

BRITEKEY LTD T/A DAVID BANKS DECORATING AND MAINTENANCE HEALTH AND SAFETY POLICY

1.0 GENERAL STATEMENT OF INTENT

DAVID BANKS DECORATING & MAINTENANCE is committed to ensuring the safety of its sub-contractors, customers, members of the public and anyone else who is affected by our operations.

The company commits to operating in accordance with the Health and Safety at Work (etc) Act, The Management of Health & Safety Regulations and all other applicable regulations.

The management will ensure that significant risks are assessed, and suitable and sufficient measures are adopted to allow each decorator to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition and safe systems of work will be devised.

The company shall strive to achieve continuous improvement in Health & Safety performance.

DAVID BANKS DECORATING & MAINTENANCE Management will provide all necessary resources including time to ensure that all Health and Safety matters are adequately funded. This includes, training, personal protective equipment, external advice where necessary and any other resource necessary to ensure the Health and Safety of our decorators.

Each decorator/sub-contractor will be made aware of his/her responsibility for his/her own health and safety and that of others. All decorators/sub-contractors will be given the opportunity to consult with

the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Directors. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health & Safety Policy will be made annually. The monitoring of all issues relating to this policy is the responsibility of the Company Manager.

Signed.....

Date.....

David Banks
Director
David Banks Decorating & Maintenance

2.0 ORGANISATION AND MANAGERIAL RESPONSIBILITIES

The company is owned by David Banks who is overall responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

The organisation of the workforce is the responsibility of Sam Banks who holds the position of Manager and who is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the company's operations is the responsibility of Sam Banks who may be supported by site managers, each responsible for one site. The Manager may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

3.0 DECORATORS/SUB-CONTRACTORS RESPONSIBILITIES

Each and every decorator/sub-contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, it shall be the duty of all decorators / sub-contractors whilst at work:

1. To take reasonable care for Health & Safety of themselves and others, who may be affected by their acts or omissions at work.
2. To co-operate with the company to ensure compliance with all company Health & Safety policies and procedures.
3. To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment.

4. To co-operate with the management of the company when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work Act and the Environmental Protection Act and all associated Regulations and Approved Code of Practice's.
5. To maintain good standards of housekeeping within client premises.
6. To report any accident or incident including near-misses (whether or not personal injury results) to the office.
7. To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake.
8. To ensure that no potentially hazardous item, substance, or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor.
9. To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety **must** be used, and when not in use it is properly cleaned, stored, and maintained.
10. To undergo any Health, Safety, Environmental and operational Training deemed necessary by the company.

4.0 STAFF CONSULTATIONS

If a decorator / sub-contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the Company Manager or Site Manager.

If a decorator / sub-contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the management.

5.0 SAFETY FUNCTIONS AND RESPONSIBLE PERSONS

1.	Risk Assessments	Sam Banks
2.	COSHH Assessments	Sam Banks
3.	Fire Risk Assessments	Sam Banks
4.	First Aid Arrangements	Cheryl Banks
5.	Emergency Procedures	Sam Banks
6.	Accident Reporting & Invest	Cheryl Banks
7.	Equipment Inspection& Record	Lee Cooper
8.	Method Statements	Sam Banks

6.0 ARRANGEMENTS FOR CARRYING OUT DUTIES

Risk Assessments

The Company Manager or his nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. The significant findings of the risk assessments will be relayed to all staff.

The Company Manager or his nominated representative will carry out site specific risk assessment for new sites where the company's decorators / sub-contractors are obliged to work. Such assessments will consider the health and safety of decorators, sub-contractors and any others including public on site. In particular the company is aware of the number of serious injuries from the incidence of slips, trips and falls. The Company Manager therefore will pay particular attention to eliminating these hazards from each site.

Working at Height

It is the policy of the company to comply with the Work at Height Regulations. Work at height will be avoided wherever possible, where work at height can not be avoided: the team leader is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height.

Where the risk of a fall can not be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

Using Scaffold Inside and Outside.

All scaffolds internally or externally are to be erected by one of our qualified and insured scaffold companies.

The Company Manager and Team Leader should inspect each scaffold newly installed before use.

The Team Leader should at an interval of no more than every 7 days thereafter, inspect the scaffold, walking around the scaffold and check the guardrails, connectors, fastenings, footings, tie-ins and bracing.

Check to see that the platforms are closely boarded, fenced, and securely fastened.

The Team Leader must use a scaffold inspection report to note any defects or matters that could give rise to a risk to health and safety and any corrective actions taken.

Remove all materials from the scaffold at the end of the day. Do not stockpile materials on a scaffold.

Pile any necessary materials over ledger and bearer points. Never overload scaffold.

In winter clear platforms of all ice and snow before using. Do not use the scaffold during high winds or storms. Sand any wet planking.

Don't bang into scaffold with materials and equipment. When hoisting materials from the ground use a tagline to give the hoist more control.

Keep platforms and area near scaffold clear of debris, unneeded equipment and materials and anything else that may cause a person to slip or trip.

COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the Company Manager or his nominated representative. A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets. Significant findings of the assessments will be communicated to the relevant decorators, together with the Risk Assessment and Method Statement and instructions for use.

Electrical Work

All electrical work will be carried out by qualified electricians holding appropriate electrical training certification. Work will be carried out in compliance with relevant current electrical regulations and IET 18th Edition requirements. Circuits and control systems will be designed and tested by competent others.

Fire Safety

It is the responsibility of the Team Leader to ensure that all fire safety procedures implemented in client buildings and on client sites are communicated to other decorators/ sub-contractors working at that site. Where decorators are carrying out hot work, the operative must first obtain the appropriate hot work permit from the building manager or client and ensure he has the appropriate fire extinguisher to hand. A two hour fire watch will be maintained after any hot work.

Fire risk assessments will be carried out in all areas occupied by the company, the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction.

Means of Escape

In the event of fire occurring, it is vital that decorators/ sub-contractors and other persons are able to evacuate the premises.

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Decorators/ sub-contractors will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum width) and decorators/sub-contractors must observe any line markers to indicate areas which must be kept clear.

Stairways in buildings must be free from any risk of fire or spread of fire e.g. unauthorised portable heater, combustible material etc.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

Housekeeping

Good housekeeping is most important. Waste or packing materials should not be allowed to accumulate in any building. No combustible materials should be kept in rooms and stairwells at any time. Store equipment where it belongs. Make sure that any spillages are cleaned up immediately so that the site is safe for use.

Smoking

There is a general ban on smoking in all enclosed workplaces and company vehicles, in compliance with Health and Safety at Work Act.

Smoking is prohibited through all client sites unless designated smoking zones are identified. Smoking is not allowed in company vehicles. This applies to everyone.

Statement of Policy on Alcohol and Controlled Drugs

It is categorically forbidden for decorators/sub-contractors to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue or unclassified 'Highs'. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Decorators/Sub-contractors taking medicines or prescribed drugs under the direction of their GP, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have the duty of care responsibility and must notify their Team Leader or, Company Manager.

Health & Safety Training

The business will provide as much training and re-training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all of our decorators/sub-contractors. Team Leaders will be expected to train on a Health and Safety course as appropriate to their responsibilities.

Welfare on Domestic Contracts

In most cases decorators/ sub-contractors will be able to use toilet/washing facilities within the customer's premises. It will be the responsibility of the Company Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Company Manager to establish the location of suitable temporary or public facilities.

Due to the nature of the work, it is not reasonably practicable for the company to provide messing facilities. In some cases, decorators/sub-contractors may be able to obtain permission from the customer to use Customer facilities, but where this is not possible decorators/sub-contractors will be required to make their own arrangements. However, it will be the responsibility of the Company Manager and Team Leader to identify potential public facilities within the vicinity of the work.

Guidance

The company commits to operating to the very highest standards of Health, Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations. This best practice will be reviewed on an annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner.

Monitoring Health and Safety Procedures

At regular intervals the Manager or his nominated representative will carry out a health & safety audit on one contract, selected at random. The audit will consider the effectiveness of the welfare facilities, emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required.