

# HEALTH AND SAFETY AT WORK ACT 1974

## HEALTH AND SAFETY POLICY OF:

### CLANCO FLOORS & CEILINGS

The Health and Safety at Work Act 1974 places an obligation on all Employers to make every reasonable effort to ensure the health and safety at work of their employees. It is the policy of this company to attach the greatest importance to all matters pertaining to the health safety and welfare of it's employees.

Management and employees must abide by this policy and consistently take positive action to prevent all types of accidents. Your health and safety is our concern, as well as your own. By working together we should be able to achieve and maintain the aims of this policy which is set out below.

The policy will be kept up to date, particularly if the business changes in nature or size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed D.E. MacDonald Managing Director

Revision Date 1<sup>st</sup> April 2002



*Safety Policy for CLANCO FLOORS & CEILINGS*  
*prepared by ALL-SAFE Safety & Environmental Management*

CLANCO Floors & Ceilings  
Health & Safety Policy

---

CLANCO Floors & Ceilings  
38 Tomnahurich Street  
INVERNESS  
IV3 5DS

Telephone: 01463 242102  
Fax.: 01463 225003  
E~mail: [admin@clanco.co.uk](mailto:admin@clanco.co.uk)

***Safety Policy for CLANCO FLOORS & CEILINGS***  
***prepared by ALL-SAFE Safety & Environmental Management***

**Health And Safety Responsibilities:**

- 1; Overall and final responsibility for health and safety in the company is that of Mr. Eddy MacDonald, Managing Director. In the absence of Mr. MacDonald, Mr. Cliff Westcombe, Company Administrator will act as his deputy to ensure that the terms of this policy are adhered to.
- 2; The senior employee on each site will be responsible for ensuring that the terms of this policy are adhered to on that site.
- 3; The "Competent Persons" responsible for assisting in complying with health and safety legislation (as required under regulation 6 of The Management of Health and Safety at Work Regulations 1992) will be the firm of ALL-SAFE Safety & Environmental Management. In this context ALL-SAFE will conduct any safety training deemed necessary, carry out safety inspections, investigate and report on any accidents and monitor the safety performance of CLANCO FLOORS & CEILINGS.
- 4; The general responsibilities of management are to:
  - Provide and maintain safe and healthy working conditions and to treat current legislation as the minimum requirement.
  - Ensure that all employees receive adequate safety training as part of the standard induction procedure together with any appropriate special training.
  - Produce all relevant information on safe operating procedures.
  - Supply all necessary safety devices, personal protective clothing/equipment and provide an efficient servicing scheme to ensure that the efficiency of these items is maintained.
  - Promote regular safety inspections.
  - Set an example in safe behaviour.
- 5 The General Responsibilities Of Employees Are To:
  - Work safely at all times and to adhere to established safe operating procedures.
  - Co-operate with the Company in meeting statutory requirements.
  - Liaise with management on all aspects of health, safety and welfare at work.
  - Wear protective equipment where provided and utilise all safety devices fitted to the plant to minimise the risk of injury. Interference with or misuse of such safety devices is a breach of health and safety legislation and as such, a breach of the terms of employment.
  
  - Report all accidents involving injury to persons, damage to plant or near misses - to management as soon as possible so that effective action may be taken to prevent recurrence.
  - Adhere to Company procedures for securing a safe workplace.

***Safety Policy for CLANCO FLOORS & CEILINGS***  
***prepared by ALL-SAFE Safety & Environmental Management***

- Co-operate in the investigation of accidents in order to prevent recurrence.

**Accidents:**

- 1; First aid boxes are located in each company vehicle.
- 2; Mr. Cliff Westcombe is the first aider for CLANCO FLOORS & CEILINGS, and will be responsible for ensuring that the first aid boxes are re-stocked as necessary. To enable this to be done each person who uses any item from a first aid box should inform Mr. Westcombe of this as soon as is practicable.
- 3; The accident book for CLANCO FLOORS & CEILINGS is located in the office.
- 4; Any employee of CLANCO FLOORS & CEILINGS who has an accident while at work will be responsible for ensuring that the details of that accident is entered in the most convenient accident book as soon as is practicable after the accident.
- 5; The firm of ALL-SAFE will be responsible for contacting the relevant authority in the event of any notifiable accident or reportable disease or occurrence. To enable this to be done, ALL-SAFE will be notified immediately by telephone in the event of any accident or incident which may have serious consequences.

**General Fire Safety:**

- 1 All employees will be responsible for ensuring that all fire escapes, gangways and doors are kept clear of obstructions under the supervision of the senior employee present.
- 2 In the event of fire or explosion employees will:
  - Raise the alarm, and if time allows, contact the fire service.
  - Evacuate the area to the designated assembly point.
  - Warn any other personnel in the vicinity.

**Advice and Information:**

- 1 Information and advice on all matters of health and safety is available at any time from:

ALL-SAFE Safety & Environmental Management  
3 Bank Lane  
FORRES  
IV36 1NU  
Tel. 01309 676337  
Mr Alistair Watson

Fax.. 01309 671793

Mobile: 07775 855005

- 2 The Enforcing Authority is:

***Safety Policy for CLANCO FLOORS & CEILINGS***  
*prepared by ALL-SAFE Safety & Environmental Management*

The H.S.E. Inspector,  
HSE Field Operations Division,  
Longman House, 28 Longman Road,  
INVERNESS IV1 1SF  
Tel. 0463 718101

- 3 The Employment Medical Advisory Service is located at:

HSE Field Operations Division,  
Belford House, 59 Belford Road  
EDINBURGH EH4 3UE  
Tel. 0131 247 2000

**Training:**

The Company recognises that safety training is an integral part of its overall Safety Policy.

- 1 No person will be employed on any work involving any foreseeable significant risk unless he or she has received adequate training in understanding the hazards involved and the precautions to be taken to reduce the risks to an acceptable degree.
- 2 All new employees will attend an introductory training period on the first day of employment at which information relevant to the location, the employee's statutory duties, fire prevention and emergency procedures will be explained.
- 3 Management will receive any necessary training in health and safety to enable them to effectively control the areas for which they are responsible.
- 4 Any necessary job training of new employees will be conducted in house by experienced employees.
- 5 Safety inductions for new employees will be carried out by ALL-SAFE.

**Hazards:**

- 1 A register of substances hazardous to health as required by the C.O.S.H.H. Regulations 1999 will be compiled and kept in the office. All substances on this list will be used only in accordance with the manufacturers' instructions and any personal protective equipment deemed necessary will be provided and must be used correctly.
- 2 Job risk assessments will be carried out, as required by ALL-SAFE and the results of these assessments will be kept in the office and copies made available to each employee on request.

***Safety Policy for CLANCO FLOORS & CEILINGS***  
*prepared by ALL-SAFE Safety & Environmental Management*

**Housekeeping and Premises:**

- 1 All work areas will be kept as tidy as is possible and work areas will be cleared at the end of each working day.
- 2 All materials will be stored safely. Any excess material will be returned to storage as soon as is practicable.
- 3 All walkways, doorways and means of access must be kept clear of obstructions at all times.
- 4 All equipment and tools will be visually inspected before each use and the senior employee on site informed immediately of any defects and a suitable replacement will be used.
- 5 In all cases good working practices will be used to ensure that safety is of the highest standard possible.

***Safety Policy for CLANCO FLOORS & CEILINGS***  
***prepared by ALL-SAFE Safety & Environmental Management***

**Visitors and Contractors:**

- 1 It is the duty of the Company to ensure the safety of members of the public in all areas where CLANCO Floors & Ceilings are working.
- 2 Contractors working on the premises under the control of CLANCO Floors & Ceilings must conduct their work in accordance with the legal requirements, additionally they must comply with working rules which are to be made clear to them when they tender for work.

**Machinery:**

- 1 The operator of any piece of plant or equipment will visually check that equipment before each use and no piece of plant or equipment will be used until training in its use has been received.

**Electrical Equipment:**

- 1 The regular testing of portable electrical appliances will be carried in house out by qualified personnel.
- 2 All portable electrical appliances will be visually checked by the user before each use to ensure that all insulation is intact and that cables are securely attached to the equipment and to plugs.

**Consultation with Employees:**

- 1 Information on matters of health and safety [as required under the Health and Safety (Consultation with Employees) Regulation 1996] will be communicated to employees.
- 2 Concerns of employees on matters of health and safety may be communicated to the management of CLANCO Floors & Ceilings at any time or to ALL-SAFE by telephone at any time or during routine safety inspection visits.

***Safety Policy for CLANCO FLOORS & CEILINGS***  
***prepared by ALL-SAFE Safety & Environmental Management***

**Statutory Duties of Employees:**

Sections 7 and 8 of the Health and Safety at Work Act state:

General Duties of Employees at Work; It shall be the duty of every employee while at work:

- (i) “To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work” and
- (ii) “As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

Duty Not To Interfere With Or Misuse Things Provided Pursuant To Certain Provisions.

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare in pursuance of any of the relevant statutory provisions.”

***Safety Policy for CLANCO FLOORS & CEILINGS***  
***prepared by ALL-SAFE Safety & Environmental Management***

## COMPANY SAFETY RULES

It is a condition of your employment that you make yourself aware of the Company safety Policy and abide by the following health and safety Regulations which are by no means exhaustive:

- 1; Reporting for work under the influence of alcohol or drugs (or the consumption or taking of either whilst at work) will be classed as gross misconduct and could result in the termination of employment.
- 2; Work areas, canteen and toilets must be kept clean and tidy.
- 3; All accidents and injuries must be reported immediately (in the first instance) to the Supervisor and as soon as possible to the office.
- 4; Any defective equipment should be reported immediately to the supervisor and a replacement used.
- 5; Machine guards must not be removed under any circumstances, other than by qualified maintenance personnel.
- 6; No machine shall be operated under any circumstance if a guard is not in position.
- 7; Care must be taken in the proximity of heavy plant, if required, use a banksman.
- 8; Horseplay is strictly prohibited.
- 9; Protective clothing should always be worn as appropriate.
- 10; Only personnel with appropriate training (and who hold current licences and certificates where appropriate) are permitted to drive and operate vehicles and plant.
- 11; All plant operators will be responsible for the completion of forms F 91, maintenance schedules and all paperwork relevant to the plant under their control.
- 12; Compliance with all safety regulations and site rules is a condition of employment.

## **COMPANY RULES FOR LADDER SAFETY**

### **Always:**

- a) Use only equipment which has been issued.
- b) Check that equipment is in good condition.
- c) See that the ladder is firmly secured at the top.
- d) If this is impracticable, see that it is firmly secured at the base.
- e) Set the ladder up at the correct angle (1 out to 4 up).
- f) Stand the ladder on a firm base and not on loose material.
- g) Make sure footwear is in good condition.
- f) Clean wet or icy rungs before use.
- i) Clean off mud or grease from boots before climbing.

### **Never:**

- a) Use a make-shift ladder.
- b) Use a ladder which is too short.
- c) Stand a ladder on a drum, box or other unsteady base.
- d) Support a ladder by its bottom rung or hang it by an upper rung.
- e) Allow more than one person on a ladder at one time.
- f) Over-reach from a ladder, move it to a more advantageous position.
- g) Use a metal or metal reinforced ladder near electric cables.
- h) Use ladders with cracked or broken rungs or stiles or with other visible defects.
- i) Support a scaffold board on one rung of a ladder.