



ARRANGEMENTS AND PROCEDURES 2017-18

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ARRANGEMENTS AND PROCEDURES

1. Induction, Training and Supervision

- 1.1 It is **Home Republic Limited's** (the "Company") policy that all new employees are given information on health and safety relevant to their role, as part of their overall induction into the Company.
- 1.2 Ongoing training will be provided to ensure that employees at all levels are:
 - 1.2.1 Competent to carry out their duties, to operate specialist tools, plant and work equipment.
 - 1.2.2 Aware of their health and safety responsibilities.
- 1.3 Decisions relating to ongoing training of employees will be reviewed on a regular basis. The Director with day to day responsibility for Health and Safety will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on each employee's individual file.

2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations 1999, Construction (Design & Management) Regulations 2015)

The Health and Safety Director/Manager or if appropriate the Contracts Manager will ensure that Risk Assessments are carried out for all site based tasks, and that suitable control measures are put in place to minimise the risks to those carrying out the works and to anyone else in the vicinity. A Method Statement will be produced to ensure that the hazards identified in the risk assessment are adequately controlled. Work activities in the offices will also be assessed and suitable preventative measures introduced, maintained and periodically revised. It shall be the duty of the Directors to ensure Risk Assessments are carried out and reviewed periodically.

3. Workplace Safety

(The Workplace (Health, Safety and Welfare) Regulations 1992, Construction (Design & Management) Regulations 2015)

The Company will ensure that its workplaces meet the Health, Safety and Welfare needs of all its employees, visitors, contractors, including wherever needed, people with disabilities. The Directors will ensure that the working environment, whether at the Company premises or elsewhere, is adequate in respect of lighting, heating, ventilation, eating and drinking facilities, hygiene/toilet facilities and general cleanliness. It will be the duty of the Health and Safety Director/Manager/Contracts Manager to ensure that all sites where The Company is working has adequate welfare facilities including toilets. These will be assessed on a job by job basis.

4. Control of Substances Hazardous to Health

((COSHH), Regulations 2002)

- 4.4 Assessments and all Material Safety Data Sheets (MSDS) of hazardous

substances used will be kept at the Company offices. It is the Health and Safety Director's responsibility to ensure Risk Assessments are carried out and regularly reviewed. From the Risk Assessments, the Management will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 7(7).

- 4.5 No employee will introduce any substance without the specific consent of their Manager.

5. Control of Asbestos at Work Regulations 2012

The Contracts Manager will ensure that the premises Asbestos Register has been seen, or that a suitable Asbestos Survey has been carried out before any invasive works take place on any contract. If any Company staff or sub-contractors encounter any substance that is or is suspected to be asbestos, it will be reported immediately to a supervisor. All works in the area will cease until the substance has been identified and, if appropriate, made safe or removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been done by a specialist contractor.

6. Manual Handling Operations Regulations, 1992.

The Company will assess all manual handling operations within the workplace, to take an ergonomic approach and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. The Company will ensure that adequate Risk Assessments are carried out to identify hazards associated with manual handling and will ensure that suitable training and supervision is given, and where needed, lifting aids are provided. It will be the responsibility of the Health and Safety Manager/Director to ensure that the requirements outlined in the Regulations are satisfactorily met.

7. First Aid

(Health and Safety (First Aid) Regulations, 1981)

The Company shall ensure that their employees are trained as First Aiders or Appointed Persons. The Directors will assess the requirements and advise the Management as to the quantity and level of training required. This will be re-assessed annually or upon any major change in personnel or work practices. Every site will always have at least one member of staff who is First Aid trained in place, and will have a fully stocked First Aid box easily accessible.

8. Accident Reporting

(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)

All accidents and incidents must be recorded in the accident book at the particular site where the accident occurred, irrespective of whether any injury occurred. Any reportable accidents, incidents, or dangerous occurrences will be reported to the enforcing authority by the Directors as soon as reasonably practicable.

9. Electricity

(Electricity at Work Regulations, 1989)

Equipment within the office will be PAT tested every 24 months, site equipment every 6 months. Appliances will be tagged/labelled and records kept at the Company offices. It is Company policy that, wherever possible, all tools supplied and used will be 110v. Where this is not possible a Residual Current Device (RCD) will be used.

10. Noise

(Control of Noise at Work Regulations, 2005)

The Company is committed to continually assessing noise levels within its industry. Where needed, noise assessments will be carried out at the Company premises. If the noise levels exceed action levels the first aim will be to reduce noise at source. Where the plant/machinery/process cannot be reasonably silenced or enclosed the Company will ensure that suitable ear protection is freely available. It is the Company policy to ensure that all new tools and equipment purchased and used by employees have noise reduction built in to the design.

11. Vibration

(Control of Vibration at Work Regulations 2005)

Where necessary the Company shall ensure the tasks and tools used are properly assessed to ensure the continued wellbeing of its employees. The company will ensure that where the use of vibration causing hand tools cannot be reduced, that suitable safeguarding procedures are brought in, including where appropriate, anti-vibration gloves.

12. Working at Height

(Work at Heights Regulations 2005)

Where work - especially site work involves working at height, the Directors/Contracts Manager will assess the most appropriate method of work, in particular they will assess use of steps and ladders for each task. Wherever practicable mobile towers, 'podium hop ups', or similar will be used. Ladders and steps will only be used for short term access or where the use of mobile towers or 'podium hop ups' etc. is deemed unsuitable or unnecessary by the site supervisor or managers due to the duration of the works, or the working area. If needed, a site specific Work at Height Risk Assessment will be carried out before any works commence, and suitable control measures put in place to ensure the safety of the Company personnel and those who will be working in the vicinity.

13. General work equipment

(The Provision and Use of Work Equipment Regulations (PUWER) 1998) (Lifting Operations and Lifting Equipment Regulations (LOLER) 1998)

- 13.6 It will be the Health and Safety Manager/Director's responsibility to ensure that the Company:
 - 13.6.3 Provides suitable equipment for the tasks to be done (Reg. 4)
 - 13.6.4 Ensures that equipment will be maintained in an efficient state, in efficient working order and in good repair. (Reg. 5)
 - 13.6.5 Ensures that all equipment and plant shall be inspected as required by Regulation 6
 - 13.6.6 Ensures that persons who are required to use work equipment will receive adequate training, information, instruction and supervision as necessary (Regs. 8 & 9)
- 13.7 The Health and Safety Manager/Director's duties will include an assessment of risks and implementation of preventative measures, guards etc. It will be the responsibility of the users/operators to ensure the tools are checked prior to use and are maintained in good working order. Procedures will be implemented to ensure that all plant and tools owned by the Company are tested in accordance with recommended intervals.
- 13.8 On occasion the Company may need to hire in equipment due to either the specialised nature of the work or the quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate safety documentation and, where necessary, supply training to ensure all employees and/or sub-contractors are suitably trained in the use of the equipment.

14. Fire

(The Regulatory Reform (Fire Safety) Order 2005)

- 14.9 It will be the responsibility of the Directors to ensure suitable and sufficient fire extinguishers are made available at the Company premises.
- 14.10 A Fire Risk Assessment will be carried out at The Company premises and the Fire Evacuation Procedure will be published on the notice board. Employees working at customer premises or sites must observe all Fire Precaution Notices and take note of existing fire prevention measures already in place and make themselves familiar with the site Fire Evacuation Procedures. If the Company is in charge of a site, the Contracts Manager/Site Manager will ensure a suitable Fire Risk Assessment is carried out and that the evacuation procedures are made known to all site staff.
- 14.11 All fire extinguishers are to be checked annually by a specialist contractor. Where Company employees work at client's premises, they will ensure they are aware of the site fire evacuation procedures.
- 14.12 Each site will be supplied with a suitable number of fire extinguishers at all times.

15. Computer screens

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Directors will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a VDU and the work done, the usability of their workstation and general working environment.

16. Personal Protective Equipment (PPE)

(The Personal Protective Equipment at Work Regulations (PPE) 1992)

16.13 The Company recognises that this Regulation clearly states that PPE should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. The Directors will ensure that there is sufficient supply of PPE when required and will ensure all employees are suitably trained in the use and correct storage of PPE. The Contracts Manager/Site Manager will ensure that each site has sufficient suitable PPE, and that it is worn when needed.

16.14 All PPE issued will be stored as per the manufacturer's specification.

16.15 It shall be the duty of each employee not to misuse or interfere with any health and safety equipment including PPE supplied for their safety. (s7 HASAW 1974)

17. Consultation with Employees

(Health and Safety (Consultation with Employees) Regulations 1996)

The Directors will consult with employees on matters relating to Health, Safety and Welfare and furnish them with the information which is deemed necessary. Such information is to be seen on the Company notice boards as displayed in the workplace/site board, and in the employee safety handbook. The Company encourages employees to join in with the spirit of the regulations by actively taking part in discussions with their managers. It is the responsibility of all managers to ensure that this consultation takes place.

18. Protection of Young Persons

18.16 The Company shall ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or the fact that young persons have not yet fully matured and may not comprehend any hazards in the workplace. A specific Young Person's Risk Assessment shall be undertaken before any work commences.

18.17 Where the individual concerned is a child (i.e. someone under 16 years of age), in addition, this assessment must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on an organised scheme i.e. work placement, then a competent person at the

placement organisation, school etc, shall be involved in the assessment process.

- 18.18 Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training or under the specific direction and supervision of a qualified and competent person:

18.18.7[Power tools]

18.18.8[Mobile towers]

- 18.19 This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Signed:



Date: 01-10-2018

Aleksejs Strikovs

Director