



UNIT 9
BLACKMOOR BUSINESS PARK
NEW ROAD
MAULDEN
BEDS
MK45 2BG

Health & Safety at Work etc. Act 1974

Health & Safety Policy

of

SWALLOW REFURBISHING LTD

Date
7th January 2009

General Statement of Policy

It is the policy of Swallow Refurbishing Ltd to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Swallow Refurbishing's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Swallow Refurbishing Ltd recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

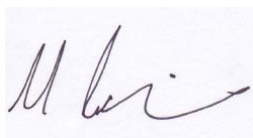
While the management of Swallow Refurbishing Ltd will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of Swallow Refurbishing Ltd will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Safety Officer. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Safety Officer or Safety Supervisor. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Swallow Refurbishing's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.



SignedM Collis

Title Safety Officer.....

CompanySwallow Refurbishing..Ltd.....

Dated.....02/11/2008.....

Review Date07/11/2009.....

Safety Personnel

The person with overall and final responsibility for health and safety of Swallow Refurbishing Ltd is Mr M Collis. In addition to other titles Mr M Collis will be referred to as the Safety Officer.

The person responsible for overseeing, implementing and monitoring the policy is Mr C. A. Hill. The Safety Supervisor C. A. Hill will be responsible as M Collis's deputy in case of his absence.

Consultation

The management of Swallow Refurbishing Ltd to see communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Safety Talks on site on a regular bases or as often as is deemed necessary.

The purpose of Safety talks is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition these talks will provide an opportunity to assess the continuing effectiveness of the policy.

Communication

The management of Swallow Refurbishing Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. Swallow Refurbishing communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

Co-Operation & Care

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees and subcontractors have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of Swallow Refurbishing Ltd that if a job is not done safely then it is not done effectively.

Swallow Refurbishing Ltd is in scope with the CITB, employees are required to attend if requested CITB safety courses.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held regularly in the form of tool box talks on site as often as is deemed necessary or asked by any employee and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

Workplace Inspections

It is the policy of Swallow Refurbishing Ltd to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular inspections of the workplace and safety assessments will be conducted by M Collis & C. A. Hill. In addition inspections and assessments will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Risk assessments are to be undertaken byM Collis.....
AndC A Hill.....

Assessments are to be reported to.....M Collis.....Safety Officer....

Work Equipment

It is the policy of Swallow Refurbishing Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1992.

It is also the policy of Swallow Refurbishing Ltd to comply with the law as set out in the Control of Vibration at Work Regulations 2005.

Swallow Refurbishing Ltd will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Personal Protective Equipment

It is the policy of Swallow Refurbishing Ltd to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

It is also the policy of Swallow Refurbishing Ltd to comply with the law as set out in the Control of Noise at Work Regulations 2005.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Swallow Refurbishing Ltd will be properly assessed prior to its provision.

All personal protective equipment provided by will be maintained in good working order.

All workers provided with personal protective equipment by Swallow Refurbishing Ltd will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Swallow Refurbishing Ltd will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

Manual Handling Operations

It is the policy of Swallow Refurbishing Ltd to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Control of Hazardous Substances

It is the policy of Swallow Refurbishing Ltd to comply with the law as set out in the following Regulations ~

Control of Substances Hazardous to Health Regulations 1989

Control of Substances Hazardous to Health Regulations 2002 (COSH) (as amended)

Control of Lead at Work Regulations 2002

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Swallow Refurbishing Ltd will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be made prior to commencing on new contracts on potential hazards; a guide line is set out in this policy.

Asbestos

It is the policy of Swallow Refurbishing Ltd to comply with the law as set out in the following Regulations ~

Control of Asbestos at Work Regulations 2002
Asbestos (licensing) Regulations 1983 (as amended)
Asbestos (Prohibitions) Regulations 1992 (as amended)

Swallow Refurbishing Ltd will ensure that exposure of workers to asbestos is minimised and adequately controlled in all cases.

A risk assessment will be conducted of all work involving exposure to asbestos.

Assessments will be made prior to commencing on new contracts on potential asbestos exposure.

It is the responsibility of all workers to report any suspicious and potential exposure to asbestos to the Safety Officer

Fire Safety

Swallow Refurbishing's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace particularly when carrying out burning off of paintwork eternally, plumbing works, hot roofing works and where solvents are used.

Appropriate fire extinguishers are to be kept on site at all times and are to be close to any potential hazard.

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves not smoking on site, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Fire Fighting Equipment

Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Assessments are to be made prior to commencing on new contracts on potential hazards and the appropriate extinguishers are to be placed at designated areas.

Fire Exits

Exit doors and corridors to the work place must never be blocked or used as storage space.

Smoking (a)

Smoking is prohibited in and around all areas of the workplace, except break times and lunch times and only in areas which have been specifically designated as external smoking areas, and that comply with legal requirements. Smoking areas should at all times be kept fire safe. Combustible materials must never be stored or allowed to accumulate around areas where smoking is permitted.

Accident Investigation and Reporting

It is the policy of Swallow Refurbishing Ltd to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

Swallow Refurbishing Ltd see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Safety Officer or Safety Supervisor detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

The completed report will then be submitted to and analysed by the Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Accident Procedure

First aid boxes are to be stored on site and are the responsibility of the First Aider who will insure that they are fully equipped, clearly marked and easily accessible by all on site during working hours.

One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

Qualified first Aiders are:

Name Mr Gary Pearson

Telephone 07736198465

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The Safety Supervisor is responsible for reporting all cases of accident and disease to the Safety Officer.

Accident records are compiled and stored by the Safety Officer.

The Safety Officer is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

General

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority
3. Any person under the influence of alcohol or any other intoxicating drug which might impair their judgement within the work place, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, or machinery in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.

8. No worker should undertake a job which appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries must be reported to the Safety Officer or a delegated representative.
11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Safety Officer.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. Suitable clothing, footwear and personal protective equipment shall be worn wherever appropriate.
14. During the duration of a contact, all potential hazards and dangers that may materialise on site, must be added to the Safety plan which will be attached to a copy of the Policy in the form of a risk assessment.
15. A copy of this policy and assessment is to be kept on site.

Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

Tool and Equipment Maintenance

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Safety Officer.

Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.

7. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

The Control of Substances Hazardous to Health Regulations 1988 (COSH)

A COSH risk assessment for the work to be undertaken is to be attached to this policy together with a general risk assessment and method / programme of works. Below is a general guide of precautions to be taken.

1. Hygiene is very important, hands should be washed before any meal breaks, washing facilities, barrier creams and hand cleaners are to be provided and used as previously described under general listed items.
2. Do not use thinners to remove paint from your skin. Use proper cleansers provided.
3. Overalls are to be worn when carrying out painting works and are to be cleaned at the end of each working week.
4. Gloves, masks and goggles are to be kept on site in a safety box and used as required depending on conditions.
5. Normal paint products do not cause too much of a health problem in a well ventilated room. The main risks occur when using strong vapour paints in unventilated areas, then masks should be worn and rooms should be well ventilated, in some conditions respirators should be worn or mechanical ventilators should be used.
6. Exposure to strong solvents such as two pack lacquers and specialist products and thinners can cause eye, nose irritation and headaches, precautions should be taken as previously listed and manufacture instructions should be read and adhered to.
7. When not in use all solvent based products should be kept in their correct labelled containers and lids firmly secured. When in use they are to be used from correct paint kettles, and not any other container which can be mistaken for drink.
8. Always keep thinners in their correct labelled containers with caps securely closed. Never pour thinners into other containers.
9. Solvents are to be kept to a minimum on site and only ordered when required.
10. Where possible water based products are to be used on large general areas such as ceilings and walls unless otherwise specified.
11. When using solvent glues rooms are to be well ventilated. Where possible non solvent based glues are to be used.
12. No spraying is to be carried out unless authorised. Works are to be carried out with brushes and rollers only.
13. When sanding down surfaces and causing excess dust, masks must be worn.

(COSHH) Continued.....

14. Old previously painted surfaces that are suspected of containing lead. Care is to be taken to avoid inhalation of dust by using masks when sanding. Hands are to be washed before meals and when finishing works.
15. Dust from sanding and sawing of hardwoods must be kept to a minimum and masks are to be worn at all times.
16. When sawing materials such as MDF boarding masks must be worn, where possible sawing to this product is to be carried out externally
17. Cloths used for paint effects and rags soaked in solvents should be disposed of safely in sealed containers and never left unattended over night.
18. A fire extinguisher is to be kept on site at all times.
19. A general description of solvents are substances used to dissolve or dilute other substances or materials and are found in paints, lacquers, glues, mastics and similar materials.
20. The mixing of cement and plasters should be carried out externally and the breathing in of dust when mixing is to be avoided, if the mixing is carried out internally for small quantities masks are to be worn.
21. Cutting of cement or plasters i.e. chasing out or removal from wall areas should be carried out using masks.
22. Contact with wet cement can cause both burns and dermatitis so gloves are to be worn when using wet cement.