

Health and Safety Policy Statement

In compliance with the Health and Safety at Work etc. Act 1974, it is the firm intention of **Ladders4Action** to ensure that employees and others shall be protected, so far as is reasonably practicable, from risks to health and safety arising out of work activities and this statement and policy shall be promulgated throughout its operations.

The **Ladders4Action** safety management strategy will include the provision for safe working systems; health, safety and welfare arrangements; and will ensure all reasonably foreseeable risks are identified and managed with written risk assessments to address those regarded as significant. **Ladders4Action** further accepts that statutory obligations will always be met and, wherever and whenever reasonably practicable, that level of obligation will be exceeded.

Responsibility for the Health and Safety Policy will remain the responsibility of the Executive Director. The Executive Director may delegate the implementation of matters relating to health and safety to others in accordance with the health and safety organisation structure in Section 2 of this policy.

The Executive Director will ensure as far as reasonably practicable that this policy is implemented and that relevant health and safety considerations inform all decisions and that the information relating to the organisation and implementation of this policy will be brought to the notice of all employees.

This policy is supported by a variety of procedures and management systems and will be reviewed at least annually and revised as appropriate to take account of changes in circumstances, personnel or statutory obligation.

Employer's Responsibilities

Ladders4Action has a duty to all employees, whether full time, part time or casual, also to trainees, visitors and sub-contractors in a workplace under our control. This duty extends to our neighbours, to other contractors and to the general public who may be affected by our activities.

To achieve this Ladders4action will: -

- Assess all risks to employees' health and safety and bring the findings to their attention.
- Provide safe equipment and tools that are suitably maintained.
- Provide a safe and healthy place of work with suitable welfare facilities.
- Ensure adequate training and information is given to all employees so that they may discharge their duties effectively and without risks to their health and safety, or that of others who may be affected by their work.
- Appoint competent persons to advise on health and safety law.
- Appoint an appropriate number of trained and competent first aid personnel.
- Appoint and train Fire Marshall's as and where applicable.

Individual Responsibilities

The responsibilities of various individuals and or parties regarding health and safety are:

The Executive Director

The Executive Director shall ensure that:

- The arrangements for the implementation of the Health and Safety Policy are communicated to all levels of the organisation.
- The Policy meets statutory requirements and is consistent with Ladders4action activities.
- Safe systems of work, rules and procedures are in place, are implemented and suitable records are kept.
- Nominated personnel complete, record and review risk assessments, relevant to the activities and hazards, which may present themselves, and inform employees of the results.
- Consultation between management and employees take place.
- The intentions in the Policy Statement are put into practice across all **Ladders4action** operations.
- The health and safety implications of decisions are given adequate consideration.
- The day-to-day overall management will be vested to the managers within the business units of **Ladders4Action**.
- Managers, supervisors and other senior personnel are made aware of and understand the reason for safe systems of work, rules and procedures as may apply to the general benefit of health and safety.
- Managers, supervisors and other senior personnel provide adequate resources to manage all aspects of Health and Safety that fall within their area of responsibility.
- Regular consultation between employees and managers, as may be necessary, regarding health and safety takes place.
- The Health and Safety Policy is reviewed at least annually, for compliance with statutory requirements and the **Ladders4action** corporate strategy on Health and Safety and is consistent with the business activities.
- Ensure that adequate resources are available to manage all aspects of health and safety.

Managers, supervisors and other senior personnel

Managers, supervisors and other senior personnel, for sites where staff are working under their control, shall ensure that:

- All persons understand and adhere to both the Ladders4action and any relevant third party's safe systems of work, health and safety rules and procedures.
- Appropriate action is taken on notification regarding any employee disabilities, medical conditions or special needs.
- Health and safety issues raised by employees are recorded and investigated.
- Sufficient qualified First Aid personnel or Appointed Persons and facilities are provided.
- Employees are informed of the identity and location of First Aiders / Appointed Persons and facilities and the importance of recording all accidents in the Accident Book.

- In the case of serious injuries or dangerous incidents, the Executive Director must be informed immediately to ensure that the relevant enforcing authorities are informed in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Arrangements for fire safety are implemented and that all relevant checks are carried out, either by themselves or by the nominated Fire Marshall.
- All accidents are investigated and control measures implemented to prevent any recurrence.
- All risk assessments relevant to the business activities and hazards are completed, and employees informed of the resulting requirements.
- Fire risk assessments are carried out and that all emergency facilities and equipment are maintained.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- All welfare facilities, including temperature, lighting, and ventilation levels, are adequate.
- Safe access and egress is provided and maintained.
- Relevant statutory and posters are provided and displayed in prominent positions.
- That all new employees receive appropriate and full induction on matters concerning health and safety at the commencement of undertaking their work.

The Health and Safety Coordinator

The Executive Director/ Managers shall carry out the roles of Health and Safety Coordinator unless these roles have been delegated.

The Health and Safety Coordinator shall ensure that:

- They liaise with and support the Executive Director to achieve a positive impact on health and safety.
- They report to the Executive Director all accidents or incidents which fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Where applicable, Control of Substances Hazardous to Health (COSHH) assessments are carried out. All assessments shall be maintained up to date along with relevant manufacturer's safety data sheets (MSDS's).
- Risk assessments are carried out and recorded. The Executive Director/ Managers shall assist with this.
- 'Near miss' events, which could be potentially serious, are recorded and the Executive Director advised of the occurrence.

Appointed Person responsible for First Aid

The Appointed Person responsible for First Aid shall ensure that:-

- They take prompt and appropriate action consistent with their training and level of ability.
- All accidents are recorded in the accident book and are reported to the Executive Director who will decide if further action is required.
- First Aid boxes are maintained with the correct contents and are replaced as necessary to stay in date.

- Notices advising employees as to who is responsible for First Aid are posted and kept up to date.

Fire Marshals

The Executive Director/ Managers shall carry out the roles of Fire Marshall unless these roles have been delegated.

- Fire Marshals in conjunction with the Executive Directors shall ensure that:
- At least annually all fire appliances are inspected and checked and alarm systems are sounded and tested and that records of such work are maintained.
- Fire exits and routes are regularly checked to ensure they are free from obstruction.
- Emergency evacuation assembly points are identified and their locations are posted. Emergency evacuation drills are to be carried out at least annually and records maintained.
- Fire Risk Assessments are recorded, maintained and amended as and when required.
- At least annual checks, which are recorded, are made of the emergency lighting system and any repairs or replacements made.

Employees Responsibilities

The Health and Safety at Work etc. Act 1974 and associated Health and Safety Regulations specifically require all employees to:

- Take reasonable care of themselves and any other person who may be affected by their acts and omissions’.
- ‘Under no circumstances must employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare’.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

Employees and volunteer Responsibilities

Employees and volunteers are required to assist and co-operate with **Ladders4Action** to ensure all aspects of health and safety are met. All employees should:

- Always follow safety rules, whether on site or in the office.
- Not perform work that you are not qualified or competent to undertake.
- Always store materials, equipment and tools in a safe manner.
- Never block emergency escape routes.
- Always practice safe working procedures, refrain from horseplay, and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Utilise all items that are provided for safety.
- Comply with all safety instructions.

Responsibilities of Sub Contractors, Sub Consultants and Self Employed Personnel

- They shall make themselves aware of and comply with the Ladders4action Health and Safety Policy and safety rules.
- They shall make themselves aware of and comply with the responsibilities and requirements placed upon them by health and safety standards or legal requirements that may apply to their work.
- They shall comply with instructions given by Ladders4action personnel.
- They shall co-operate with Ladders4action to ensure a high standard of health and safety is maintained on all contracts with which they are involved. If the standards stipulated by the Ladders4action are higher than statutory requirements then they shall comply with the higher standard.
- They shall carry out risk assessments in relation to their activities and, where appropriate or when requested by Spiller Builders Limited, provide written method statements and ensure that appropriate health and safety arrangements are implemented.

Information for Employees

Information regarding health and safety law is provided by a number of methods and are as follows:-

- The approved poster “Health and Safety Law - What You need to Know” shall be displayed in a prominent place in each work location. This poster shall always be kept in a legible condition and the names of responsible persons entered in the appropriate spaces provided.
- Management and employees have access to the Health and Safety Policy.

Joint Consultation

All information with regard to Health and Safety is communicated by means of consultation between management and employees at regular / periodic meetings, for example. The Health and Safety Consultant will inform the Directors of any changes, additions or deletions to health and safety information, which require communication to employees.

The Working Time Regulations

Working time is any period during which an employee is working, at the employer's disposal, and carrying out his activity or duties; any period when the employee is receiving relevant training; and any additional periods that the employer and employee agree by relevant agreement.

Employees will not be required to work more than an average of 48 hours in seven days. The average is normally calculated over a 17-week period.

Arrangements

Information, Instruction and Training

It is the policy of **Ladders4action** to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure compliance with statutory legislation, but also to secure a safe and healthy working environment for all employees, contractors and visitors.

Training is normally provided for all employees: -

- On recruitment into the business (induction).
- When transferred or seconded to work in a new location / business area.
- When moved to another task or when promoted.
- When refresher training is appropriate.
- When the process, equipment or system of work is changed.

All health and safety training will be undertaken during working hours wherever possible, will be recorded and retained on each individual employee's personal file.

First Aid and Accident Reporting Procedures

First Aid kits will not contain medication of any kind and will always be correctly stocked. Notices are displayed in prominent areas giving the name(s) of the Appointed Person responsible for First Aid and the location of First Aid equipment.

The person administering first aid treatment will record all first aid incidents. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

Accident records are sensitive data and must not be seen by anyone other than the Directors and the person responsible for health and safety. They must also keep them separately from absence records, and disclose information from them only where there is a legal obligation to do so.

Upon completing the entry in the accident book, detach each form and pass it to the Director for Health and Safety.

Once the book is completed, we will keep the accident records for three years after the date of the last entry. If employees or their representatives wish to inspect the records at any time, they can contact the Executive Director who holds all confidential records.

Accident Reporting Procedure

All accidents, no matter how small (even a scratch can become serious if not properly treated), are required to be recorded in the Accident Book, which is held by the Director for Health and Safety.

The Accident Book contains information that must be recorded by law and is regularly reviewed by the Health and Safety Consultant to ascertain the nature of incidents that occur in the workplace and whether the appropriate actions are taken to prevent repeated injuries.

All major accidents, non-injury incidents and “near misses” that could potentially have resulted in serious injury must be reported to the Executive Director who is responsible for investigating the accident / dangerous occurrence in conjunction with the Health and Safety Consultant (where and when required).

The Executive Director shall be responsible for reporting any such accidents/incidents to the appropriate authority.

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Accidents that occur when working away from the Company’s premises must be reported to the Executive Director as soon as possible so that they can be recorded and investigated and reported to the authorities, if necessary.

Alcohol and Substance Abuse

Under no circumstances will any employee who reports for work in an unfit state due to use of alcohol or substances be allowed to begin any task.

Substances properly prescribed by a General Practitioner for medical treatment are permitted, provided such use does not adversely affect the person’s ability to carry out the work for which they are employed.

Fire Precautions and Evacuation Procedures

- The Director / Managers shall ensure all employees receive appropriate and full induction training before commencing work and that they are fully aware of the arrangements in place for fire evacuation procedures.
- A Visitors Book is kept up to date at all times recording the names of all visitors to the premises. This Visitors Book will be taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for.
- A Fire Risk Assessment is undertaken for the workplace, outlining who may be affected by a fire, along with any special requirements that may be required.
- A regular check is made to ensure that all escape routes and all fire doors are not obstructed. All fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.
- All Fire Assembly points shall be identified and where practical be clearly signed at every location.
- All employees working on site or on premises controlled by others must ensure that they identify their required Fire Assembly point and the route to it before starting work

Fire Action

If you discover a fire:

- Immediately operate the nearest fire alarm call point or shout Fire, Fire, Fire.
- Attack the fire, if trained to do so, with appliances provided but without taking personal risks.
- If there is any doubt as to the location or severity of the fire:

Dial 999, AND:

When the Fire Brigade replies

- Give the address / location at which there is a fire.
- Do not replace the receiver until the Fire Brigade has repeated the address / location.
- Evacuate the premises / location immediately and go to the designated Fire Assembly point.

In the event of a fire or fire alarm sounding:

- Evacuate the building / location by the nearest exit, do not stop to collect personal belongings, go to the assembly area and await further instructions.

Electricity at Work

Electrical equipment should be selected carefully to ensure it is suitable for the environment in which it is to be used and the task that it is to be used for, and that it bears the appropriate certification markings.

Portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

Inspection and Testing

In order to ensure all electrical equipment remains in a good condition throughout its working life, users must: -

- Regularly examine all leads and replace those with damaged sheaths. Under no circumstances should insulation tape be used to repair any electrical lead.
- Visually inspect all plugs prior to use to ensure they are not damaged.
- Visually inspect all electrical appliances before use.

All electrical appliances will be tested by a competent person at appropriate intervals. Following satisfactory inspection and testing, the appliance, plug and lead will have a self-adhesive label or other similar tag attached, to indicate that the equipment has passed the testing procedure as well as indicating the date when the appliance must be rechecked.

Any defective equipment will be removed from use until such time as it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made.

Records

Records of all portable electrical appliance testing will be maintained.

Hazard Detection Procedures

Employees are encouraged to report any hazards they see; they should contact the Director, a Manager or the local Health and Safety Co-ordinator. This is a specific legal duty required by the Management of Health and Safety Regulations.

Risk Assessments

Risk assessments shall be undertaken for all work activities that present a hazard. The Executive Director will ensure that all employees and other interested parties are informed and instructed of the risks they may be exposed to, in order that the work activities are completed in a safe manner.

Procedures that the director, managers, supervisors and other senior personnel must follow when completing Risk Assessments

Step 1 Look for the hazards. Ignore the trivial and concentrate on significant hazards that could result in serious harm or affect several people.

Step 2 Think about the people who might be harmed and how, take into account people who may not be in the workplace at all times, e.g. cleaners, visitors, contractors etc.

Think about young people:

- Inexperience and particularly a lack of awareness consistent with many young people.
- The nature, degree and duration of exposure to any physical, biological or chemical hazards to which the young person may be exposed.
- The adequacy and level of supervision, suitable training and instruction.

Think about new or expectant mothers:

- Lifting is more difficult, balance is affected, and increased tiredness is experienced.
- Consider each case separately.

Keep risks under review.

Step 3 Decide whether the existing precautions are adequate or whether further precautions are required. Ask the question, "Can I eliminate the hazard?" If not, "How can I control it?"

Step 4 Assess the likelihood of the event actually occurring and the possible severity of it. When this has been determined, calculate the total by multiplying the probability and the severity to decide the risk level. It may be necessary to add the further dimension of time spent in association with the hazard.

Step 5 Decide what action(s) must be taken in order to remove or control the risk down to acceptable level.

Step 6 Review assessments at regular intervals to ensure they accurately reflect what is actually happening.

Control of Substances Hazardous to Health (COSHH) Assessments

Assessments shall be carried out where and when appropriate to the level of risk. For the greater part it is unlikely that staff will come into contact with hazardous substances during their normal work routine. However, should the case arise, then the following must be carried out BEFORE using the substance.

- Identify the hazardous substance.
- Obtain manufacturer's safety data sheet (MSDS) (Note: Often available from their website).
- Assess the risks to health from exposure to the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected.
- Decide what additional precautions may be required.
- Provide training or instruction in the use of the substance.

If possible, remove the substance and replace it with a non-harmful or less harmful product.

Employees shall:-

- Take part in any training programmes.
- Comply with the risk assessments.
- Practice safe working habits.
- Report any issues to the management.
- Use personal protective and other safety equipment provided in a proper manner.
- Return all substances to their proper storage conditions after use.

Manual Handling

If it is possible to avoid manual handling tasks that present a significant risk of injury, do so by using appropriate equipment or achieving the task in a different way, to avoid the risk.

Risk Assessments will be carried out for all operations that cannot be avoided and appropriate control measures implemented to enable the risk to be reduced so far as is reasonably practicable.

Employees shall be instructed / trained in the use of lifting aids, as may be required. They shall be required to use those aids whenever possible.

Display Screen Equipment

User (Definition of User)

An assessment will be carried out to determine whether or not an employee who works on display screen equipment is a 'Habitual User'. The accepted wisdom suggests a 'habitual user' is someone who uses the equipment as a significant part of his or her work, i.e. an alternative means to do the job is not available and continuous spells of an hour or more are the norm.

All risks will be recorded unless they are identified as being insignificant and the assessment can be easily repeated.

Information assisting with compliance of the above can be obtained from the nominated Health and Safety Consultant.

The elements of the workstation that are assessed are divided into three main topics: -

- The Equipment
- The Environment
- The Interface

'Habitual users' shall be provided on request and free of charge, with an eye test. Where such a test identifies the need for 'corrective lenses' the employer shall provide such lenses free of charge.

Note: **Ladders4Action** may wish to set a financial limit based on the commercial availability of such lenses (glasses). Employees wishing to purchase more expensive glasses may be offered a sum up to that financial limit.

"Habitual Users" of display screen equipment shall be given suitable training to minimise the risks associated with the equipment.

Personal Protective Equipment (PPE)

Ladders4Action will supply suitable and sufficient Personal Protective Equipment (PPE) to employees as may be required. Employees should liaise with the Director or local Manager to obtain any such equipment as may be necessary for their role. The advice of the Health and Safety Consultant and / or the manufacturer should be sought to ensure that items of PPE are suitable and meet the required standards.

All employees who are required to wear any PPE will be provided with the appropriate PPE to deal with the hazards involved and will be given suitable instruction and training as required. Records of such training will be held on the individual's personal file. Items of PPE are normally personal issue (except for some special PPE issued for specific occasions) and primary responsibility for their care, maintenance and timely replacement resides with the user.

Welfare

Ladders4Action will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties.

Lighting

Suitable and sufficient lighting will be provided, that is, so far as is reasonably practicable, natural lighting.

The lighting will be sufficient to enable people to work safely and to use facilities and move around the workplace without experiencing eyestrain.

Wherever possible workstations will be sited where they will benefit from natural light, which must be kept clean and unobstructed.

Cleanliness and Waste Materials

All work areas shall be kept clean and tidy at all times.

Corridors shall be kept clear of obstructions at all times.

The Director, managers, supervisors and other senior personnel must ensure that waste materials are only allowed to accumulate in appropriate containers and that effective arrangements are made to empty such containers before they overflow.

Windows and Transparent or Translucent Doors, Gates and Walls

All windows, doors etc, where the regulations apply, will be of safety material or protected against breakage.

Transparent doors, walls and the like should be marked to warn people of their presence.

Drinking Water

Adequate wholesome drinking water will be provided that is readily accessible and appropriately marked.

Accommodation for Clothing

Ladders4action will provide somewhere where employees can hang outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

Work Equipment

Ladders4action shall ensure that all equipment complies with the Provision and Use of Work Equipment Regulations.

- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on employee's personnel file.
- Ensure that all necessary safety controls are in place such as guards, interlock switches, isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturers' instructions. Records of all inspections will be held on file for future information.

Social Events

Whilst it is not the intention to prevent employees, customers and guests of Ladders4action from enjoying social events, it is accepted that such events must be managed in such a way as to prevent or minimise any actions, which jeopardise any person's health and safety.

Smoking Policy

Ladders4action has 'a No Smoking Policy' which complies with the 'Health Bill' in England and Wales. This policy aims to provide a healthy, safe and comfortable environment for all and applies at all levels of management, employees, consultants, sub-contractors, self-employed persons, visitors and customers and across all our working locations and environments.

Environment Policy Statement

It is the firm policy of **Ladders4Action** to meet its legal requirements in relation to the Environmental Protection Act Legislation affecting the company's activities. The management will make all personnel aware of their policies by adding and updating this policy where necessary and issuing to all personnel. In addition, personnel will be made aware of these policies at regular held training sessions on health, safety and environment.

It is our policy to use materials and equipment wherever possible to minimise the negative impact on the environment. Employees are informed on all environmental aspects and issues relating to our work. Standard operating practices will be employed to control the pollution of the general environment from noise, dust and hazardous substances. Due care and attention will be given to the protection of all water courses. We endeavour to minimise spillage and waste arising from the workplace. Within our premises we adopt the following measures:

- Electricity, gas and water consumption costs are monitored
- Suppliers of the utilities are continually reviewed
- We ensure radiators are not obstructed
- Heating controls are set in time with occupation times
- Lighting is switched off when not required
- Where possible we recycle materials we use in the office and on site

Our purchasing policy is designed to incorporate environmental responsibility as a key factor in purchasing decisions. We ensure whenever possible:

- Suppliers' environmental credentials
- Environmental criteria are used in the award of sub-contracts
- Specify the use of environmentally friendly materials
- Consideration given to the costs and benefits of environmentally alternatives