnecessary equipment or other items which may pose a hazard and all areas are kept clean and tidy.

Staff should take great care to ensure that filing cabinets are not overloaded to avoid danger of cabinets toppling over. All materials and files should be securely stored and must not be stacked to excessive heights.

Chairs must not be used to reach materials or files stored at height; the correct step ladder or similar should be used at all times. Care should be taken to avoid over-reaching.

Any spillage, greasy fluid, oil etc should be reported immediately to enable appropriate action to be taken to deal with the hazard.

Windows should not be opened excessively and on no account must staff lean out of windows.

## 12 ACCIDENTS AT WORK

In the event of an accident in the workplace, ensure that the casualty receives immediate treatment from a qualified first-aider; if further treatment is required, the casualty shall be referred to a doctor or the hospital by the first-aider.

S&G Air Conditioning Contracts Limited should be advised of the incident at the earliest opportunity.

All appropriate measures must be taken to ensure that the area is safe and that the incident cannot re-occur. Do not move any materials or machinery involved if at all possible; make a detailed note of the accident site including photographs where possible.

Ensure that all details are entered in the accident report book both on the clients site and in S&G Air Conditioning Contracts Limited offices. The project Manager and or Site Manager shall then carry out an accident investigation as necessary and establish whether the accident requires recording onto form F2508 and reporting to the relevant authority.

## 13 FIRST-AID

All employees have access to first aid treatment from qualified first aiders. First aid will be given immediately as appropriate where necessary. The following guidelines shall be followed to ensure that all employees receive proper and adequate attention as quickly as possible:-

- any injury or condition requiring medical attention must be reported to a first aider
- should the first aider decide that treatment other than at the workplace is required, the Directors of S&G Air Conditioning Contracts Limited shall be informed immediately
- first aiders shall only refer employees to the hospital's Accident and Emergency Department if the injury or condition is of a serious nature, otherwise employees shall be referred to their own General Practitioner
- first aiders shall not prescribe or administer medicines
- S&G Air Conditioning Contracts Limited will provide transportation to the Accident and Emergency Department at the request of a first aider
- in cases of serious injury or where the patient cannot be moved, an ambulance will be called
- the first aider shall complete the accident book after every treatment

## 14 VISITORS / CONTRACTORS

In order that the responsibility placed upon S&G Air Conditioning Contracts Limited may be fulfilled, all visitors are required to comply with the following rules:-

- no smoking notices must be observed at all times
- all contractors must follow the Company's Safety Policy section 2 and relevant procedures while on site
- contractors must ensure that all their staff are competent and that safe work practices (Safe Systems of Work) are followed at all times
- all work equipment used on site must comply with safety regulations
- persons responsible for contractors being on site must ensure that the relevant Site Manager is informed of:
  - name of the contractor and number of people involved
  - the nature of the work and plant/equipment involved
  - the area of work and the date(s)/time(s) of working
  - details of liability cover

## 15 MANUAL HANDLING OPERATIONS REGULATIONS

Manual handling operations means physically lifting, carrying or moving any load. These Regulations apply wherever manual handling operations are carried out.

There are no maximum weight limits set for loads. Instead, the Regulations require a full assessment of all risks including the task, load and working environment. The Regulations are based on ergonomics, which means fitting the job to the person rather than the person to the job.

### 15.1 Duties of Employees:

- Make full and proper use of any system of work provided for you by your employer to reduce the risk of manual handling injuries

### 15.2 Director's duties:

- Avoid hazardous manual handling operations so far as is reasonably practicable. This may be done by redesigning the task to avoid moving the load or by automating or mechanising the process.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations to the lowest level reasonably

practicable. Particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

- Review risk assessments if there is a reason to suspect it is no longer valid, or if there have been any significant changes in the manual handling operations.
- Provide training and information for employees, and specific information about the load.

### 15.3 Good Handling Technique

This Policy describes good handling technique that employees are advised to follow when manually handling loads.



#### Think before lifting/handling

Plan the lift

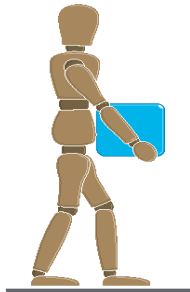
Can handling aids be used?

Where is the load going to be placed?

Will help be needed with the load?

Remove obstructions such as discarded wrapping materials

For a long lift, consider resting the load midway on a table or bench to change grip.



#### Keep the load close to the waist

Keep the load as close to the body for as long as possible while lifting.

Keep the heaviest side of the load next to the body.

If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



#### Adopt a stable position

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).

You should be prepared to move your feet during the lift to maintain your stability.

Avoid tight clothing or unsuitable footwear, which may make this difficult.

### Get a good hold



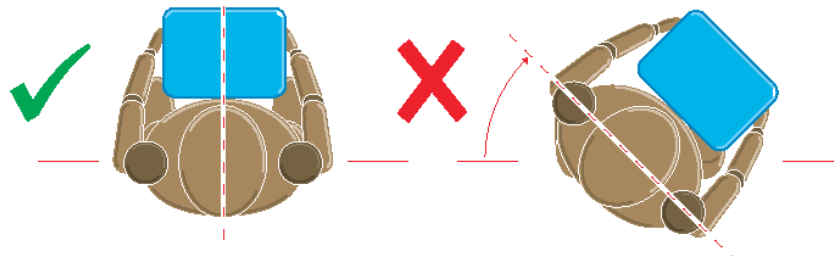
Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

### Start in a good position

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

### Don't flex the back any further while lifting

This can happen if the legs begin to straighten before starting to raise the load.



Avoid twisting the back or leaning sideways

Especially while the back is bent. Shoulders should be kept level and facing the same direction as the hips.

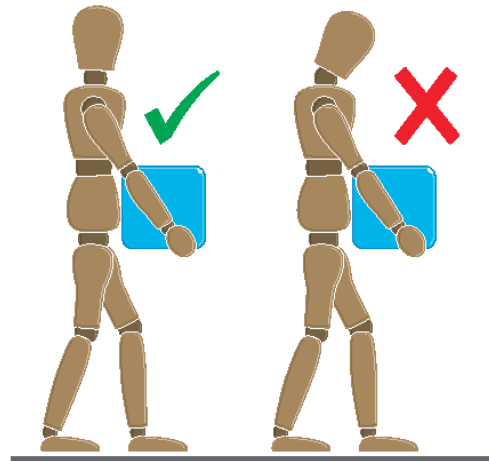
Turning by moving the feet is better than twisting and lifting at the same time.

**Keep the head up when handling**

Look ahead, not down at the load, once it has been held securely.

**Move smoothly**

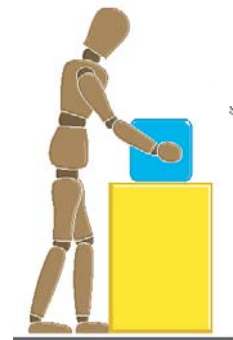
The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

**Don't lift or handle more than can be easily managed**

There is a difference between what you can lift and what you can safely lift. If in doubt, seek advice or help.

**Put down, then adjust**

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



The Company shall ensure that any improvements in manual handling techniques are implemented as appropriate.

**16 ASBESTOS**

All employees and contractors are under strict instruction not to disturb any existing materials unless their contents have been established; employees

are under strict instruction to contact either The Company Office or the Health & Safety Consultants for guidance if in doubt.

Should extensive or complex disturbance or removal be required, S&G Air Conditioning Contracts Limited will sub-contract the work to specialist contractors and any asbestos materials will be identified prior to work commencing.

The Directors are responsible for ensuring that the above procedures are strictly followed and employees disciplined for non-compliance.

## **17 REGULATORY REFORM (FIRE SAFETY) ORDER**

The Regulatory Reform (Fire Safety) Order requires that the employer has a duty to ensure the safety of their employees, visitors and other persons in the vicinity of the premises who may be at risk from fire.

### **3.1 Director's duties:**

- A written fire risk assessment must be carried out by a competent person
- Draw up a management plan to rectify any actions identified by the fire risk assessment
- Fire systems (alarm, sounders, detectors, extinguishers, emergency lighting etc.) must be maintained by a competent person
- Ensure trained and competent fire marshals are appointed

### **3.2 General fire information**

This document sets out general fire prevention, safety and information to be followed by all employees.

### **3.3 Fire prevention and safety**

It is the responsibility of all employees to ensure the safety of themselves and those with whom they work. In addition it is a legal requirement that all employees are familiar with the emergency procedures in the event of fire.

Employees should be familiar with:

- The actions to be taken on discovery of fire and on hearing the alarm
- The location of manual fire alarm call points within the building and the method of operation



Manual Fire Alarm Call Point - on discovery of fire break the glass

- The location of fire fighting equipment within the building and the method of operation
- All escape routes within the building
- The purpose of fire resisting doors and their location within the building
- Evacuation procedures for the building and the location of the assembly Point

All employees should be familiar with the methods of fire prevention as detailed below:

- Should an employee consider that something or someone presents a fire risk within the building, they should report the matter to the Directors
- Employees should not allow the accumulation of large amounts of combustible materials around workplaces, escape routes or in lift lobbies
- Employees should not obstruct fire escapes, fire exits or any fire-related equipment
- Employees should not obstruct ventilation grilles on electrical equipment
- Employees should ensure that self-closing fire/smoke doors are not wedged in the open position
- Employees should observe the smoking policy for the building
- Employees should maintain as best as possible a clear desktop policy to prevent the rapid spread of fire should it occur

### Fire fighting equipment

All areas within the building are supplied with suitable fire fighting equipment for the specific risks to be found within that area.

All employees have a duty to ensure no person is put at risk when and if a fire is tackled; i.e. there must be no misuse of equipment and a person tackling a fire must ensure their escape route is clear.

### Fire alarm testing

Fire alarms are tested **weekly**. Fire alarms are tested to ensure that all fire alarm call points are operational, that the alarm can be heard in all areas of the building and

that staff can recognise the sound of the alarm.

### **Evacuation drills**

Evacuation drills will be conducted on a regular basis to ensure that all employees are familiar with the fire and emergency procedures for the building.

### **Fire doors**

Fire Doors are an important part of a building's fire defences.

The two functions of a fire door are:

- To compartment the building to prevent the spread of fire
- To provide a safe means of escape for those persons evacuating the building

All employees are to ensure that all fire doors, particularly those affording access to stairwells, are kept shut at all times.

### **Assembly point**

A primary evacuation Assembly Point in the event of fire will be established at each site.

This point is of primary nature and can be relocated as necessary at any time to maintain the safety of employees.

### **Fire marshals**

Fire Marshals should be appointed to ensure areas are clear on the activation of the fire alarm and to report the result of the floor search to the person in charge of the evacuation.

### **Visitors & disabled persons**

Visitors are the responsibility of their host whilst on site, who must ensure their safe evacuation in the event of an emergency.

Disabled employees are the responsibility of the Fire Marshals whilst on site, who must ensure their safe evacuation in the event of an emergency.

Wheelchair users may have to remain in a safe area (fire protected stairwell) until assistance arrives.

**FIRE ACTION PROCEDURE**

All employees must familiarise themselves with their site specific fire action procedures.

**On discovering a fire:**

- Operate the nearest fire alarm call point (break glass)
- Call the Fire Brigade by dialling 999
- Fight the fire, if safe and trained to do so

**On hearing the fire evacuation alarm:**

- Evacuate the building via your nearest available fire exit
- Proceed to your designated primary Assembly Point

DO NOT stop to collect personal belongings

DO NOT use the lifts

DO NOT re-enter the building until authorised to do so



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## Section 2

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Author: Marvin Owen

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3. S&G Air Conditioning Contracts Limited recognises its responsibilities to ensure the appropriate resources are made available prior to the starting off and throughout any works or projects that are being carried out.
4. In S&G Air Conditioning Contracts Limited every person is responsible for the safety of those who work under him and each person is responsible to himself and his fellow employees for doing his job in a safe manner.
5. It is the policy of S&G Air Conditioning Contracts Limited that all sub contractors working for and on behalf of the company will comply as a minimum with all Health and Safety Regulations affecting their day to day arrangements.
6. It is the policy of S&G Air Conditioning Contracts Limited that all sub contractors employing five or more employees will be required to undergo a pre qualification health and safety assessment. The aim of the assessment is to ensure that all sub contractors are competent to current Health and Safety Regulations. Once the assessment has been assessed by our independent health and safety consultants the successful sub contractors will be added to the company's contractors approved list. Any sub contractors who fail the required standard will not be allowed to work with or on behalf of the company until such a time as the independent health and safety consultant deems fit.

7. It is the policy of the company that any sub contractor not employing five or more employees will work to and in accordance with S&G Air Conditioning Contracts Limited health and safety policy and any relevant procedures. All sub contractors and or contractors will be required to complete the necessary documentation as a minimum to ensure compliance.

**Signed:**

**Dated:**

**Position:**

**Review Date:**

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## Health and Safety Policy

All sub contractors will be required to provide a health and safety policy which conforms to current legislation and is formatted in accordance with HSE guidance. A copy of all health and safety documentation/policy will be required with the health and safety questionnaire.

If you employ less than five employees then you will be required to sign the disclaimer and follow S&G Air Conditioning Contracts Limited health and safety policy section 1 and 2.

## Insurance

Whilst undertaking work for S&G Air Conditioning Contracts Limited all sub contractors should maintain Public Liability Insurance, Employers Liability Insurance and where necessary Professional Indemnity Insurance. A copy of all insurances will be required with the health and safety questionnaire.

## Risk Assessments

Sub contractors will be required to complete risk assessments in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations. Copies will be required with the health and safety questionnaire. (Please note no generic assessments will be accepted).

If you employ less than five employees then you will be required to follow S&G Air Conditioning Contracts Limited risk assessments and sign to say you will follow S&G Air Conditioning Contracts Limited recommendations.

## Method Statements

A copy of method statements and or safe systems of work will be required with the health and safety questionnaire. All method statements and or safe systems will detail the safety precautions to ensure the safety of staff, or any persons affected by their work activities. Method statements and or safe systems of work will be in accordance with current regulations.

If you employ less than five employees then you will be required to follow S&G Air Conditioning Contracts Limited method statements and sign to say you will follow S&G Air Conditioning Contracts Limited recommendations.

## Training Records

Sub contractors will provide evidence of current training on key areas affecting the industry, as a minimum training will be required on the following:

1. Manual Handling
2. Working at Heights

3. Asbestos Awareness
4. Job specific
5. General Health and Safety

Any Sub contractors who cannot provide evidence of current training will be required to attend the company's training courses and will be required to meet the cost of the training.

### Equipment

All equipment used on S&G Air Conditioning Contracts Limited sites will be tested in accordance with current legislation and current test certificates will be issued with the health and safety questionnaire.

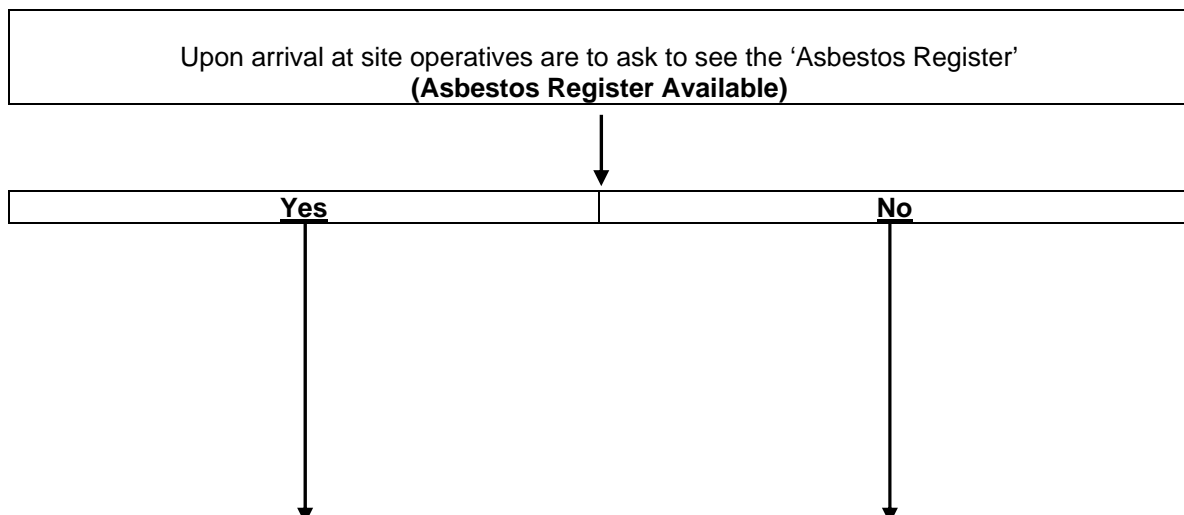
### General Safety

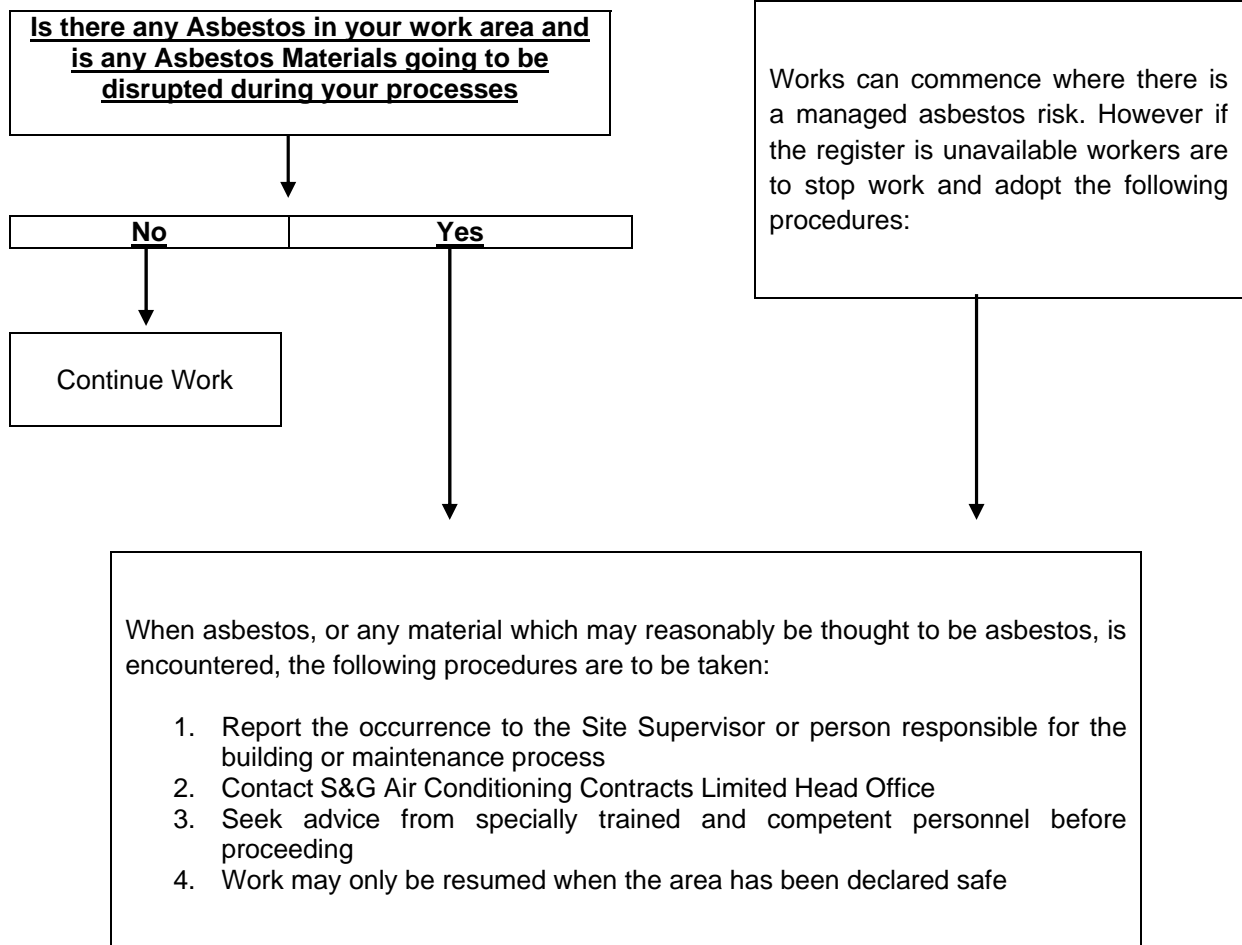
All sub contractors working on behalf of S&G Air Conditioning Contracts Limited will be required to act at all times in a professional manner and have respect for clients and members of the general public. Any sub contractors not meeting the professional standards of the company will be removed from the approved list and will not be offered any further work.

Any sub contractor removing property not belonging to them will be reported to the police and suspended from working on behalf of S&G Air Conditioning Contracts Limited until a full investigation has been completed.

### Asbestos

Any sub contractors working on behalf of S&G Air Conditioning Contracts Limited will be required to follow the flow chart which details the correct procedure to follow in regard of asbestos containing materials.





### Working at Heights

All working at heights activities will be assessed in accordance with the Working at Heights Regulations. Any working at heights activities will be carried out using the correct equipment and with the required training. MEWP or access equipment will be used where possible and ladders will only be used for short duration work and low risk activities.

### Manual Handling

All manual handling activities will be assessed in accordance with the Manual Handling Regulations. All sub contractors will be required to have completed manual handling training within the last three years. Lifting equipment will be used where possible to minimise the risk of injury and no sub contractors will attempt to lift any items not assessed.

## Accidents

All accidents on S&G Air Conditioning Contracts Limited client's sites will need to be reported to S&G Air Conditioning Contracts Limited head office. All sub contractors will be required to maintain an accident book and report any RIDDOR reportable accidents to the HSE in accordance with RIDDOR.

All sub contractors will have at least one first aider and will be required to provide evidence of adequate training. A first aid kit will be made available by all sub contractors and will need to be maintained in accordance with current guidance.

S&G Air Conditioning Contracts Limited will not take responsibility for accidents that do not get reported and have been a direct failure on the sub contractor's part.

## Sub Contractors

Any sub contractors sub contracting work to other companies will need to seek permission from S&G Air Conditioning Contracts Limited. All sub contractors will need to ensure all sub contractors working on their behalf have been assessed for competence in accordance with CDM Regulation 2007.

## Welfare and Fire Arrangements

All sub contractors working on S&G Air Conditioning Contracts Limited client sites will need to ensure all members of their staff follow the client procedures with regard to welfare and fire arrangements. Any sub contractors not complying with our client arrangements will be removed from the site and S&G Air Conditioning Contracts Limited contractors list.

## Summary

Although this policy outlines the responsibilities of S&G Air Conditioning Contracts Limited, the company will not take any responsibility for any sub contractors health and safety duties under the Health and Safety at Work Act 1974 and other Regulations affected by their activities.

S&G Air Conditioning Contracts Limited will ensure that all sub contractors working on behalf of the company have as a minimum an understanding of the Health and Safety at Work Act 1974 and other Regulations affecting their activities and S&G Air Conditioning Contracts Limited have produced this policy to ensure all sub contractors wishing to undertake work on behalf of the company have been assessed for competence under the CDM Regulation 2007.

I GEMMA HOWELL HAVE READ AND UNDERSTAND THE POLICY AND TAKE FULL RESPONSIBILITY FOR ENSURING THAT ANY EMPLOYEES OR SUB CONTRACTORS WORKING ON BEHALF OF MY COMPANY WILL COMPLY WITH THE HEALTH AND SAFETY AT WORK ACT AND OTHER REGULATION AFFECTING MY WORK ACTIVITIES.

Signed: *G Howell* Dated: 01/04/09

Company Name: S&G Air Conditioning Contracts Limited