



**GUILDON**

INTERIOR SOLUTIONS | BUILDING SERVICES

# **GUILDON LTD HEALTH AND SAFETY ARRANGEMENTS AND PROCEDURES**



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## 1. Arrangements

### 1.1 Communication

Heads of Guildon LTD/Directors are responsible for ensuring that the Health and Safety Policy, especially local arrangements, is communicated to staff at all levels.

### 1.2 Local Management of Health and Safety

Heads of Guildon LTD/Directors are responsible for ensuring that organisational arrangements for health and safety are put in place and that a senior member of staff is nominated to co-ordinate the management of health and safety at all levels. They must ensure that the person appointed is trained to a suitable training standard and has sufficient time to carry out their duties. (See Local Duties).

Local arrangements must also include:

- a local health and safety policy,
- a health and safety development plan,
- risk assessments,
- local health and safety procedures
- management and employee consultative committees
- health and safety training records

### 1.3 Local Safety Committees

Guildon LTD/Directors are responsible for ensuring that, within their management, there is a health and safety committee for consultation with staff with regards to health and safety at work.

### 1.4 Local Duties

Members of staff may be tasked to carry out certain health and safety management or supervisory duties on behalf of their manager. These may include:

Guildon LTD Health & Safety co-ordinators  
Workplace management co-ordinator  
First Aid co-ordinator  
Equipment management co-ordinators  
Departmental Safety Officers  
Building Liaison Officer  
First Aider  
Evacuation Officer  
Fire Warden  
COSHH Supervisors  
Radiation Protection Supervisors

Any member of staff appointed to such a position must have the sufficient authority to carry out their duties and access to and/or report to a manager responsible for overseeing that function. In addition, adequate training, time and resources must be made available in order for them to carry out their duties effectively. Further details can be found in the respective policy and guidance notes in Part 3 of this Manual.

## 1.5 Health and Safety Training

Guildon LTD/Directors are responsible for ensuring that all staff receive sufficient training to enable them to carry out their duties or studies, so far as is reasonably practicable, without risk to health and safety. Heads of Guildon LTD must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained. Refresher training must also be carried out when appropriate.

See the Health and Safety Training Policy in Part 3 of this Manual

## 1.6 Emergency Procedures

### 1.6.1 Serious or Major Incident

Director is responsible for ensuring that appropriate arrangements are in place in case of a major emergency. He must ensure that the Major Incident Plan is maintained and exercised at appropriate intervals.

See Guildon LTD in the Event of Serious or Major Incident

### 1.6.2 Local Emergency Procedures

Guildon LTD/Directors must ensure that there are appropriate arrangements in place within the management in case of an emergency or crisis. This shall include such arrangements that are necessary for fire, explosion, chemical or gas release and spillage of chemicals or other substances.

### 1.6.3 Evacuation

Heads Guildon LTD/Directors must ensure that there are adequate arrangements in place for the safe evacuation of staff from construction site/offices under their control in the event of an emergency. In the case of staff with impairments or disabilities, Personal Emergency Evacuation Plans (PEEPs) should be drawn up in consultation with the competent Fire Safety Officer.

See Fire Safety Policy in Part 3 of this Manual

### 1.6.4 First Aid

Heads of Guildon LTD/Directors must ensure that there are adequate arrangements for first aid within workplaces under their control. This must include the availability of first aiders at all times during working hours including holiday and sickness cover.

See the First Aid Policy in Part 3 of this Manual

## 1.7 Accident Reporting and Investigation

### 1.7.1 Reporting

All accidents must be reported. Heads Guildon LTD/Directors are responsible for ensuring that there are specific arrangements in place within each Department for accident reporting. It is the responsibility of each employee to ensure that accidents/incidents are entered in the appropriate accident book. The Occupational Health and Safety Service must be informed of all accidents and near misses using the internal report form.

Heads of Guildon LTD/Directors must ensure that accident reports etc. are made in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and that the notification is made in due time. Reports must be made via the Occupational Health and Safety Service.

### 1.7.2 Investigation

Heads of Guildon LTD/Directors must ensure that all accidents/incidents and dangerous occurrences are investigated, a report is produced and the necessary corrective action is taken. Assistance with accident investigation is available from the Occupational Health and Safety Service.

See Accident Reporting and Investigation Policy in Part 3 of this Manual

## 2. Risk Management

### 2.1 Risk Assessment

#### 2.1.1 Management Risk Assessment

The Director of Safety will ensure that all significant hazards that arise from the activities within the working area are identified and assessed. Risk assessments must be reviewed at suitable intervals and whenever there are any significant changes. Heads of Guildon LTD/Directors must ensure that there are similar arrangements in place at local level for hazards within the management.

See the Management Risk Assessment Policy in Part 3 of this Manual

#### 2.1.2 Task Risk Assessment

Each Site manager/Director must ensure that all operations and activities within their construction site or area of responsibility are assessed for risks to health and safety and adequate control measures put in place to ensure that all significant risks are adequately controlled. Risk assessments must be reviewed periodically and whenever there are significant changes to such operations.

See the Task Risk Assessment Policy in Part 3 of this Manual

### 2.2 Hazards

#### 2.2.1 Identification of Hazards

Heads of Guildon LTD/Directors must ensure, so far as is reasonably practicable, that all significant hazards within work area are identified, properly assessed, the

risks are eliminated or controlled and that adequate information, instruction, training and supervision is provided. Particular attention should be given to the hazards in the following areas:

Slips, Trips and Falls  
Electricity (electrocution and fire)  
Work equipment  
Using Computers (display screen equipment)  
Ergonomics (including repetitive strain injuries)  
Manual Handling (including lifting and carrying)  
Chemicals  
Noise  
Vibration  
Biological agents  
Ionising radiation  
Non-ionising radiation  
Working at Heights  
Confined spaces  
Working in Isolation  
Driving hazards  
Fieldwork and Work Placement Hazards  
Occupational Health (including Stress)  
Infectious diseases  
Smoking  
Alcohol and Drugs

The following should be noted In relation to the above hazards:

- (a) Dust management. Staff working in dusty environment must be provided with eye protection and dust masks. Water has to sprayed to minimise dust in air.
- (b) Chemicals/corrosive/flamable substances. Heads Guildon LTD/Directors must ensure that COSHH Supervisors are appointed for work involving chemicals.
- (c) Noise and vibration. Where local assessments indicate that noise or vibration levels may be significant, Works should scheduled to ensure minimum disturbance to neighbours. Risk assessments must be reviewed and areas re-surveyed following changes to equipment or noise action levels.
- (d) Ionising Radiation. All work involving abrasive wheels/hot works must be notified to the Guildon LTD management who will advise on the required notifications and approvals. Heads Guildon LTD/ Directors must ensure that a supervising person is appointed for work involving abrasive wheels or hot works.
- (e) Working at Heights. Work at heights must be avoided so far as reasonably practicable. Mobile towers and scaffolding must be checked daily and register must be filled accordingly.

- (f) Confined Spaces. Work in confined spaces should be avoided unless it is not reasonably practicable to do so.
- (g) Occupational Health. Advice should be sought, where necessary, from the Occupational Health Physician in connection occupational health matters including health surveillance.

Further information and detailed policy guidance and specific guidance is contained within Part 3 of this Manual as well as from the Occupational Health and Safety Unit.

## 2.3 Special Risk Factors

The following special risk factors should be taken into consideration when risks assessments are conducted:

Age, Gender, Health  
New or Expectant Mothers  
Young Persons at Work  
Staff and Students with Impairments and Disabilities  
Children

Risk assessments must be reviewed when a new member of staff or apprentice from a vulnerable group such as those with disabilities employed.

## 2.4 Risk Control Measures

Guildon LTD must ensure that sufficient control measures are put in place to ensure so far as is reasonably practicable that all significant risks to health and safety are controlled. The degree of control is dependent on the level of risk identified.

### 2.4.1 Hierarchy of Controls

Management must ensure that the most appropriate and effective method or methods of risk control are utilised in eliminating or managing risks. Priority must be given to risk control methods in the following order, where appropriate:

- Elimination of hazard
- Substitution with lower hazard or risk
- Enclosure
- Guarding/Segregation
- Safe Systems of Work
- Written Procedures
- Supervision
- Training
- Information/Instruction
- Personal Protective Equipment

### 2.4.2 Permit to Work

A Permit to Work system must be used as a Safe System of Work for activities which are determined to present a relatively high level of risk and cannot be controlled by other means. High risk activities include:

- High Voltage Electricity
- Hot Work (welding, burning and cutting)
- Confined Spaces

See the Safe Systems of Work Policy in Part 3 of this Manual

#### 2.4.3 Personal Protective Equipment and Clothing

Personal protective clothing and equipment (PPE) will be provided, where necessary, to staff and students, where risks cannot be adequately controlled by other means.

Guildon LTD management must ensure that:

- systems are in place to provide protective clothing and equipment,
- adequate arrangements are made for its inspection, maintenance and safe storage
- staff and students are instructed on its correct use
- it is used where required

See Personal Protective and Equipment Policy in Part 3 of this Manual

#### 2.5 Review of Risk Assessments

Guildon LTD management must ensure that risk assessments are reviewed on a periodic basis or whenever there are any significant changes to the work or legislation.

### 3. Workplace Management

Guildon LTD must ensure that there are organisational measures in place within the Construction site/Offices to ensure workplaces are safe so far as is reasonably practicable.

#### 3.1 Workplace Management Co-ordinators

Guildon LTD management must ensure that a member of staff is given the responsibility for the co-ordination of workplace health and safety matters for each workplace occupied by Guildon LTD, including construction sites and shared workplaces. This co-ordinator must, amongst other things, ensure that the workplace is maintained with respect to the lighting, electrical installation, heating and ventilation, that there is a system in place for workplace risk assessment, reporting defects and, in the event of a shared workplace, that there is appropriate liaison with other building users. This role may be combined with that of the Building Liaison Officer but only where the Building Liaison Officer is able and competent to carry out this role.

#### 3.2 Workplace Risk Assessment

All workplaces should be assessed to ensure so far as is reasonably practicable that they are safe and without risks to health and with facilities and that

arrangements are adequate for the welfare of those persons using the premises.

### 3.3 Safe Access and Egress

Management must ensure the safe access and egress to and from all workplaces. It must be ensured so far as is reasonably practicable the segregation of vehicular and pedestrian traffic on Construction site and that safe walkways are provided where appropriate.

### 3.4 Fire Safety

Guildon LTD must ensure that fire safety measures, including fire risk assessments, fire drills, fire precautions, fire alarm systems etc. are in place and are maintained for all workplaces under their control. Management must ensure that the Guildon LTD Fire Officer is consulted on all matters relating to fire safety.

See the Fire Safety Policy in Part 3 of this Manual

### 3.5 Workplace Inspections

Guildon LTD must ensure that regular housekeeping inspections are carried out to ensure workplaces are maintained to a sufficient standard especially with regards to means of escape and fire safety.

See the Workplace Safety Policy in Part 3 of this Manual

### 3.6 Planning and Development

Development works must, where applicable, be planned, designed and conducted in accordance with the requirements of the Construction, (Design & Management) Regulations 2015 (CDM Regulations).

#### 3.6.1 Planning

Guildon LTD management shall be responsible for ensuring that risk assessments are conducted for all planned developments and that the risks identified are taken into consideration in any subsequent plans and designs. Designs must take into account the proposed use of a facility including, where appropriate, risks to vulnerable groups such as the disabled or the very young and be constructed according the appropriate standards approved under the Building Regulations.

See Development Safety Policy in Part 3 of this Manual

#### 3.6.2 Development

Guildon LTD shall be responsible for ensuring that Manager or Engineer is nominated to act as Project Manager and that a competent "Planning Supervisor" is nominated or engaged for all works conducted under the regulations.

See Construction Safety Policy in Part 3 of this Manual.

### 3.7 Sub-Contractors

Management must ensure that where sub-contractors are engaged on behalf of the Guildon LTD that:

- Contractors are competent,
- Risks to health and safety are assessed,
- Adequate control measures are taken by the sub-contractors,
  
- Guildon LTD staff and members of the public are protected from the hazards and risks associated with work by sub-contractors.

Management appointing sub-contractors must ensure that there is appropriate consultation with the departments in control of premises and, where necessary, with the Occupational Health and Safety Service,.

See sub-Contractors Safety Policy in Part 3 of this Manual

### 3.8 Members of the Public and Visitors

The Guildon LTD must take such care as is reasonable in the circumstances to ensure the health and safety of members of the public and visitors. In order to meet these responsibilities, the management must take such steps as is reasonable to: -

- Provide safe access/egress,
- Control work processes such that visitors are safeguarded against hazards presented to them by the Guildon LTD activities,
- Control hazardous areas by means of excluding or restricting access.

## 4. Work Equipment

Guildon LTD management must ensure that the risks to health and safety in the operating and use of equipment/plant at work are properly assessed and controlled in accordance with the Provision and Use of Work Equipment and other applicable regulations. Management must ensure that equipment used is designed and constructed in compliance with the essential requirements of any relevant European Community directives and the Provision and Use of Work Equipment Regulations and is suitable for its intended use.

See the Safety of Work Equipment Policy in Part 3 of this Manual

### 4.1 Equipment Maintenance

Heads of School/Directors must ensure that any plant and machinery within their control or responsibility is properly maintained and, so far as is reasonably practicable, is safe to use.

#### 4.1.1 Portable Appliance Testing (PAT)

Guildon LTD must ensure that portable electrical appliances are inspected and tested as necessary so as not to give rise to danger.

#### 4.1.2 Statutory Examinations

Guildon LTD management must ensure that all equipment within their control, and which is to be maintained by Guildon LTD, is notified to the Services Manager for inclusion in the testing regime.

Management must ensure that all equipment requiring statutory testing receives periodic testing at the appropriate time. Guildon LTD Services must ensure that a register of all equipment owned and/or maintained by the Guildon LTD which requires statutory testing is maintained.

Guildon LTD must ensure that inspection failures which, in the opinion of the competent person conducting a thorough examination in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) Regulation 9, present an existing or imminent risk of serious personal injury are reported to the HSE, that the equipment is taken out of service and that local management and the Occupational Health and Safety Unit are informed.



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Donatas Soblevicius

Director

04/05/2015

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Date