

CLEAR ENVIRONMENT SUMMARY OF ON SITE HEALTH & SAFETY POLICY

Overall responsibility for Health & Safety – Managing Director.

GENERAL POLICY

It is the policy of CLEAR ENVIRONMENT, as far as is reasonably practical, to ensure the health, safety and welfare of all people on it's premises and working sites by committing to the following –

Identifying, assessing and documenting all appropriate Health and Safety risks.

Undertaking all reasonable preventive actions to eliminate or reduce Health and Safety risks.

Provision and maintenance of plant, equipment, services and safe systems of work.

Ensuring safe use, handling, storage and transportation of goods and any hazardous substances.

Ensuring that all appropriate safety instructions, advice, guidance and direction are notified to any employee, subcontractor or visitor to a CLEAR ENVIRONMENT site.

SAFETY GUIDELINES

1) All CLEAR ENVIRONMENT employees must be aware of -

The name of the person responsible for Health & Safety within the company.

The name of the designated site safety supervisor.

Fire evacuation procedures in respect of the appropriate site.

Provision for first aid and location of the accident book.

Location of –

- nearest exit
- alternative exit
- fire alarm

fire extinguishers
nearest telephone.

The FULL contents of the CLEAR ENVIRONMENT Health & Safety Policy.

2) All CLEAR ENVIRONMENT employees must have –

Protective clothing appropriate to the task being undertaken (ie. Eyes, ears, hands).

Protective footwear for all tasks.

Appropriate equipment for the task being undertaken (i.e. Relevant tools, drill, skates).

Specific job instructions.

3) All CLEAR ENVIRONMENT employees must –

Ensure a safe system of work is undertaken at all times.

Work only in the designated area.

Work to the instructions given by the Health & Safety Supervisor.

Inspect the working area during and at the end of the job for potential hazards.

Keep the working area clean and tidy.

Keep aisles and exits clear.

Transport goods and materials in a safe manner.

Use lifts correctly.

Report all hazards and accidents to the appointed Health & Safety Supervisor

4) CLEAR ENVIRONMENT employees must not –

Enter working areas without first contacting the person in charge.

Enter any area marked 'Hazardous Area'.

Use makeshift tools or equipment.

Over-ride safety cut-outs on equipment or machinery.

Climb on the building structure.

Run or indulge in horseplay.

Smoke in any areas other than those specified.

Undertake any electrical isolation or reinstatement of electrical equipment/circuits.

Work alone on potentially hazardous operations or in potentially dangerous areas.

Leave plant or equipment in a dangerous condition or unguarded.

Allow rubbish to accumulate.

5) IN THE EVENT OF FIRE –

Raise the alarm by breaking the glass at the nearest fire alarm point or dial the emergency telephone number.

Do not tackle the fire with the equipment provided unless trained to do so.

Leave the site by the nearest available exit.

Do not use the lifts when evacuating the site.

Go to the fire assembly point.

IDENTIFICATION PASSES –

All CLEAR ENVIRONMENT staff should be clearly identified by wearing the company uniform supplied.

On entering the building, CLEAR ENVIRONMENT staff must report to the site contact or security to register and if necessary obtain a security pass. This must be clearly displayed at all times and handed in at the end of the day.

FACILITIES –

Unless an internal phone has been assigned to CLEAR ENVIRONMENT by the client, all external calls must be made by pay phone or mobile phone.

Unless agreed with the client no vehicles with the exception of unloading/loading, may park on the premises.

CLEAR ENVIRONMENT staff should not use any of the client's materials, equipment or facilities without permission from the client.

Washroom facilities should be agreed with the client before use.

No materials should be removed from site unless required in the contract or authorised by the client.

SMOKING –

Smoking is forbidden on all CLEAR ENVIRONMENT sites with the exception of pre-designated areas as agreed with the client.

PROTECTIVE CLOTHING -

Safety footwear must be worn at all times.

Hardhats must be worn in all areas/sites designated 'Hard Hat Area'.

Ear protectors should be worn in high noise areas or when operating tools involving a high noise level.

Hand and eye protection should be worn when operating tools or undertaking tasks that present risk of injury.

Any lost or damaged protective clothing/equipment should be replaced immediately.

STORAGE –

Materials must only be stored in areas as designated by the client.

Materials must be stored in a manner to ensure they do not obstruct –

Fire escape routes

Walkways/corridors

Fire alarms

Fire fighting equipment

Sprinkler controls

First aid equipment

Electrical/plant management positions.

The client must be consulted and give approval for storage of any hazardous substances.

Materials or furniture must not be stacked against partition walls. Lengthy items such as trunking and storage wall sections should be laid flat on the floor and only stacked to a safe height ensuring there is no risk of collapse. Ladders must be stored horizontally.

Crates should be stored no more than three high if full and no more than ten high if empty.

Spare materials or rubbish must not be allowed to collect and should be cleared daily.

Safe storage practices must be adhered to at all times to eliminate hazards/accidents.

LADDERS -

All ladders/step ladders used on CLEAR ENVIRONMENT sites must conform to BS 1129 : 1982 (Portable ladders, steps, tressles and lightweight staging).

PORTABLE POWER TOOLS-

All portable powered tool fittings must be compatible with standard electrical fittings. Where 110V is required, a transformer must be used.

All portable power tools, leads and hoses must be in good condition and fit for use. Leads and hoses should be kept to a minimum length.

Tools must be disconnected from the power supply when left unattended. Trailing leads must be clearly identified advising of a hazard.

HOT WORK-

CLEAR ENVIRONMENT do not undertake any hot works within their normal duties.

HOUSEKEEPING-

Work areas must be kept clear of waste/ spare materials and rubbish.

Where furniture is being removed from site for disposal or relocation, a safe storage area should be agreed with the client.

ACCIDENT/INJURIES-

All accidents/injuries must be reported to the designated Health and Safety Supervisor. Details of the incident and any treatment given must be entered in the accident book.

In the event of a serious accident, the area and any tools/equipment must not be disturbed in any way (except to make conditions safe) pending inspection by the site Health and Safety Supervisor.

ALCOHOL, DRUGS AND INTOXICANTS-

The consumption or possession of alcohol on any CLEAR ENVIRONMENT site is strictly forbidden. Any member of staff or subcontractor found in breach of this regulation will be asked to leave the site immediately and will not be permitted to return.

The use or possession of non-prescription drugs is strictly prohibited. Any member of CLEAR ENVIRONMENT staff or subcontractor found in breach of this regulation will be asked to leave the site immediately and may be reported to the police.

If the CLEAR ENVIRONMENT Site Supervisor considers that off-site alcohol consumption has rendered an operative potentially hazardous he will immediately ask the person to leave the site.

CLEAR ENVIRONMENT CONTACTS-

Office telephone number - 020 7138 3260

Office fax number - 020 7138 3273

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

The company carries out suitable risk assessment before carrying out any work which involves hazardous substances. These are any substances defined as toxic, harmful, corrosive or irritant.

All substances are separately assessed.

Staff are provided with a full list of toxic substances used by the company, as contained in part 1a of the Classification, Packaging and Labelling of Dangerous Substances Regulations 1989.

Wherever possible the company would always purchase non toxic substances if available however the company currently uses the following Hazardous substances and a safety data sheet is obtained (Sample supplied).

Staff are supplied with training and information.

Foaming cleanser

Test a small area to be treated
Shake well before use
Spray from a distance of 6-9 inches
Switch off all electrical equipment before spraying
Do not apply to any computer equipment
Do not smoke or use near flame or fire
Do not store in temperatures exceeding 50 degrees centigrade
Do not breathe spray
Keep away from sources of ignition
Dispose of container as per the manufacturers instruct

Gunnable adhesive

Use in a well-ventilated area
Do not smoke or use near flame or fire
Keep away from sources of ignition
Take precautionary measures against static discharges
Keep container tightly closed
Avoid contact with eyes and skin.
Dispose of container as per the manufacturers recommendations.

Wood resin

Use in a well-ventilated area
Do not smoke or use near fire and flame
Avoid contact with eyes and skin.

GENERIC RISK ASSESSMENTS

RISK ASSESSMENT

Potential risk: Injury to personnel whilst using steps.

Risk severity - Medium

Probability- Low

Stage at when risk is present: Installation

Action proposed/undertaken

Ensure steps are level and secure prior to use.

Steps not to be used behind doors unless warning notice is displayed.

Correct height to be used to avoid over reaching.

RISK ASSESSMENT

Potential risk: Injury to personnel whilst handling furniture, materials, crates, IT equipment.

Risk severity - Medium

Probability- Low

Stage at when risk is present: Loading, Offloading, Installation and internal moves.

Action proposed/undertaken

Provide necessary training to all CLEAR ENVIRONMENT personnel in correct handling procedures.

Provide relevant safety clothing/equipment where appropriate.

Ensure adequate numbers of personnel are available to handle large/heavy items.

RISK ASSESSMENT

Potential risk: Injury caused by the use of power leads and power tools

Risk severity - Medium

Probability- Medium

Stage at when risk is present: Installation

Action proposed/undertaken

Whenever possible, staff will use battery operated tools to reduce the risk of damaged or trailing power leads. Relevant protective clothing to be worn.

Leads to be laid in a safe and sensible manner to avoid tripping. Equipment and leads to be regularly and adequately maintained.

Relevant safety equipment and protective clothing to be used at all times (eg.guards).

RISK ASSESSMENT KEY

Risk severity

Low – Minor injury, no time lost at work.

Medium – Injury causing time off work.

High – Death/permanent disability.

Risk Probability

Low – Improbable occurrence.

Medium – Occasional occurrence.

High – Common occurrence