

PERSES

Health & Safety Policy

INTRODUCTION

The following statements within this document define and establish our Health and Safety Policy which is designed to control all areas of risk arising from all our work activities which may affect employees, others or members of the public.

This Policy details individual responsibilities and safe working practices and provides procedures to monitor the effectiveness of the Policy.

It is the intention of PERSES Ltd to manage the Health & Safety on all its projects with minimum risk and to prevent injury to health of any operatives/employees or any other persons affected by the operations. The effective implementation of this Policy requires the active participation from all levels of management and all parties contracted or sub-contracted to carry out any works together with any specialist operatives/employees so as to provide a safe place of work, which complies fully with Health, Safety and Environmental guidelines.

PERSES Ltd have a devoted commitment to the environment.
Our **Environmental Policy** accompanies this document.

Statement of Safety Policy

The Directors of PERSES Ltd recognise that they hold the primary responsibility for the health and safety and welfare at work of all its employees, whether they are at work on company premises or undertaking company business elsewhere

This responsibility extends to a duty of care to cover other persons not employed by but on the premises or to those carrying out company business.

PERSES Ltd undertakes to conduct its business in such a way as to ensure that all reasonably practicable steps are taken to minimise the risk to clients/customers and members of the general public.

PERSES Ltd will comply with all statutory requirements under the Health & Safety at Work Act 1974 and any subsequent legislation that may be introduced.

PERSES Ltd will so far as reasonably practicable:

- Employ persons who are competent in the work for which they are engaged and not a danger to themselves or to others.
- Provide such information, instruction, training, and supervision as is necessary to promote the health, safety and welfare at work of employees.
- Provide and maintain equipment with which to work.
- Ensure safety and minimisation of risks to health, in connection with the use, handling, storage and transportation of articles and substances.
- Ensure that all employees are aware of the Company's attitude to health & safety and safety rules.
- Provide and maintain a working environment with minimum risks to health and welfare. Which is adequate with regard to facilities and arrangements for health and welfare.
- Instigate, provide and maintain safe and proper methods and systems of work to minimise risk to health and safety.

It is recognised that all employees have a responsibility while at work to:

- Take reasonable care for the safety of themselves and any other person who may be affected by their acts or omissions at work.
- Comply with any duty or requirement imposed or laid down by the Company whether statutory or not, in the

interest of safety, health and welfare.

- Refrain from the wilful misuse, interference or removal of anything provided in the interest of health, safety and welfare and any action that might endanger themselves or others.

For and on behalf of PERSES Ltd:



Signed:

Date: 27th of January 2024

Mr Stephen McCann – Director

Responsibilities

The overall and final responsibility for Health and Safety in the organisation is / are that of the Director(s); Mr Stephen McCann.

The mentioned director(s) is / are responsible for this policy being carried out.

The Health & Safety assistant(s) / competent person(s); Mr Stephen McCann.

The aforementioned form part of the safety committee.

Mr Stephen McCann will be responsible as staff health and safety representatives.

The aforementioned form the workforce safety committee who meet quarterly.

All staff have the responsibility to co-operate with the management named above to achieve a healthy and safe workplace and to take care of themselves and others.

Other delegated responsibilities are set out in specific areas of this policy.

General Arrangements

Accidents / Action:

Accidents can be reported by the following methods:

by Internet reporting use hse.gov.uk or www.riddor.gov.uk

The specific F2508 form to be used is set out and available online.

The person responsible for investigating accidents: Mr Stephen McCann

(PERSES Ltd will supply accident investigation support)

Person responsible for ensuring the accident record book is kept up to date is: Mr Stephen McCann.

The “Accident” book is located in the main office.

First Aid / Action:

Trained Qualified First Aiders: Mr Stephen McCann

First Aid box is / are located in the office.

Mr Stephen McCann is responsible for its condition in the office.

House Keeping and Premises Actions

Cleanliness: The employed cleaners are responsible for the general cleaning of the office together with cleaning the kitchen area and the toilets.

Workshop/ Yard; the workshop operatives are responsible for the general cleaning of the workshop and yard; this includes general clean ups throughout the work periods.

All staff are required to use the facilities provided for cleanliness.

Waste disposal: The cleaners are responsible for emptying buckets and putting contents into waste disposal bags provided Workshop operatives undertake general clean ups throughout the work periods.

Canteen: It is the responsibility of all staff to ensure that the canteen is kept in a sanitary condition.

Cleaning Equipment: is kept kitchen area no other type of materials shall be stored here.

Toilets: It is the responsibility of all staff to ensure that the toilets are kept in a sanitary condition.

Safe Stacking and Storage: Office area, all filing cabinets must be left closed.

Boxes must not be stacked too high.

Workshop area, workshop benches drawers and doors must be left closed.

Materials in use must not be stacked too high.

Marking and keeping clear Gangways, exits etc: All doors must be marked up with appropriate signs for action. Keep workplaces tidy and free from obstruction.

Checking Office Equipment:

In the event of breakdown, only suppliers / authorised / repairers should attempt to effect repairs. No items of equipment should be left in a place, which could be deemed dangerous.

Checking Workshop Equipment:

In the event of breakdown, only suppliers / authorised / repairers should attempt to effect repairs. No items of equipment should be left in a place, which could be deemed dangerous.

Special access to particular places: Not applicable

Electrical Equipment / P.A.T. Action

Routine for inspecting Plugs and Cables for loose connections and faults:

All staff should remain vigilant at all times and report any faults or loose connectors, to management who will arrange remedial action.

Rules for extension leads and Portable Equipment:

All Equipment to be used in compliance with manufacturer's instructions. Any extension leads permanently placed in what could be deemed a hazardous position, must be secured with cable guards and incorporate the use of an RCD unit.

Electrical Equipment (Office):

Require to be PAT tested every two years.

Hard Wire Testing: Every five years

Electrical Equipment (Workshop area):

Require to be PAT tested annually (hand tools should be tested every three months)

Hard Wire Testing: Every five years

Special note: High usage equipment should be tested every six months.

PERSES Ltd will have a competent member of staff check all Electrical Equipment throughout the whole company, as per the above recommendations using a PAT tester, with records kept.

Machinery / Plant Maintenance

Routine for Machinery / Plant

All staff should remain vigilant at all times and report any plant and machinery / plant faults to management who will arrange remedial action. All machinery will receive maintenance and records kept in accordance with the Provision and use of Work Equipment Regulations 1998 (PUWER 2)

n / a will ensure that all Plant / Equipment is maintained in line with manufacturer's instructions and legislative standards and for ensuring all new equipment meets suitable legislative standards prior to purchase.

Scaffolding / Tower Components Checks

All staff should remain vigilant at all times and report any tower scaffolds - scaffolding components or board faults to management who will arrange remedial action. All scaffolding elements receive regular safety condition checks and records kept.

On Site Working

All on site working are managed by Mr Stephen McCann.

A pre-start meeting will be held prior to the start of each project and toolbox talks will take place at regular times throughout the works phase. Key hazards and risks will be discussed fully, and any safety control required will be instated. Risk assessments for all identified hazards will be issued / explained and acknowledged by all company operatives prior to the start of the works.

Training / Competence Action

Persons responsible for training: Mr Stephen McCann

The Main training requirements for PERSES Ltd lie within the office, the workshop / yard areas, and while carrying out client / works / maintenance activities etc.

The general administration team will ensure that all employees receive full induction training and that all training is monitored.

Special training requirements in relation to the office and workshop personnel:

I.T. in General, Display Screen Equipment, Manual Handling, Machinery Safety, PPE, COSHH, Slips, Trips, Falls, General Safety Measures etc.

PERSES Ltd operatives training:

Specific Health & Safety training will be provided by PERSES Ltd (as required).

Training Records: Records of all training are kept and updated as required. E.g. New equipment / machinery, staff turnover, new legislation etc.

Visitors / Contractors / Disabled

All visitors are required to be signed, in and out of the premises. Meeting hosts are responsible for ensuring that their visitors know what action to take in the event of a fire-alarm or incident.

Meetings held with Disabled persons should be held where possible on the ground floor.

Meeting hosts should act as a "buddy" when they have a visitor with special needs and ensure they are assisted in the event of a fire-alarm or incident. Contractors must supply a method statement and an estimated time for their works.

Health Surveillance

All company operatives complete an annual health check form.

In the event of any additional health checks being required a third party medical specialist will be used.

Emergency / Fire Instruction

General Emergency / Fire Safety- Action for checking:

Escape routes: See Fire Action Plan

Fire extinguishers checked: Once yearly

Escape routes checked: Monthly

Fire evacuation drill: Six Monthly

Fire alarms tested: Weekly

Designated Fire Wardens: Mr Stephen McCann

Liaise fire person(s); Mr Stephen McCann

Fire Alarms:

Are situated at: See Fire Action Plan.

Staff should know where they are situated.

The alarms are activated by Klaxon.

Corridors and Exits should be kept clear at all times.

Fire occurring while building and yard areas are occupied:

- (1) In the event of a fire (No matter how small) sound the nearest fire alarm and contact the designated officer, giving the location he/she will contact the fire brigade.
- (2) The following action should be taken to prevent the fire spreading, pending the arrival of the fire brigade.
 - (a) Shut windows, close doors.
 - (b) If you think that the fire can be simply contained providing there is NO RISK TO YOURSELF use the nearest fire extinguisher.
 - (c) Do not turn off Electricity unless considered necessary.

Evacuation procedure:

- (1) On hearing the fire alarm the designated officer should evacuate all staff and any others from the building by the nearest exit
- (2) The building should be evacuated in an orderly manner by the nearest possible exit. DO NOT RUN.
- (3) Assemble in the area: (opposite the entrance gate)
The designated wardens will take a roll call of staff.
- (4) Do not collect personal belongings before vacating the building.
- (5) NO ONE SHOULD RE-ENTER THE BUILDING OR YARD AREAS UNTIL INSTRUCTED TO DO SO.

CDM 2015 Construction / Site Activities Information

Principal Contractor Duties:

The Company recognises its principal contractor statutory duties under the Construction (Design and Management) Regulations 2015. All senior management receive CPD training on the duties, roles and responsibilities that must be complied with, both as a principal contractor and a contractor under the regulations relating to both Non-notifiable and Notifiable works.

Risk Assessments and Safe Systems of Work:

Site specific "Risk Assessment" and "Safe Systems of Work" for all work activities are undertaken by members of the health and safety committee and by PERSES Ltd and are held within separate company files.

All staff will be supplied with specific risk assessments, and safe systems of work, specific to their particular job activity

Risk Assessment and Safe Systems of Work Management:

The Health & Safety Committee will undertake risk assessments on a yearly basis and/or in the light on new legislative requirements. The Health & Safety Committee are responsible for all risk reduction / control improvement actions.

The Management will ensure risk assessment findings are reported to all company operatives and that any actions required are implemented.

Personal Protective Equipment:

All staff will receive training in the appropriate PPE for the specific tasks to which they are employed. All PPE will be suitable and sufficient for the individual user and records kept on its condition. The issue of personal protective clothing is monitored to ensure correct compliance. All PPE will be issued free of charge.

Young Persons

Because of their lack of experience, or absence of awareness of existing or potential risks or because they have not yet fully matured. Young persons may not be employed in a variety of situations enumerated in the “Young Persons at Work Regulations” these are as follows:

Young persons must work under supervision at all times.

Young persons are not permitted to drive transport or lifting equipment unless fully trained and supervised, with written consent of the management.

The asbestos regulations prohibit young persons from becoming involved in any process where asbestos dust may be present.

No young person can be involved in the application of lead paint or finishing.

No young person can be allowed to operate circular saws, bench grinders or plant machinery unless training has been successfully completed with the approval of the HSE. They must be supervised in this practise at all times.

A definition of a young person is that of someone who has not attained the age of 18.

Lone Working Actions

Lone Working:

Persons carrying out “lone working” re, working at site / travelling to site / carrying out workshop processes etc.

Key points to remember in relation to your personal safety:

Ensure your colleagues know where you are.

If travel plans change, tell your colleagues.

Make sure you can at all times make contact with others

General Safety Rules

The Office:

Keep workplaces tidy and free from obstruction.

Do not allow rubbish to accumulate.

Do not obstruct access to doorways, fire appliances or exits.

Keep all circulation routes completely clear.

Do not for any reason stand on desks or chairs.

Position all furniture so that cables do not become tripping hazards.

Do not carry loads that might obscure your view.

Do not read documents while walking or going up/downstairs.

If you spill any substance, clean it up immediately.

The Workshop / Yard Areas:

Keep all workshop / yard areas tidy and free from obstruction.

Do not allow rubbish to accumulate.

After use always lock away any Hazardous Substances.

Do not obstruct access to doorways, fire appliances or exits.

Always follow correct procedures when using workshop machinery.

Do not carry loads that are obviously too heavy – get assistance.

If you spill any substance in any area of the workshop, clean it up immediately.

Never stack materials too high or in an unstable manner.

Do not carry objects which obscure your view

Always ensure you use the appropriate PPE for all workshop tasks.

Always stay alert to the use of the forklifts

The Site Works:

Keep all site works tidy and free from obstruction (Good Housekeeping).
Never park any vehicle within the works area where it creates a hazard.
Do not allow rubbish to accumulate.
Always follow correct procedures when using site machinery.
Do not carry loads that are obviously too heavy – get assistance.
If you spill any substance in any area of the site, clean it up immediately.
Never stack materials too high or in an unstable manner.
Always ensure you use the appropriate PPE for all site work tasks.
Never use any equipment that you have not been trained for.

Special Instruction Actions

Health & Safety Regulations Information Instruction

All staff are required to read and acknowledge this Policy together with any other health and safety documentation supplied, as they are indelibly linked to this Policy and must be adhered to.

Smoking

PERSES Ltd expects all its employees to follow the requirements of the No Smoking Act.

Medical Examinations / Health Surveillance

Where deemed necessary, due to the nature of the job envisaged, a prospective employee may be asked to attend a pre-employment medical examination. If circumstances, such as high sickness rates, specific symptoms etc., indicate there could be a problem in the workplace, the employee concerned shall require to be medically examined to establish the cause of such.

Noise

Health surveillance is carried out annually for all workshop operatives.

Special Duties

Mr Stephen McCann is responsible for carrying out safety inspections.

* Report to your supervisor or manager anything you think may cause an accident *

PERSES Ltd gives the highest priority to health and safety, any employee failing to maintain company policy in this regard will be subject to disciplinary action.