

## **COMPANY HEALTH & SAFETY POLICY**

In accordance with the requirements of the Health & Safety at Work Act, the Safety Representatives & Safety Committees Regulations, the Health & Safety (Consultation with employees) Regulations and the Management of Health & Safety at Work Regulations this is the policy statement of Fallow Management Ltd on the health and safety of its employees.

Fallow Management Ltd recognises that one of its foremost duties and responsibilities to its employees is the need to provide and maintain safe, healthy and hygienic working conditions and practices. This includes but is not limited to ensuring that all activities have an appropriate Risk Assessment and Safe System of Work, sufficient Training and Information is provided for each task and all Machinery, Chemicals or Equipment are safely stored and regularly maintained.

It is also the intent of Fallow Management to enlist the support of all employees' and customers towards achieving the safest possible working conditions and to encourage support, co-operation and consultation on all health & safety matters.

Fallow Management considers that all employees have an individual responsibility for ensuring strict adherence to all of the Company's safety rules and regulations and that they are obliged to co-operate with Management in maintaining good standards of Health & Safety. Any neglect of safety or infringement of the law will be treated as a disciplinary matter.

We accept our responsibility for the health & safety of other people who may be affected by our activities including members of the public and other contractors, we wholly accept and try to reduce the affect our activities may have on the environment.

Managing health, work and well being is the responsibility of both the employer and the employee.

## **HEALTH & SAFETY ORGANISATION**

The Managing Director of Fallow Management Ltd has overall responsibility for health & safety and will ensure that: -

- Suitable financial provision is made for health & safety
- Appropriate information and instruction is provided to all employee's through Risk Assessments and Safe Systems of Work
- Work is planned to take into account health & safety issues
- Employee's at all levels receive appropriate training beginning with basic health & safety awareness on induction, IOSH or NEBOSH training for Site Managers and Regional Managers
- The company policy for health & safety is issued on induction to all employee's, is provided to the customer and is available on every site
- The company's commitment to health & safety is actively promoted through discussion at appraisals, regular site meetings and is on the agenda for monthly management meetings
- All accidents, near misses and dangerous occurrences are investigated and reported correctly under RIDDOR

All Company Directors have the responsibility for ensuring that the policy is regularly reviewed.

The Contract Managers have the responsibility for effectiveness of health & safety in their areas and all sites under their control. They will ensure that: -

- Risk Assessments have been carried out for all significant hazards and that safe systems of work have been put in place to the hazards to as low as is reasonably practicable. That these assessments and safe systems are reviewed, updated and are appropriate for all tasks undertaken on each site
- Employee's training records are kept up to date and monitored to ensure appropriate health and safety training has been conducted and regular refresher training is undertaken
- That induction packs and Site Files contain the correct policy's including health & safety
- The company's commitment to health & safety is actively promoted through discussion at appraisals and regular site meetings
- A personal example is set by wearing appropriate protective equipment when required and adheres to all regulations whilst on site
- All accidents, near misses and dangerous occurrences are reported immediately to the Managing Director

The Site Managers/Supervisors are responsible for implementing the Company's Health & Safety Policy within their own working area. They will ensure that: -

- Employee's receive training on all tasks they are asked to undertake and that they understand the hazard associated with the tasks and the safe systems of work required to keep them safe
- Employee's training records are kept up to date and monitored to ensure appropriate health and safety training has been conducted and regular refresher training is undertaken
- All training is completed inline with company procedures and timeframes
- The company's commitment to health & safety is actively promoted through discussion at appraisals and regular site meetings
- A personal example is set by wearing appropriate protective equipment when required and adheres to all regulations whilst on site
- All accidents, near misses and dangerous occurrences are reported immediately to T Scott-Fox
- All reports of defects to work equipment are actioned immediately

It shall be the duty of every employee while at work to take care for the health & safety of himself and of other persons who may be affected by his acts or omissions at work. They will be responsible for: -

- Reading and understanding the company's health & safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health & safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the task in hand and in accordance with training and instructions
- Co-operating with any investigations, which may be undertaken with the objective of preventing reoccurrence of incidents

## **ACCIDENT PREVENTION**

It is the responsibility of the Site Manager/Supervisor on each site to inspect the areas for which he is responsible and to identify potential hazards and to take remedial action. It is also their responsibility to ensure that the staff are trained in the necessary safety measures and precautions and to take action on hazards that are reported. All staff are expected to be vigilant and to report potential safety hazards.

## **TRAINING**

Contract Managers are responsible for identifying the training requirements of their employee's and reporting any shortfalls in the current information provided; this includes Risk Assessments and Safe Systems of Work. Site Managers/Supervisors are responsible for ensuring that the necessary Health & Safety training including induction training is given and understood by their staff and that regular refresher training is undertaken. An individual training matrix is prepared for each employee and is monitored and maintained by personnel. Tasks on the matrix include COSHH, Manual Handling, Emergency Procedures, Understand Company Policy's and all Risk Assessments and Safety Systems of Work relating to their individual role. The training matrix is available for all customers to view.

## **FIRST AID ARRANGEMENTS**

We will ensure that First Aid equipment is available to all employees. On sites where Security Guards are provided (by us or by the customer) the first aid box will be located in the control room, if no control room is available then the first aid box will be located in the cleaning cupboard. The mobile unit will have a comprehensive First Aid box including eye wash. Eye wash stations will be provided adjacent to machinery that requires battery maintenance. It is the responsibility of the Site Manager / Supervisor to inform all new employees of the location of the first aid equipment.

It is also the responsibility of the Site Manager / Supervisor to regularly inspect the contents of the first aid box and replace them accordingly.



We will provide access to a First Aid trained operative on all sites with more than 10 employees, on sites where Security Guards are provided (by us or by the customer) then one of the Guards on duty will be First Aid trained. On sites without Security Guards the Site Manager / Supervisor will be First Aid trained. The name of the appointed people on your site can be found on your list of contacts issued in your induction pack and also in the front of the site file.

It is the responsibility of the Site Manager / Supervisor to advise all employees' if the appointed person changes.

## **MACHINERY ON SITE**

All machinery used in connection with the contract on a day to day basis will be checked by the operative. The Site Managers/Supervisor will check and inspect all machinery on a monthly basis. The Company will conduct Portable Appliance Testing and ensure that a regular servicing schedule of all machinery is adhered to.

## **USE OF DANGEROUS MACHINERY**

Site Managers/Supervisors must ensure that no untrained employee is allowed to operate any machinery prescribed as dangerous. No person under the age of 18 may clean, lubricate or adjust any machinery if this exposes the individual to risk or injury from a moving part of that or adjacent machinery.

Should any piece of machinery/equipment be deemed as dangerous the matter must be reported immediately to the Site Manager/Supervisor or Senior Operative who will log all details on the operators fault report sheet. The machinery/equipment should be labelled/marked as "unfit for use" and then isolated in a machinery/equipment cupboard.

## **PERSONAL PROTECTIVE EQUIPMENT**

Protective clothing requirements are assessed during the production of individual task Risk Assessments and are listed in each Safe System of Work. PPE is to be ordered from preferred suppliers only. Fallow Management recognises that protective clothing is effective only if it is suitable for the job and properly used, it is therefore the responsibility of the Site Manager/Supervisor on each site to ensure the correct issue of protective clothing and the correct use. Records of clothing issued are kept and regularly reviewed.

## **USE OF CHEMICALS / COSHH**

The Site Manager / Supervisor who have had the appropriate COSHH training will issue all chemicals and they will be in quantities sufficient to the task. On completion of the task these chemicals will be returned to the storeroom where they will be kept securely. Chemical data sheets and assessments will be provided for all chemicals in use on individual sites and will be available for refresher training or further reading at all times. Full training of chemical usage will be provided before any chemicals are used. Chemicals are not to be used if training has not been received, if chemicals are not labelled or if a chemical does not have the appropriate COSHH data sheet and assessment.

## ACCIDENT INVESTIGATION AND REPORTING

Any member of staff who has an accident at work must record the following details of the accident in the "accident book" available on each site including: - Nature of accident / Brief description of accident / Action taken / Medical supplies used

The Site Manager/Supervisor must be informed as soon as practical and a full investigation will be conducted. Any member of staff who is involved in or witnesses a "near miss" or potential hazardous situation must inform the Site Manager/Supervisor as soon as practical and a full investigation will be conducted.

All Accidents, Incidents and Near Misses should be reported to the Managing Director using an Accident/Incident Report Form Ref-010 immediately, the following are Reportable Incidents

- Death of any person
  
- Specified injuries to workers
  - fractures, other than to fingers, thumbs and toes
  - amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso causing damage to the brain or internal organs
  - serious burns (including scalding) which:
    - covers more than 10% of the body
    - causes significant damage to the eyes, respiratory system or other vital organs
  - any scalding requiring hospital treatment
  - any loss of consciousness caused by head injury or asphyxia
  - any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours
  
- Over-seven-day incapacitation of a worker
  - This seven day period does not include the day of the accident, but does include weekends and rest days



- Over-three-day incapacitation
  - Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.
  
- Non fatal accidents to non-workers (eg members of the public)
  - Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.
  
- Occupational diseases
  - carpal tunnel syndrome;
  - severe cramp of the hand or forearm;
  - occupational dermatitis;
  - hand-arm vibration syndrome;
  - occupational asthma;
  - tendonitis or tenosynovitis of the hand or forearm;
  - any occupational cancer;
  - any disease attributed to an occupational exposure to a biological agent.
  
- Dangerous occurrences
  - the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
  - plant or equipment coming into contact with overhead power lines;
  - the accidental release of any substance which could cause injury to any person.

The Site Manager/Supervisor will conduct the investigation using an Accident, Incident and Near Miss Checklist Ref-046, once notified the Office Administrator will complete an Accident, Incident and Near Miss Checklist Ref-047. The Managing Director or her representative is responsible for reporting any accidents / incidents online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) or by telephone if it is a fatal or specified injury in accordance with RIDDOR. All Accidents must be reported verbally to head office within 24hrs and all Incidents and Near Misses within 48hrs. All Forms are to be completed and sent to head office within 5 days.

## **FIRE PREVENTION AND TRAINING**

All operatives will be given regular training in evacuation procedures in the event of fire or other emergencies. The Site Manager/Supervisor will arrange this training to include but is not limited to: - adhering to all company instructions and on site policies regarding designated smoking areas, correct storage and COSHH.

## **WELFARE**

Working with our customers Fallow Management will ensure that suitable welfare facilities are available for employee's use on each site; this includes the provision of toilet / washroom facilities, adequate storage for personal belongings and an area for breaks to be taken.

## **PERSONAL LIABILITY OF EMPLOYEES**

- (a) To take reasonable care of the health & safety of themselves and all other persons who may be affected by their acts or omissions.
- (b) To co-operate with those who have a duty or requirement for health & safety.
- (c) Not to interfere with or misuse anything provided in the interests of health & safety or welfare.

## **HEALTH & SAFETY ON CUSTOMER PREMISES**

All customers are bound by the Health & Safety at Work Act, to provide a safe working environment for our Company's employees as well as their own.

On all sites, both at the initial stage of assessment and the operational take-over, attention is paid to this. On any site where there is a potential danger to health & safety which cannot be eliminated other than by taking special precautions, this will be considered on take-over and outlined in the site "Specification/Instruction".

If an employee becomes aware of any hazards, he should report it immediately to his Site Manager/Supervisor. Fallow Management Ltd will then approach the customer and if a problem exists will ensure that action is taken.



## **CONSULTATION ON HEALTH & SAFETY**

Fallow Management encourage health & safety feedback through regular meetings on site, new activities or methods of working are discussed in full before being introduced to allow contribution from staff. Information is passed on to employees through regular training, monthly newsletters and a site Health & Safety file.

During appraisals employees will be asked to comment on health & safety and individual views and opinions will be actively sought.

Should any employee wish to express a view on a safety matter he should raise it initially with his immediate Site Manager/Supervisor

However, if a problem is not satisfactorily resolved in this way, it should be pursued through the laid down grievance procedure.

## **EMERGENCY PROCEDURES**

Site Managers/Supervisors are responsible for ensuring that all new employee's receive Health and Safety training on their induction and this will include Emergency Procedures in place for individual sites.

It is everyone's responsibility to ensure they have understood the Emergency Procedures and they are familiar with the evacuation routes and the site muster point.

Fallow Management also provide a 24 hour emergency support line - **07801 130649**

## **CONCLUSION**

It is in the interests of everyone, Fallow Management Ltd, its customers and its employees that a healthy and safe working environment exists. Fallow Management Ltd will endeavour to fulfil its obligations and to ensure that its customers fulfil theirs.

Each employee must ensure the same and by doing so help to contribute towards making Fallow Management Ltd a safe and healthy Company in which to work.

## **CIRRCULATION**

A copy of the Company's Health & Safety Policy will be issued to all employees and placed on site. This policy will be revised on an annual basis as appropriate. Last revised April 2015.

Signed:

Date: 12<sup>th</sup> August 2015

Name: Tracey Scott-Fox

Title: Managing Director





*References made to:*

- *Health & Safety Act Work etc Act 1974*
- *Safety Representatives & Safety Committees 1996 Regulations*
- *Health & Safety (consultations with employees) Regulations*
- *Management of Health & Safety at Work Regulations 1999*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*
- *Electricity at Work Regulations 1989*
- *Protective Personal Equipment at Work Regulations 1992*
- *Provision and Use of Work Equipment Regulations 1998*
- *Health and Safety (First Aid) Regulations 1981*
- *Control of Substances Hazardous to Health Regulations 2002*
- *Manual Handling Operations Regulations 1992*