



INTRODUCTION

In accordance with its duty under Section 2(3) of the Health and Safety at Work Act 1974, requires the company to prepare, and when appropriate, to revise a written statement of general policy with respect to health and safety of our employees, and the organisation and arrangements in force for carrying out the policy. The policy statement is then required to be brought to the notice of all employees.

This document contains the Policy Statement and general policy of the company with respect to health, safety and welfare. It is the responsibility of management and employees to know and understand its contents so that they may comply with company policy

POLICY STATEMENT

ACG accepts that it has moral and legal duties and responsibilities for the health, safety and welfare of its employees, clients, contractors and others who may be affected by the way in which it carries out its business operations.

It is therefore, the policy of the company that work activities including design, installation, operation, maintenance, will be carried out in such a manner as to ensure that so far as is reasonably practicable, the health, safety and welfare of its employees, clients and any others may not be affected.

Management also recognises that to comply with their duties and responsibilities as set out in the Health & Safety at Work act, and the Management of Health and Safety at Work (M.H.S.W) Regulations, Construction, Design & Management (CDM), Regulations, and Workplace (Health, Safety & Welfare) [WHSW] Regulations that health, safety and welfare must be treated as an equal as with commercial considerations and will therefore give full backing both to this policy and to those with responsibilities to carry it out.

All employees who authorise or control work activities are responsible for ensuring that health, safety and welfare facilities are available and that the work is carried out in compliance with all relevant standards and legislation.

Specific attention is to be made to ensure that where work equipment is supplied and or specified and or used, including the design of such, it complies with all the relevant legislative requirements, e.g. the Working at height regulations and the Provision & Use of Work Equipment (PUWER).

It follows, that they must ensure that their responsibilities are adequately delegated during their absence.

Employees are actively encouraged to carry out their work activities in a safe and considerate manner, taking due care for their own health & safety and that of others. Employees will only be given roles that are within their skills, knowledge and ability.



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Disciplinary action will be taken against any employee who flagrantly disregards safety instructions and or approved safe working practices.

Where hazards cannot be totally removed due to:

- (i) The location
- (ii) The environment
- (iii) The nature of the plant / equipment in use
- (iv) The control measures not being available or practicable, then personal protective equipment [PPE] must be provided. Employees, contractors and others are to be encouraged to use this equipment to ensure the health & safety of themselves.

The company will so far as is reasonably practicable ensure that contractors employed to carry out work activities on their behalf are competent and that they conduct themselves in accordance with the company's policy for health, safety & welfare.

This Policy will be reviewed periodically to monitor its effectiveness and will be updated as often as necessary to ensure compliance with all relevant legislation and codes of Practice.

Signed.....*M Gilmore*.....

Date...*January 2020*

Mr M Gilmore

Managing Director

For ACG Scaffolding



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ORGANISATION

The responsibility for health and safety within the Company is delegated to line management in accordance with the usual chain of responsibility.

In particular Directors, Managers, and Supervisors, i.e. line management” are responsible to the respective company Director (Health & Safety) for ensuring that:

- All work activities are carried out in accordance with known standards and safe working practices
- All work activities / operations are properly supervised
- Control measures and where appropriate safety devices are provided, and used
- All plant / equipment being either owned by the company or hired is fit for use / purpose and is operated & maintained to the manufacturers recommendations
- Records and registers are maintained for all plant / equipment
- Personal protective equipment [PPE] is issued to each individual to meet standard “trade” requirements
- Persons employed to carry out the work activities are competent or supervised and fully informed as to any relevant hazards / risks and the safety measures in place to eliminate or minimise them.

Where difficulties arise in the maintenance of safe working practices or conditions, these matters should be referred to the Company Director (Health & Safety), who if required may call on assistance / advice from, e.g. the Health & Safety Advisor, HSE, EHO, Trade Associations, etc.

The person nominated by the Company with ultimate responsibility for health and safety for the company is Mr M Gilmore, having the responsibility for ensuring that sufficient authority is given to enable safe working practices be maintained. Specific responsibilities of all levels of management are set out below.



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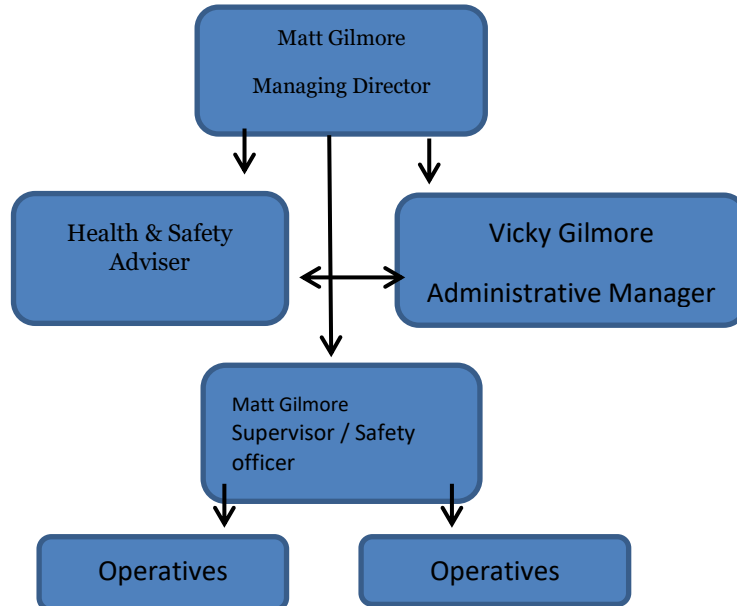


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INDIVIDUAL RESPONSIBILITIES

Managing Director – Mr Matt Gilmore

- Administer and interpret the effective implementation of the company safety policy.
- Understand the application of the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations, Construction (Design & Management), Construction (Health, Safety & Welfare) Regulations, Working at height Regulations, and other legislations relevant to company business.
- Arrange for funds and appropriate facilities are available to meet the requirements of the policy.
- Discipline any member of staff failing to comply with requirements of the policy.
- Review and recommend health & safety training requirements for all levels of employees in the company.
- Liaise with line management, Safety Officer and Health & Safety Advisor, over the full range of their duties and responsibilities, with respect to inspections / audits, reports, recommendations, changes in legislation and advice obtained from other parties.
- Ensure that there is adequate means of distributing / communicating, health, safety and welfare information obtained from, Safety Officer, Health and Safety



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- Advisor, HSE, EHO, Safety Organisations, Trade Associations, regarding new methods of accident prevention, new legislation requirements and codes of practice.
- Set a personal example at all times with respect to health and safety

Health and safety Advisor

- Carry out inspections of the sites in the company of the Safety Officer and or site "management", present a report with recommendations as is found necessary to the Company Directors (Health & Safety).
- Advise the Safety Officer and Managing Director (Health & Safety) of any changes in health and safety legislation appropriate to the industry.
- Provide support / advice to "line management" and employee's regarding matters relating to health and safety.
- Provide health & safety training
- Carry out investigations in the event of there having been an accident and or incident.

Supervisor

- Organise the workplace / site so that work activities carried out is to a satisfactory standard of safety, resulting in there being a minimal risk to persons, equipment and materials. Where complex operating procedures are involved, they will issue working instructions in writing.
- Ensure that hazards from work activities, e.g. Manual handling, Working at height, Noise, etc. are addressed and that the risk from them is understood and corrective measures are implemented to prevent danger to employees.
- Plan and maintain a tidy working area.
- Make sure that the control measures [barriers / warning signs] in place are not interfered with and are at all times operable and also that personal protective clothing is available where appropriate and that it is used.
- Co-operate with "Site Health & Safety Co-ordinator's" when appointed and also the Safety Officer and Health & Safety Advisor during inspections / audits, act on their recommendations. Accompany HSE Inspector's / EHO, on their visits.
- Ensure that appropriate fire-fighting appliances are not misused.
- Review operating and work instructions and specific related hazards to employees transferred on to the site and or new employees.
- Ensure that adequate First Aid equipment and attendance relevant to the hazards known to be present on the site is available, making its location known to employees.



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- Ensure that all accidents / incidents are reported so that they may be entered in the accident book and the accident / incident form.
- Ensure that all relevant records / inspections are maintained for all scaffolds/Access equipment.
- Set a personal example.

Operatives

- Carry out all work activities in the prescribed manner.
- Use the correct tools and equipment for the operation / work, including any relevant safety equipment, protective clothing and harnesses as provided and indicated in the "Risk Assessments"
- Remain aware at all times of the possibility there may be asbestos present in older properties, e.g. prior to 1985
- Report any defects in equipment immediately and stop using it.
- Develop a personal concern for the safety of themselves and for others.

- Avoid improvising, taking short cuts, which would entail un-authorized and unnecessary risks.
- Inform, transferred and new employees of hazards involved in the operation /work on the respective site.
- Report accidents / incidents which may have led or may lead to injury and or damage to plant / equipment.
- Suggest ways of eliminating hazards.
- Co-operate in the investigation of accidents with the objective of introducing methods to prevent a recurrence.
- Set a personal example, especially to "young person's", junior members and trainee's.



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HEALTH & SAFETY ASSISTANCE

- The person nominated to have specific responsibility for health & safety in the company is Mr M Gilmore.
- The Company has appointed Mr M Gilmore as Safety Officer to provide general and specialist health & safety advice to the Managing Director's (Health & Safety) and all Supervisors and Operatives.
- The company has engaged a Health & Safety Advisor to provide general and specialist health & safety advice to the Managing Director (Health & Safety), Safety Officer, and all Supervisors and Operatives when appropriate.
- The advisor's duties will also include carrying periodic health and safety audits, inspections, health & safety training, and accident / incident investigations when requested by a Director (Health & Safety) or Safety Officer.

RISK ASSESSMENTS

Risk assessments, as required under the Management Health and Safety at Work Regulations, will be carried out for all work activities / tasks with respect to Hazards that may affect employee's health, safety and welfare. When assessing these hazards, the work activities / tasks, environment of the workplace and the competency of the employee given the work activity and or operation to carry out, will all be taken into consideration.

Specific risk assessments will be carried out for employees whose work activities involve, e.g. COSHH substances; confined spaces, noise; manual handling; the use of personal protective equipment; the use of display screen equipment, etc., to provide a more detailed assessment prior to commencement of work, to ensure that the relevant regulations are complied with.

In addition to when considering the hazards or risks that trained / competent persons may meet in carrying out their work activities, a greater emphasis must be placed on addressing hazards or risks when "Young Persons" are involved. Every effort will be made to address this prior to the "Young Person" being set to work.

All assessments / safe working procedures prepared will be entered in the "Site / Office Safety File" for easy reference by all employees.



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STANDARDS

All Scaffolding work will be carried out in accordance with the NASC

(National Access and Scaffolding Confederation) guidance note TG20:13 - A Guide to good Practice for Scaffolding with Tubes and Fittings

TRAINING

As a pre-requisite to employee training with respect to health and safety, it is necessary to establish the competency of the person who is to carry out the work activity and or operations, as to their level of experience and knowledge in their field. Any deficiencies found in their trade training, should form part of further training for them.

All persons employed by ACG, in a Scaffolding role (including labour-only), will be part of The Construction Industry Scaffolders Record Scheme (CISRS) in both Operative and Management roles.

It is the responsibility of the Managing Director (Health & Safety), Supervisor (Safety Officer) and the Health & Safety Advisor to review health and safety training requirements at all levels within the company. Safety training for specific aspects, e.g. powered equipment, manual handling, confined spaces, safe systems of work, will be given to employees as is found necessary.

Line Managers in charge of departments [offices] / locations / sites, are required to review with any new employee, "young person", of any hazards and specific health and safety rules for the work activities to be done before putting the employee to work. They will also talk to new employees about general health and safety at the earliest opportunity, i.e. at company / site induction and whilst doing so express the philosophy of the company with respect to health, safety and welfare. Special attention must be paid when the employee is a "Young Person".



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Employees joining the Group will be provided with a copy of the "Policy Statement" and be advised that a copy of the Health & Safety Policy document is held by "line managers" and is also posted on company notice boards.

FIRST AID

To comply with the Health and Safety (First Aid) Regulations 1981, and the Approved Code of Practice 1997, First Aid attendance must be provided.

Names of trained First Aider's and or Appointed Persons (i.e. for First Aid) will be displayed on notice boards as is appropriate.

It is the company policy to ensure that there are an adequate number of First Aid boxes and First Aider's as has been assessed with respect to the type of work activity.

FIRE

Line managers must bring to the attention of employees when they begin work on, at their site / premises, the relevant the fire precautions and procedures that are in place. This information should include:

- Whether hot work permits are to be used
- The location of firefighting equipment
- Location and means of raising fire alarm
- Where fire procedures are posted / displayed
- Nominated fire controllers, marshal's / wardens where this is relevant
- Fire exits / routes and assembly points / areas. With respect to the latter this information may also require a statement re. Roll call / head count.

It may be found on premises and or larger sites that the client / principal contractor has set **emergency procedures** and hot work procedures in place that must be complied with.

All highly flammable substances are to be stored correctly at all times. To reduce the risk of fire, it is imperative that all employees adopt, good housekeeping practices where the company is engaged as the "Principal Contractor", the practices /procedures in "Fire Safety in construction work" [HSG168] will be implemented.



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DOCUMENTATION / REPORTING

Accidents: All accidents however trivial must be entered immediately into a company Accident / Incident Form which should be forwarded by the respective line manager or Supervisor to head office so that an entry can be made in the company Accident Book without delay.

Accidents / incidents that take place on principal Contract sites / premises must be reported to the Principal Contractor so that they may record and or action as appropriate.

Injuries and Dangerous Occurrences at Work must be reported under RIDDOR.

Making a Report

In the case of a death, a specified major injury or condition, or a dangerous occurrence:

The enforcing authority must be notified about it immediately, e.g. by telephone; and this must be followed up within 10 days by a written report about it to the enforcing authority on the Form F2508. (see Form pad for guidance)

In the case of an over 3-day injury to a person at work, a written report about it must be sent to the enforcing authority (HSE / EHO) within 10 days of the accident on Form F2508.

The person responsible for reporting such incidents is the Supervisor/Safety Officer in charge of the contract at that time.

Reporting Procedures

Postal: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

Telephone: 0845 300 9923 [Office Hours – Monday to Friday 0830 to 1700 hours]

Fax: 0845 300 9924

Report On Line: <http://www.hse.gov.uk/riddor/online.htm>



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Keeping Records

A record must be made and kept of all accidents, including minor, reportable injuries and dangerous occurrences that occur within the respective site / premises. This includes records of accidents involving employees whilst they are working on other premises.

Accident / Incident Forms are held on each whilst the Group and Company Accident Books and Forms F2508 are held in head office.

An entry in Accident Book, the Accident / Incident Form and a photocopy of completed Forms F 2508 will be sufficient for record purposes.

The Director (Health & Safety) must be informed and copied with details of all accidents and dangerous occurrences without any undue delay.

Investigations of serious accidents and dangerous occurrences will be investigated on the company's behalf by the Safety Officer and or the Health & Safety Advisor. It is the policy of the company to provide person's investigating accidents / incidents full facilities during their investigation.

The making of the necessary entries in the registers will be the responsibility of the Safety Officer, and or the respective Company Director (Health & Safety).

All incidents / near misses will also be reported to the Director (Health & Safety), so that efforts to prevent them re-occurring can be instituted. Where doubts remain as to the possibility of it re-occurring further investigation and or where appropriate training will be carried out.

Suggestions of ways to improve the company health and safety performance will always be considered.



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