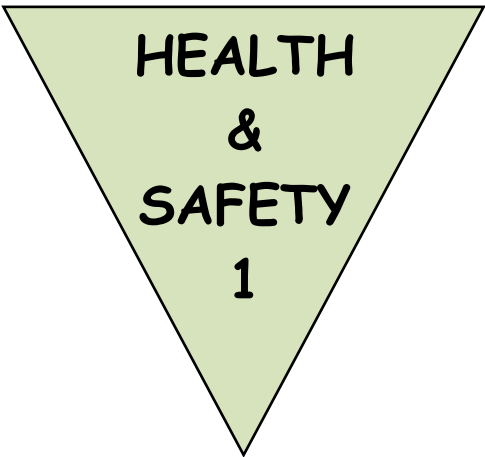




TYLER ROBERTS (IOW) LIMITED


In Association with
The Isle of Wight Building Safety
Association



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Signed: 

Date: 25th January 2019

PREPARED BY	Mark Garland		AUTHORISED BY	Mr. R. Ventress		
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1.0 - INTRODUCTION

This Health and Safety Policy has been produced and is reviewed by the Isle of Wight Building Safety Association (IWBSA) on behalf of its Member Companies.

It is the Health & Safety Policy for the Isle of Wight Building Safety Association and all of its Members and read in conjunction with the combined Health and Safety Manual.

These documents are published as a Health and Safety guide to all the Company's staff working on construction sites, workshops, offices etc. and forms part of the Company's Health and Safety System; as such it will be regularly reviewed and up-dated in line with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations and other relevant Health and Safety Legislation and Procedures.

This Health and Safety Policy and Manual has been drawn up to acquaint all those carrying out work for and on behalf of the Company of the minimum standards of Health and Safety they are required to maintain at all times.

NOTE: *Member Companies may already have in place elements of Health & Safety, Guidance, etc that already satisfy their minimum requirements or indeed exceed them. In these instances these may well override, compliment or be in addition to the standard guidance within this manual.*

Mark Garland & Mike Leppard
Isle of Wight Building Safety Association

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2.0 - SCOPE

This document is the Level One Manual for the Isle of Wight Building Safety Association and its Members. It defines the basis of our Health and Safety Management System and offers guidance as to how we control our systems and meet the requirements of the International Specification(s).

This level 1 document defines policies and refers to procedures and instructions that are relevant to the Isle of Wight Building Safety Association and its Members.

It aims to honour the overall objectives and philosophy set by the Isle of Wight Building Safety Association and its Members in order to comply with a BS OHSAS 18001 standard for procedures on Health and Safety.

The Isle of Wight Building Safety Association and its Members are committed to achieving and maintaining an OHSAS standard. This will enable the company to:

- Establish a Health and Safety Management System to improve control of Health and Safety issues and minimise risks in all our activities.
- Implement, maintain and continually improve the Health and Safety Management System.
- Assure Company Management, HSE and other interested parties of conformance to our Health and Safety Policies.
- Demonstrate conformance to our Health and Safety Policies to interested parties.

The Isle of Wight Building Safety Association and its Members are Island based companies and are predominantly construction or related trades.

Trades Covered:

- **General construction works and associated trades** – Brickwork, carpentry, scaffolding, ground-works, painters, decorators etc
- **Property Development** – New build constructions and green and brown field sites
- **Roofing** – New roofs, repairs and maintenance
- **Civil Engineering** – Highways, coastal protection, bridge works and other civil works
- **Associated mechanical & electrical** – New installations, repairs and refurbishment to existing services

Information and Guidance used in the development of this system have included:

- HSG (65) Successful Health and Safety Management
- BS OHSAS 18001 Occupational Health and Safety
- BS 8800: 2004 Management of risk

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3.0 - TERMS AND DEFINITIONS

For the purposes of this manual the following terms and definitions apply: -

Accident

An undesired event, giving rise to death, ill health, injury, damage or other loss

Audit

Systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the Isle of Wight Building Safety Association and its Members policy and objectives

Continual improvement

Process of enhancing the Health and Safety management system, to achieve improvements in overall health and safety performances, in line with the Isle of Wight Building Safety Association and its Members Health and Safety policy

Hazard

Source or situation, with a potential for harm in terms of human injury or ill health, damage to property, damage to the workplace environment, or a combination of these

Hazard identification

Process of recognising that a hazard exists and defining its characteristics

Incident

An event that may give rise to an accident or has the potential to lead to an accident

NOTE: *An incident where no ill health, injury, damage, or other loss occurs is also referred to as a "near-miss". The term "incident" includes "near-misses" as defined in RIDDOR*

Interested parties

Individuals or groups concerned with or affected by the Health and Safety performance of the Isle of Wight Building Safety Association and its Members

Non-conformance

Any deviation from work standards, practices, procedures, regulations and management system performance etc. that could either directly or indirectly lead to injury or illness, property damage, damage to the workplace environment, or a combination of these

Objectives

Goals, in terms of Health and Safety performance, that the Isle of Wight Building Safety Association and its Members sets itself to achieve

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Occupational health and safety

Conditions and factors that affect the well being of employees, temporary workers, contractor personnel, visitors and any other person in the workplace

Organisation

Company, corporation, firm, enterprise, authority, association or institution, whether incorporated or not, private or public, that has its own functions and administration

Policy

Statement by the organisation of its intentions and principles in relation to its overall performance, that provides a framework for action and for setting objectives and targets

Prevention of pollution

Uses of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution

H & S management system

Part of the overall management system that facilitates the management of the Health and Safety risks associated with the business of the Isle of Wight Building Safety Association and its Members. This includes the organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the Isle of Wight Building Safety Association and its Members' Health and Safety policies

Risk

Combination of the likelihood and consequence(s) of a specified hazardous event occurring

Risk assessment

Overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable

Safety

Freedom from unacceptable risk of harm

Tolerable risk

Risk that has been reduced to a level that can be endured by the Isle of Wight Building Safety Association and its Members has regard to our legal obligations and our Health and Safety Policy

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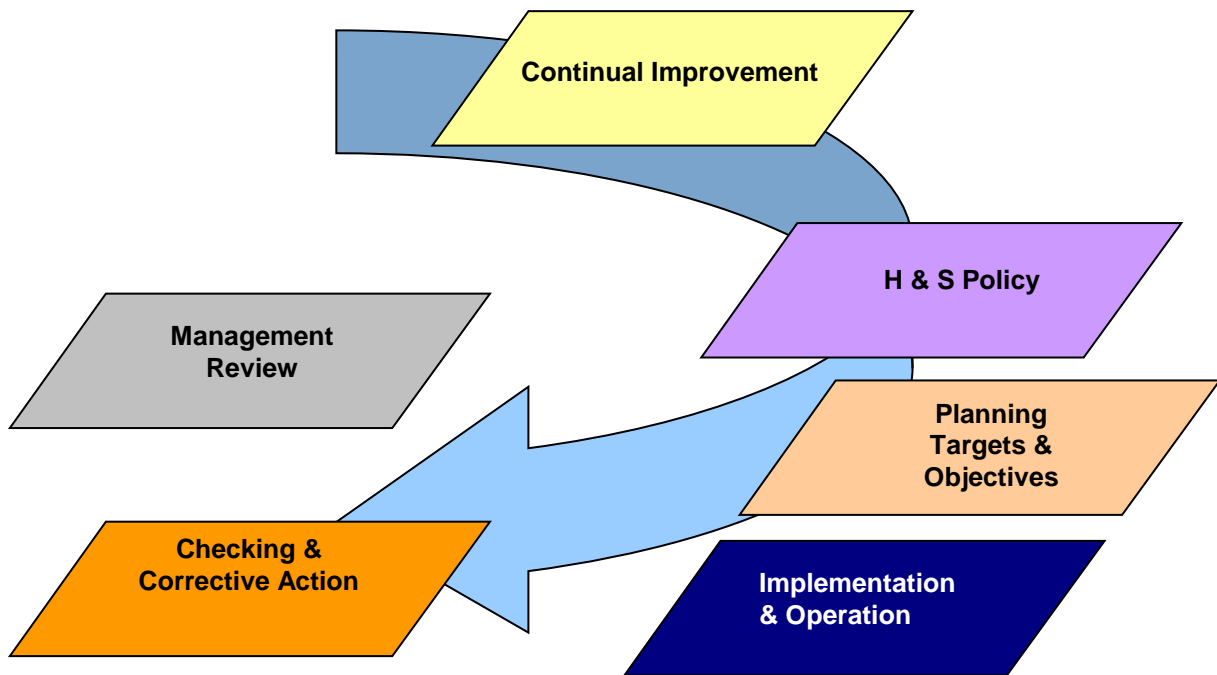
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4.0 - H & S MANAGEMENT SYSTEM

4.1 - General Requirements

This Health and Safety Management System is designed to demonstrate the activities of the Isle of Wight Building Safety Association and its Members and under this Health and Safety Management System, the Isle of Wight Building Safety Association and its Members can if required attain the certification of BS OHSAS 18001.

Key Elements for H & S Management



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4.2 - POLICY

HEALTH AND SAFETY GENERAL POLICY STATEMENT

The Isle of Wight Building Safety Association is committed to ensuring the Health & Safety of all its employees and visitors, so far as is reasonably practicable, and that statutory duties are met at all time.

- All employees will be given information, instruction and training to enable the safe and efficient performance of work activities.
- Management will ensure that all processes of production be designed, constructed, operated and maintained, taking into consideration Health and Safety issues.
- Competent persons will be appointed to assess risk, advise, improve and maintain standards of Health, Safety and Environment.
- Management will provide and maintain a safe working environment with appropriate facilities and welfare arrangements.
- Provision will be made to ensure safe systems of work exist in the control of hazardous substances.
- Systems for planning, organising, controlling and reviewing Health and Safety arrangements will be provided.
- Facilities and arrangements will be maintained to enable employees and their representatives to raise Health and Safety issues.
- It shall be the duty of every employee to co-operate with management to ensure the success of the policy, which requires total commitment from all levels of employee.
- Every individual has a legal obligation to take reasonable care of his or her own Health and Safety and for the Health and Safety of others who may be affected by their acts or omissions.

Full details of the organisation and arrangements for Health and Safety will be set out in separate documents. The policy will be reviewed and revised in the light of any legislative or organisational change

Signed: *M.A. Garland*

Date: 25-01-2019

For and behalf of the Isle of Wight Building Safety Association Members

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4.2.2 - FIRE PREVENTION POLICY STATEMENT

The Isle of Wight Building Safety Association and its Members are committed to taking every reasonable and practical step in ensuring that no employee is put at risk due to fire or explosion.

- All processes will be designed, constructed, protected and maintained taking into consideration fire precaution issues.
- All employees will ensure that equipment, plant, machinery and processes are operated within statutory requirements, and that good housekeeping practices are adhered to, to minimise the risk of fire.
- Suitable fire protection equipment will be provided and maintained in order to meet those risks and hazards associated to the operation of the business.
- Will ensure that all equipment is tested or serviced at the recognised time periods.
- A '**Restricted Smoking Policy**' will be managed under The Smoke-free (Premises and Enforcement) Regulations 2006.
- We will carry out Fire Risk assessments as necessary and in line with relevant legislation and consultation with the local Authorities.
- We will carry out suitable training where appropriate to use fire-fighting equipment, this also includes practice evacuations.

Other related matters: -

Fire and Emergencies Procedure

- ❖ Also see Health & Safety Manual Part 4 – Guidance 28 Emergency Procedures
- ❖ Also see Health & Safety Manual Part 4 - Guidance 29 Fire Safety Procedures
- ❖ Also see Health & Safety Manual Part 5 – Appendix 1 – Emergency Contact List for Operators

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4.2.3 - ELECTRICITY AT WORK POLICY STATEMENT

It is recognised by the Isle of Wight Building Safety Association and its Members that working with, or around electricity may present varying levels of risk which carry an unacceptable degree of potential harm or consequence.

Therefore, it is the policy of the Isle of Wight Building Safety Association and its Members to control its electrical work and that of competent electrical employees and contractors during work, for all sources of electricity both fixed and portable.

Only competent authorised staff or contractors shall carry out electrical work on behalf of the Company.

Recognised high-risk work shall be subject to a permit-to-work. These include: -

- Entry into sub-stations
- Work over 1000 volts AC or DC
- Live work
- Work on exposed bus-bars
- Work in explosive atmospheres
- Work in confined spaces

Only an authorised staff member shall hold keys and have access to electrical cabinets and enclosures.

No employee shall bring electrical equipment onto site or take any equipment off-site without the permission of the Company.

Portable Equipment

It has been recognised that portable electrical equipment poses increased risks.

Therefore, all portable electrical equipment shall be tested at suitable intervals dependent upon usage, working environment, etc., as determined by the Company and records shall be kept for all such tests for a minimum to the date of the next test date, or 3 years where a related accident has resulted.

In most cases, the test carried out will be the recognised method of portable appliance testing (PAT), whereby all portable equipment is actively inspected, tested and certificated.

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All persons using portable electrical equipment must visually inspect the equipment before use. Any faults found must be reported immediately to the Supervisor / foreman and the equipment must not be used.

Only a competent person will only carry out the testing of such equipment.

All new and existing equipment shall be labelled to the next test date for that type of equipment.

Any existing portable equipment may be tested within one calendar month prior to its due date.

Any portable equipment with a test date that has expired must not be used and should be reported to their Supervisor / Foreman immediately.

Any equipment that does not successfully pass the criteria of the PAT must be repaired by a competent person only, or rendered unusable and a suitable replacement shall be purchased.

Any person scrapping or removing any portable electrical appliance must inform the Supervisor / Foreman so that the article is removed from register.

No person shall bring onto site any personal portable appliances whatsoever unless authorisation has first been given by the Company and the equipment is PAT approved.

Other related matters: -

☛ Electricity

- ❖ Also see Health & Safety Manual Part 4 - Guidance 15 Overhead Electrical Power Line Dangers
- ❖ Also see Health & Safety Manual Part 4 - Guidance 17 Working with Electricity

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4.2.4 - PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY STATEMENT

It is the policy of the Isle of Wight Building Safety Association and its Members to provide all of its employees with the necessary Personal Protective Equipment (PPE) to prevent personal injury where other control measures are deemed insufficient, or impractical.

This policy forms a part of our overall risk reduction programme.

- All employees should wear the appropriate PPE when they are at risk
- PPE is provided, free of charge, with replacements being available upon request
- Employees should inspect their PPE on a regular basis to ensure that they continue to afford adequate protection, and must report any defects immediately and obtain replacement
- All PPE should be kept in a clean serviceable condition in accordance with Manufacturers' guideline and "Best Practice"
- All personnel will receive suitable training to allow them to fit and wear the PPE correctly and how to maintain it in a serviceable condition.

NOTE: *Gloves should not be worn when operating rotating equipment where entanglement is likely*

Other related matters: -

🔴 Personal Protective Equipment (PPE)

- ❖ Also see Health & Safety Manual Part 4 – Guidance 07 Personal Protective Equipment
- ❖ Also see Health & Safety Manual Part 4 – Guidance 35 Head Protection (PPE)
- ❖ Also see Health & Safety Manual Part 4 – Guidance 36 Foot Protection
- ❖ Also see Health & Safety Manual Part 5 – Form 08 PPE Issue Record

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4.2.5 - NOISE AND HEARING CONSERVATION POLICY

Introduction

This policy sets out the Company(s) approach to noise and hearing conservation. The Managing Director, Owner, Sole Trader is responsible for its implementation.

Policy

- It is the intention of the Company(ies), wherever it is reasonably practicable to do so, to reduce noise levels. Where this is not reasonably practicable steps must be taken to protect the workforce.
- No unprotected ear may be exposed to noise levels in excess of 85 dB (A) Leq or impulsive levels exceeding 130 dB (A) Leq. All areas where noise levels are expected to be in excess of 85 dB (A) Leq or impulsive levels exceeding 130 dB (A) Leq will prominently be marked in accordance with the "Safety Signs Regulations 1980" and other appropriate Regulations.
- Hearing protection **MUST** be worn at all times by employees in all designated high-risk areas, where noise levels reach the 2nd Action Level (currently 85 dB). Effective personal hearing protection will be provided where necessary or upon request.

Implementation

Noise Reduction

The Management will ensure that all reasonably practicable steps are taken to reduce noise levels. Where noise-reducing devices are fitted to equipment they **MUST** be kept in position whilst noise is being generated.

Each Site Supervisor / Foreman will ensure that they have an on-going programme of noise reduction such that hazardous noise levels are progressively reduced, within the resources available.

Supervision & Training

The training of all staff is an important part of the implementation of the policy, requiring Site Supervisors and Foreman to set high standards.

Employees are required to co-operate with management in using all safety equipment provided, including equipment designed to protect workers' hearing, the use of which is a condition of employment.

Each Site Supervisor / Foreman will ensure that:

- Employees are made fully aware of the hazards of high noise levels, and of the necessity to use personal hearing protection. Personal counselling and disciplinary procedures should be used to attain the standard required.

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Records

A record must be kept of:

- Name
- Job
- Department
- Type of protection being used
- Confirmation of use

Detailed records must be kept of interviews concerning employees who fail to wear hearing protection and of any recommendations or any disciplinary procedure.

A record must be kept of all employees' noise hazard related training and of each individual who has received such training. (This would include hearing conservation and noise attenuation).

Other related matters: -

- ❖ Also see Health & Safety Manual Part 4 - Guidance 30 Noise at Work

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4.2.6 - DISPLAY SCREEN EQUIPMENT (DSE) POLICY STATEMENT

All reasonable, practicable steps will be taken by the Company to secure the health and safety of employees (Users) who work with Display Screen Equipment (DSE).

The Isle of Wight Building Safety Association and its Members acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the Isle of Wight Building Safety Association and its Members to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

The Isle of Wight Building Safety Association and its Members will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

Arrangements for Securing the Health and Safety of Workers

The Isle of Wight Building Safety Association and its Members will, in consultation with workers and their representatives:

- Carry out an assessment of workstations, taking into account the DSE, the furniture, the working environment and the worker.
- Take all reasonable, practicable measures to remedy any risks found as a result of the assessment.
- Take steps to incorporate, where appropriate, changes of task within the working day, in order to prevent intensive periods of on-screen activity.
- Review software to ensure suitability for the task.
- Arrange where appropriate for the provision of eye and eyesight tests upon request and at regular intervals thereafter and where a visual problem is experienced.
- Arrange for the free supply of any corrective appliances (Spectacles to a pre-arranged value) where required **specifically for working with DSE**. Alternatively a contribution will be made to the same value as provided by the supplier, upon the receiving of a receipt.

Advise existing employees, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety in the use of DSE, the Company will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of actions taken.

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Where a problem arises in the use of DSE, the employee must adopt the following procedures:

- Inform a responsible person immediately.
- In the case of an adverse health condition, advise their General Practitioner.

Information and Training

The Isle of Wight Building Safety Association and its Members will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and Contractors.

Staff responsible for Users of display screen equipment will also be given appropriate training.

Other related matters: -

- ❖ Also see Health & Safety Manual Part 4 – Guidance 08 Display Screen Equipment
- ❖ Also see Health & Safety Manual Part 5 – Form 01 – VDU Assessment Record
- ❖ Also see Health & Safety Manual Part 5 – Appendix 07 - DSE Definitions
- ❖ Also see Health & Safety Manual Part 5 – Appendix 08 – DSE Flow Chart

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4.2.7 - CONSULTATION AND SAFETY REPRESENTATIVES POLICY STATEMENT

The Isle of Wight Building Safety Association and its Members undertake their responsibilities and obligations under the Health and Safety at Work Act (1974) section 2(4).

Aims and Objectives:

The Isle of Wight Building Safety Association and its Members aim to achieve a high standard in Health and Safety matters through:

- Active involvement of all employees.
- Co-operation of all by clearly identifying and defining responsibilities.
- Setting standards and through training to make people competent to achieve the standards.
- Move away from reactive response by pursuing pro-active measures such as risk assessment, auditing, reviewing and improving safe systems of work.
- Conformance to safe systems of work and procedures.

Other related matters: -

☛ Employee Consultation

- ❖ Also see Health & Safety Manual Part 4 – Guidance 02 – Consultation Prior to Commencement of Work

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4.3 - Planning

4.3.1 - Planning for Hazard Identification, Risk Assessment and Risk Control

Hazard identification, risk assessment and risk control will be used by the Isle of Wight Building Safety Association and its Members in the development of all Risk Management systems.

The Isle of Wight Building Safety Association and its Members will ensure the identification of hazards, assessment of risks, and implementation and review of risk controls of the necessary control measures. Risk Assessment will cover normal and abnormal operations, the exposure to hazards to employees, contractors, sub-contractors and others.

When risks are highlighted actions and objectives will be planned to reduce these impacts to an acceptable level by the hierarchy of controls:

- Elimination of the operation
- Substitution of the operation by an alternative means
- Automation of equipment or process
- Isolation
- Guarding or engineering procedures
- Safe Systems of work
- Provision of PPE

This is a proactive approach of controlling the risks before harm can occur and involves the whole workforce. Competent persons will carry out assessments.

The Isle of Wight Building Safety Association and its Members will wherever possible maintain a register to record and manage hazard identification, risk assessment and risk control. The following **“Other related matters”** below describe how this.

Other related matters: -

Risk Assessments

- ❖ Also see Health & Safety Manual Part 5 – Appendix 09 – Risk Assessment Flow Chart
- ❖ Also see Health & Safety Manual Part 5 – Appendix 10 – Risk Assessment Protocol

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4.3.2 - LEGAL AND OTHER REQUIREMENTS

In order to identify legal requirements, the Isle of Wight Building Safety Association and its Members, subscribes to a number of organisations, services and publications and accesses internet specific sites such as the HSE website, providing information on legal requirements, standards and industry guidance. The Isle of Wight Building Safety Association maintains a register of applicable legislation.

Access is available to Health and Safety information through HSE Sites and other Worldwide Health and Safety Web sites.

Meetings are held periodically to communicate updates in Health and Safety Legislation and best practices. Such information is communicated to the Members through briefings, newsletters and training.

Other related matters: -

👉 Statutory Provisions

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4.3.3 - HEALTH AND SAFETY OBJECTIVES

Business Health and Safety objectives are set by each individual Member Company and will relate directly to their own Companies.

The Isle of Wight Building Safety Association are measured and monitored at Committee reviews, in the form of Key Performance Indicators (KPI's), statistics, produced documentation, including Construction Phase Plans, Method Statements and site inspections, etc.

Other related matters: -

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4.3.4 - HEALTH AND SAFETY MANAGEMENT PROGRAMME (WHERE APPLICABLE)

Where applicable each Member maintains a Health and Safety Action Plan that designates responsibility and authority for achievement of the objectives at the relevant functional levels of the organisation defining the means and time scales by which objectives, targets etc. are to be achieved.

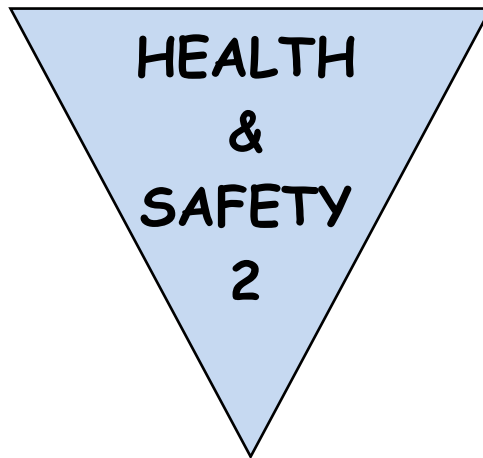
As part of the Health and Safety management program, the following issues will be considered within this meeting;

- Set, monitor and review progress of the Construction Phase Plan
- Health and Safety policies and objectives
- Reviews of legal and other requirements
- Result of hazard identification, risk assessments and risk control
- Health and Safety suggestions or consultations with members
- Review of current and any new site activities
- Changes in workplace operations, projects and developments
- Continual Improvement activities
- Results from audits and inspections
- Availability of resources needed to achieve the Health and Safety objectives

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The Isle of Wight Building Safety Association




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4.4 - IMPLEMENTATION AND OPERATION OF HEALTH AND SAFETY

4.4.1 - Structure and Responsibility

The Isle of Wight Building Safety Association and its Members determine the structure and responsibilities for management of Health and Safety and allocates key resources in order to:

- Implement, maintain and continually improve the Health and Safety Management System
- Implement Health and Safety action plans
- Achieve objectives

The adequacy of resources allocated to the Health and Safety Management System will be evaluated annually by comparing the planned achievement of Health and Safety objectives with actual results.

Management commitment to the Health and Safety Management System, and its continual improvement is a major part of the businesses ethos. Health and Safety is an agenda point at all Committee and site meetings.

Health & Safety awareness through DVD's, videos, posters and general information (published and internet) is continually updated and available.

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NOTE: - For individual Member Company Details Refer to: - D-01 (appended)

ISLE OF WIGHT BUILDING SAFETY ASSOCIATION - ORGANISATION

Management Committee

Chairman	Mr. R. Ventress
Vice Chairman	Ms. S. Thomasson
Treasurer	Mr. D. Street
Accountant	Mr. A. Higgins
Committee Members	Mr. D Butler

Isle of Wight Health and Safety Manager / Officer Mr. M. Garland

Isle of Wight Safety Trainer & Safety Officer Mr. M Leppard

Isle of Wight Office Administration Mrs. J. Grocock

Association Members

Note: - List available through the Isle of Wight Building Safety Administration

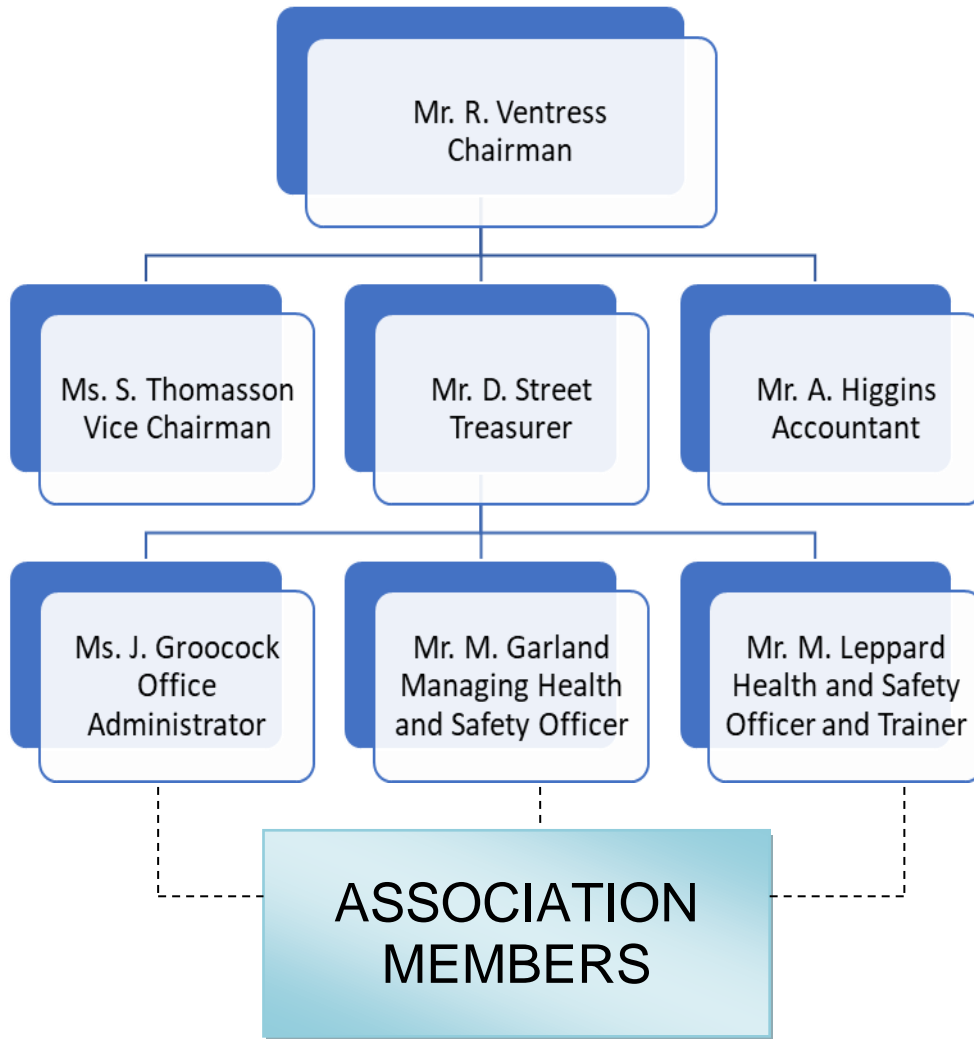
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NOTE: - For individual Member Company Details Refer to: - D-01 (appended)

ISLE OF WIGHT BUILDING SAFETY ASSOCIATION - ORGANISATION CHART



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RESPONSIBILITIES - MANAGING DIRECTOR, OWNER OR SOLE TRADER

- The Managing Director has the ultimate responsibility for the implementation of Health and Safety.
- To monitor the effectiveness of the policy and authorise improvements where necessary. Annually review and update the Health and Safety Policy and Manual, in conjunction with the IWBSA Safety Officer(s), or as and when required to meet the requirements of new legislation, new or modified systems of work.
- Ensure that the Management understands, accepts and pursues its responsibilities for the Health and Safety Policy.
- Ensure that the Management is trained and equipped to play its part.
- Ensuring that, by example, support is given to all levels of Management, Supervision and Employees of the Company to enable the Policy to be a successful working document.
- Ensuring that effective communication channels are maintained, so that information concerning Health and Safety is effectively communicated.
- Ensuring that the Management and Site Supervisors are advised on any matter deemed to be unsafe or any breach of a Statutory and/or in-house regulation and codes of practice.
- Ensuring that Risk Assessments are carried out and from them Safe Systems of Work are agreed and implemented in liaison with the relevant employees, so that all work undertaken can be carried out in accordance with statutory and in-house regulations and codes of practice.
- Delegating responsibilities for Health and Safety to the level as identified in the Health and Safety Policy and ensuring that they receive adequate training and instruction to undertake these responsibilities.
- Ensuring that meetings regarding Health and Safety are held as and when necessary.
- Ensuring that Health and Safety is given due consideration in all forward planning.
- Ensuring that adequate funds are budgeted to meet the ongoing Health and Safety requirements of the Company.
- To liaise with the IWBSA Safety Officer(s) on Health and Safety matters.
- Analyse the IWBSA Safety Officer(s) defect reports and ensure that appropriate corrective action is implemented.
- Ensure that all plant and equipment purchased meets Health and Safety standards and are regularly inspected and tested in conformance with the appropriate regulations.
- Ensure that the requirements under Fire Regulations, recommendations from the Fire Officer, and Insurance Assessors are implemented, to ensure that fire prevention and fire fighting equipment is regularly tested, inspected and maintained in good working order.


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- Plan and set up a Health and Safety programme.
- Establish a suitable organisation to put the programme into effect.
- Monitor the results of the programme.

Suggested Health and Safety Training Requirements


Induction	IOSH Directing / Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other


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RESPONSIBILITIES - MANAGERS – REPORTING TO THE MANAGING DIRECTOR

Have a direct responsibility to the Managing Director for implementing the Health and Safety Policy of the Company. To enable that responsibility to be effectively discharged, they must:

- Apply the Health and Safety Policy within the areas of their responsibility and ensure that Health and Safety standards are maintained.
- Ensure that all employees within their respective areas are made aware of the Health and Safety Policy and any relevant arrangements and Health and Safety procedures contained therein.
- Ensure that all employees under their control are given sufficient information, instruction, training and are competent, with adequate supervision, to carry out their relevant work tasks and activities safely.
- Ensure that site notification procedures are implemented as appropriate, that all site Registers and Records are maintained and statutory inspection and test checks of scaffolds, working platforms, lifting equipment, excavations, etc. are carried out by a competent person and results are recorded in the appropriate register. These records to form part of the Health and Safety System.
- Ensure that all approved protective equipment and clothing required within their areas is readily available and properly used.
- Ensure that any hazardous materials within their areas have an adequate Control of Substances Hazardous to Health (COSHH) assessment and appropriate data hazard sheets are available.
- Responsible for notifying the Safety Officer(s) of new work, accidents and dangerous occurrences.
- Ensure that all accidents are recorded in the accident book. They must be investigated, remedial action implemented and the appropriate form completed in line with RIDDOR requirements.
- Nominate a Deputy to cover the responsibilities in their absence.

Suggested Health and Safety Training Requirements


Induction	IOSH Managing Safety	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other


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RESPONSIBILITIES - COMPANY SECRETARY DUTIES – REPORTING TO THE MD


- Responsible for the administration of Health and Safety Policy and Manual, any Customer Health and Safety Requirements and for maintaining Health and Safety standards in the Offices, on small works and contracts, as directed by the Managing Director.
- Assess the competency of employees, sub-contractors or self-employed operators under their control. Ensure that operators are qualified and hold appropriate certificates for the work that they are employed to do.
- Ensure that adequate training, instruction and information is given to employees, sub-contractors, and self-employed personnel and new operators before they are allowed to operate tools and equipment. Ensure that employees, sub-contractors and self-employed workers are capable of carrying out the work allocated to them and that all appropriate Health and Safety information and instructions have been given and understood.
- Ensure refresher training is carried out and personnel records are maintained showing training carried out and the recommended date of any refresher training requirements.
- Carry out risk assessments including DSE risk assessments on all equipment related to the office environment and organise the work to ensure that office staff are not unduly exposed to stress, musculo-skeletal disorders, WRULD's, etc.
- Ensuring that all Assessment Records and Training Records are included into Health and Safety System and are maintained to the latest issue standard.
- Pre-plan safe systems of work within the offices, taking into consideration any special safety implications, including Use of Computers and Software, repetitive operations, heavy lifting, safe access and egress to all workplaces, etc.
- Ensure that all relevant Health and Safety literature, Risk Assessments, COSHH Assessments Safe Systems of Work and instructions are issued to the employees.
- Overall responsibility for the Administration of all Insurance Policies (i.e. Employers Liability; Public Liability; Fire Safety Certificates, Motor Insurance etc.) Ensuring that Policies are valid at all times.
- Maintenance of Registers for Plant and Equipment ensuring that Mechanical and electrical equipment requiring specialist inspection and certification are inspected, tested and certified in line with the requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998 and other relevant Legislation.
- Ensure that all accidents are recorded in the First Aid book. Initiate the reporting procedure for more serious accidents to the Safety Officer(s) and the HSE Incident Contact Centre in line with RIDDOR requirements.
- Maintenance of personnel Health and Safety records, ensuring that all assessment records are included into the Health and Safety System and are maintained to the latest issue standard.

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Suggested Health and Safety Training Requirements


Induction	IOSH Directing / Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other


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**RESPONSIBILITIES - CONTRACTS MANAGER / ESTIMATOR(S) RESPONSIBILITIES
(WHERE APPLICABLE)**

- Is responsible for ensuring all / any works deemed necessary are managed and that only “Authorised” and “Competent” persons are engaged to carry out the works.
- Responsible for ensuring that the works comply to new or changes in legislation and associated regulations in respect of:

Buildings and Premises

- To ensure that all new works or alterations conform to the current highest standards of legislation when carried out in respect of Building Control, Planning and Fire Standards. To consult and inform such bodies as are necessary to achieve this standard.

Machinery and Equipment

- To ensure that all plant and equipment procured or modified in such a way as to comply with current standards of PUWER, the HASAW Act 1974 and any subsequent regulations. Ensuring that the equipment is suitable for the work tasks.

Processes and Materials

- To ensure that new processes and materials are suitable for use on site and Safe Systems of Work are implemented. Upon introduction of a new process / material, ensure that all relevant data, drawings, etc. are provided to the site and specific arrangements for monitoring / maintenance, etc. are in place.

Suggested Health and Safety Training Requirements


Induction	IOSH Directing / Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other


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RESPONSIBILITIES - SITE SUPERVISION / FOREMAN (WHERE APPLICABLE)

Having responsibility for the following in the areas under their control:

- Ensuring that all employees and sub-contractors under their control fully understand and observe all aspects of the Health and Safety Policy.
- Ensuring that all employees and sub-contractors under their control are advised of any Health and Safety matters, which affects their areas of control.
- Ensuring that any matter concerning Health and Safety under their control is communicated to the relevant member of management if it cannot effectively be dealt with.
- Ensuring that all employees are adequately trained and instructed to perform all the tasks required of them and they are made aware of all known hazards, which may exist within the operation of their tasks, in particular, no new or transferred employee is required to undertake any task without appropriate instruction.
- Ensure that Health and Safety receives full consideration in:
 - Current site programmes
 - Planning new operations and methods of work
 - Use of new plant and equipment.
- Ensure that all safe operating procedures and instructions are known and observed. Continually review and examine these procedures and instructions in practice and discuss them with employees concerned with the aim of ensuring that they are workable and understood.
- Ensure that in non-routine operations all employees are adequately trained, competent and properly supervised.
- Ensuring that employees work to the agreed safe system of work
- Administer Permit-to-Work systems as required, ensuring compliance by all parties
- Ensuring that all personnel under their control are instructed regarding the provision, location and use of all safety devices and equipment relevant to their operations.
- Ensuring that all relevant employees are instructed regarding the provision, location and use of first aid equipment and fire extinguishing media.
- Make sure that the necessary protective clothing and safety equipment is readily available, issued and correctly used at all times.
- Ensuring that all accidents / incidents arising out of this work activity are recorded, thoroughly investigated and reported as detailed in the accident reporting procedure.
- Ensure that all injuries and exposures to hazardous materials are reported to the Company Secretary.

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- Conduct regular checks of the workplace to establish the ongoing Health and Safety standards of the areas under their control are being maintained.
- Ensure that all site registers and records are maintained and statutory inspection and test checks of scaffolds, working platforms, lifting equipment, excavations, etc. are carried out by a competent person and results are recorded in the appropriate register.
- Attend meetings regarding Health and Safety matters as and when requested.
- Ensuring that areas under their control are maintained in a condition that is safe and without risks to health and that any defective plant, equipment or facilities reported or seen are, where necessary, taken out of use until repaired, replaced or other appropriate action is taken.
- Maintain the highest practical standards of good housekeeping.
- Ensure that Manual Handling assessments are carried out, findings are recorded and assessment actions are implemented, including as appropriate suitable training in handling techniques. Results of assessments and training to be incorporated into the Health and Safety system.
- Ensure that COSHH assessments are carried out, findings are recorded and safety instructions are issued to the employees.
- Ensuring that all employees under their control, handle, store and transport any substances hazardous to health in accordance with rules and procedures.
- Ensuring that all waste is disposed of to an approved Waste Disposal Depot and that all necessary documentation is completed and up-to-date. Waste disposal documentation to be retained for the appropriate duration
- At all times set an example for all employees to follow.

Suggested Health and Safety Training Requirements


Induction	IOSH Managing Safely or Equivalent	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other Basic Health and Safety


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RESPONSIBILITIES - BUSINESS ADMINISTRATOR (WHERE APPLICABLE)


Responsible for the provision of support to the Managing Director, Directors, Company Secretary, Managers, etc. for the day-to-day administration of Health and Safety record keeping etc.

- Ensure that Health and Safety considerations are attributed to job descriptions.

Suggested Health and Safety Training Requirements


Induction	IOSH Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other Basic Health and Safety


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RESPONSIBILITIES - HEALTH AND SAFETY OFFICERS

In conjunction with the Members the IWBSA Staff provide support by:

- Ensuring any deficiencies in the system are remedied through consultation with the Members
- Maintaining the Health and Safety management system
- Advising on matters of accident prevention and monitor the implementation of Health and Safety Policy, where possible in a pro-active manner
- Knowing, and keep abreast of all aspects of safety legislation
- Formulating Policies and Codes of Practice for the Members
- Periodically inspect sites, workshops and monitor working practices to ensure compliance with relevant legislation and Best Practice
- Assist, investigate and report on accidents in line with RIDDOR
- Maintaining liaison with the Health and Safety Executive (HSE), Fire Authorities and other bodies connected with Health and Safety
- Identifying hazards relating to materials, processes, and in conjunction with appropriate specialist advisers, recommend ways of eliminating them
- Advice on training programmes in respect of Health and Safety
- Bringing to the attention of the Members, all new legislation, Codes of Practice and any other matters affecting Health and Safety
- Establishing, in co-operation with other managerial functions and with employee's, representatives, Codes of Practice, Health and Safety Regulations and associated disciplinary procedures
- Agreeing objectives for safety and safety training programmes
- Having authority to stop work in workplaces in the case of serious and imminent danger.

Suggested Health and Safety Training Requirements


Induction	IOSH Managing Safety	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other Health and Safety


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**RESPONSIBILITIES - HEALTH AND SAFETY REPRESENTATIVES OR CONSULTATION
NOMINEE (WHERE APPLICABLE)**

Health and Safety Representatives or Consultation Nominee do not have any extra duties other than that of employees, they do / may, however, have functions to perform. These should follow those laid down in the Approved Code of Practice of the Safety Representatives and Safety Committees Regulations 1977 or The Health and Safety (Consultation with employees) Regulations 1996.

These functions include: -

- Liaison with management on Health and Safety matters raised by employees they represent.
- Investigating complaints, by any employee they represent, relating to that employee's health, safety and welfare at work.
- Investigating potential hazards, dangerous occurrences and causes of accidents in the workplace.
- Carrying out inspections of the workplace.
- Representing employees, in any necessary consultation with Inspectors of the HSE, or other enforcing authorities.
- Receiving information from HSE Inspectors in accordance with Section 28(2) of the 1974 Act via the HR Manager.
- Participate in meetings of the Health and Safety Committee.

Suggested Health and Safety Training Requirements


Induction	IOSH Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other Basic Health and Safety


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RESPONSIBILITIES - EMPLOYEES

Employees have a duty to:

- Have an overriding responsibility for their own Health and Safety and should report personally to their immediate Site Supervisor, Foreman or Manager any structural defect or equipment believed to be faulty or hazardous, or any activity, which endangers themselves or others. They also have a general responsibility to maintain a safe and healthy environment for themselves and others.

Employees are responsible for: -

- Ensuring the health, safety and welfare of themselves and others whom may be affected by their acts or omissions.
- Ensuring that they use the correct tools and equipment for the job and appropriate safety equipment and clothing provided.
- Ensuring the safety of any employee or other person under their care.
- To properly wear and not mis-use any item supplied to them in the interests of health and safety
- Ensuring that they are fully aware of the arrangements of this Policy and their subsequent responsibilities.
- Refrain from horseplay and abuse of the welfare facilities provided.
- Attend work in a condition not influenced by alcohol or prescribed or non-prescribed drugs that could affect their ability to carry out their work safely.

Suggested Health and Safety Training Requirements


Induction	IOSH Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other Basic Health and Safety


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4.4.1.2 - RESOURCES

The Isle of Wight Building Safety Association and its Members allocate key resources in order to:

- Implement, maintain and continually improve the Health & Safety Management System
- Implement Health and Safety action plans
- Achieve objectives.

To ensure the availability of such resources Companies uses yearly budgeting.

The adequacy of resources allocated to the Health and Safety Management System will be evaluated annually by comparing the planned achievement of Health and Safety objectives with actual results.

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4.4.1.3 - COMMITTEE & MEMBER MANAGEMENT COMMITMENT


The Safety Officers deliver a yearly report at the Annual General Meeting of the Isle of Wight Building Safety Association and its Members, detailing Health and Safety Performance of Members, review accidents, incidents and work-related illness reported in the last year and set targets, aims and objectives for the coming year.

Quarterly Meetings of the Management Committee are held to review performance and revise procedures as required.

Full committee meetings and extra ordinary meetings are called by the Management Committee or Safety Officers on an as required basis.

Other related matters: -

- ❖ See Health & Safety Manual Part 4 – Guidance 03 – Management of Health and Safety

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4.4.2 - TRAINING, AWARENESS AND COMPETENCE

Where practicable a competency matrix is maintained for all roles / functions.

The effectiveness of this training will be evaluated and appropriate records relating to training will be maintained.

The Isle of Wight Building Safety Association and its Members will also define training programmes, which will be incorporated into the Health and Safety system, following reviews of hazards, risk assessment, accidents, legislative changes, etc.

Other related matters: -

- ☛ Information, Instruction and Training
- ❖ See Health & Safety Manual Part 4 – Guidance 18 - Training

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4.4.3 - CONSULTATION AND COMMUNICATION PROCEDURES

Consultation with employees will be held through the Health and Safety Committee (where applicable), Member Management and other routes of communication such as:

- Site Meetings
- Meetings and consultation (Formal and informal)
- Notice Boards
- Newsletters

“**Other related matters**” - Employee Consultation below defines the Health and Safety Consultation and communication process.

Employees at all levels are involved in the hazard identification and risk assessment process.

Safety representatives or employee representatives are involved in incident investigations and corrective action plans.

Contractors / visitors are informed on the hazards within the site, and safety rules prior to starting work on site.

Other related matters: -

➤ Employee Consultation

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4.4.4 - DOCUMENTATION

The Isle of Wight Building Safety Association and its Members will maintain a Health and Safety Management System, which will include:

- A Health and Safety Policy + Manual
- Documented procedures, guidance and records in line with an OHSAS 18001 system
- Documentation related to the Health and Safety Management System

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4.4.5 - DOCUMENT AND DATA CONTROL

This document will be controlled electronically as shown at the foot of each page, printed copies will not be controlled and reference back to the electronic version for the most up to date version.

The Document Control Procedure describes the methodology for document and data control within the Isle of Wight Building Safety Association

Other related matters: -

- ☛ [Front Cover](#)
- ☛ [Amendments Sheet](#)
- ☛ [Document Control Procedure](#)

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4.4.6 - OPERATIONAL CONTROL

4.4.6.1 - Purchase of Equipment, Materials and Services


All equipment and materials purchased for work with the Isle of Wight Building Safety Association and its Members will be to the recognised standard or CE compliant where relevant. Quotes and approval will include the relevant Health and Safety specifications. This procedure is valid for any equipment, materials, services, etc. purchased at all levels.

“Other related matters” below gives the guidance for Provision and Use of Work Equipment

Other related matters: -

- ❖ Also see Health & Safety Manual Part 4 – Guidance 04 – Provision and Use of Work Equipment

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4.4.6.2 - HAZARDOUS TASKS

The “**Other related matters**” below describe and demonstrates the process by which the site(s) manage task specific risks through the employment of a hierarchy of operational control measures.

Other related matters: -

☛ Risk Assessment

- ❖ Also see Health & Safety Manual Part 5 – Appendix 09 – Risk Assessment Flow Chart
- ❖ Also see Health & Safety Manual Part 5 – Appendix 10 – Risk Assessment Protocol

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4.4.6.3 - HAZARDOUS MATERIALS

The “**Other Related Matters**” – Guidance 27 Control of Substances Hazardous to Health (COSHH) Regulations and Control of Substances Hazardous to Health section (pp85) describe the process to be used for the Members to identify hazardous materials that may be used.

The site(s) must control access to storage areas of hazardous materials. Preventive control measures including inspections will be taken by the Site Supervisor(s) and monitored by the IWBSA Safety Officers to ensure absence of damage or leakage. Clear instructions will exist at the site(s) to prevent storage in the same area of incompatible hazardous materials.

For any and all hazardous materials brought onto the site, material safety data sheets must be available in accordance with the COSHH Regulations.

Material safety data sheets will be the basis for risk assessments to be performed by the site regarding the safe transport, handling, disposal and use of hazardous materials.

Other Related Matters: -

☛ Control of Substances Hazardous to Health (COSHH)

☛ Risk Assessment

- ❖ Also see Health & Safety Manual Part 4 – Guidance 27 – Control of Substances Hazardous to Health (COSHH) Regulations
- ❖ Also see Health & Safety Manual Part 5 – Form 02 – On-site COSHH Risk Assessment
- ❖ Also see Health & Safety Manual Part 5 – Form 03 – On-site COSHH Risk Assessment

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4.4.6.4 - MAINTENANCE OF SAFE PLANT AND EQUIPMENT

The Maintenance Activities Procedure describes the process to be used for the Members to identify maintenance issues, which may require plans to be developed and maintained in order to ensure risks are reduced at source. This will include appropriate inspection and testing of safety systems and of equipment on site.

These formal inspections and any resulting repair or maintenance works will be performed by competent / qualified persons (internal or external).

Other related matters: -

☛ Maintenance Activities Procedure

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4.4.7 - EMERGENCY PREPAREDNESS AND RESPONSE

The “*Other related matters*” below describes actions to be taken in the event of an emergency and the responsibilities of the Members nominated person(s) in response to incidents occurring at a site.

Major emergencies and corresponding emergency response are reviewed and evaluated at managerial level during management reviews. This process also includes identification and communication of necessary additional corrective and preventive measures.

The Isle of Wight Building Safety Association and its Members will create a register of potential emergency scenarios and will carry out assessments, and formulate procedures for emergency responses to prevent and mitigate the likely illness and injury that may be associated with them. These will be reviewed together with assessments on a regular basis and periodically tested where practicable.

Other Related Matters: -

Fire and Emergencies Procedure

- ❖ Also see Health & Safety Manual Part 4 – Guidance 19 – Accident Prevention and Reporting
- ❖ Also see Health & Safety Manual Part 4 – Guidance 28 – Emergency Procedures
- ❖ Also see Health & Safety Manual Part 4 – Guidance 29 – Fire Safety Procedures
- ❖ Also see Health & Safety Manual Part 5 – Appendix 1 – Emergency Contact List for Operators

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4.5 - CHECKING AND CORRECTIVE ACTIONS

4.5.1 - Performance, Measurement and Monitoring

The Isle of Wight Building Safety Association and its Members maintain procedures and documents to monitor and measure Health and Safety performance on a regular basis. Monitoring is both proactive and reactive.

Records maintained by the Isle of Wight Building Safety Association and its Members to measure and monitor health and safety performance are:

- Risk assessments
- Training records
- Accident investigation reports
- Accident reviews
- Inspections
- Internal inspection reports
- IWBSA Independent inspections and audits of workshops, offices and worksites
- Committee review minutes

Other Related Matters: -

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4.5.2. - ACCIDENTS, INCIDENTS, NON-CONFORMANCES, AND CORRECTIVE AND PREVENTIVE ACTION

Accidents & Near Misses

The Isle of Wight Building Safety Association and its Members have effective procedures for reporting, evaluating and investigating accidents, incidents and non-conformances. The prime purpose of the procedure is to prevent further occurrences of the situation by identifying and dealing with root causes.

The Isle of Wight Building Safety Association and its Members monitor and review accidents and incidents, enforcing corrective and preventive actions where appropriate.

Records of non-conformances, actions taken, concessions, and other relevant information will be archived.

“**Other related matters**” below describes the Isle of Wight Building Safety Association and its Members accident and incident investigation and reporting system.

Other related matters: -

☛ [Health and First Aid](#)

☛ [Reporting Accidents, Injuries, Incidents and Diseases](#)

❖ Also see Health & Safety Manual Part 4 – Guidance 19 – Accident Prevention and Reporting

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4.5.3 - RECORDS AND RECORDS MANAGEMENT

The Isle of Wight Building Safety Association and its Members are required, by law, to satisfy regulations about keeping records of accidents at work under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (using the appropriate form on the HSE RIDDOR website).

Then Document Control Procedure describes how records are controlled and maintained in line with the requirements of an OHSAS 18001 Health and Safety Management System.

The use of this procedure is intended to demonstrate achievement of the regulatory Health and Safety requirements and also the effective operation of an OHSAS 18001 Health and Safety Management System

Such records will be retained in such a manner that they remain legible, are easily identifiable, can easily be retrieved and are retained for the recognised period of time.

Other related matters: -

- ☛ [Amendments Sheet](#)
- ☛ [Reporting Accidents, Injuries, Incidents and Diseases](#)
- ☛ [Document and Data Control](#)
- ☛ [Document Control Procedure](#)

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4.5.4 - AUDIT

Internal Audit - Health and Safety audits and inspections will be carried out and will be managed against an annual schedule set by the Committee. This will ensure that the Health and Safety Management System conforms to both the International Specification, and also to our own requirements and that it is effectively implemented and maintained.

The audit plan will be defined taking into consideration the relevance to Health and Safety of the site, processes, and areas to be audited; the results of previous audits or inspections may be used. The audit / inspection criteria scope, frequency, and methods shall be defined, and auditors will be selected who are objective and impartial.

Corrective actions based on audit findings will be completed in a timely manner and follow up action will include the verification of actions taken, and the reporting of the verification results.

Other Related Matters: -

 Inspections

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4.6 - COMMITTEE REVIEW

“Other Related Matters” below describes the process for Committee review. The Isle of Wight Building Safety Association and its Members' policy is to develop the Health and Safety system with the aim to continually improve its performance. Reviews are to be held at planned intervals at least annually, to ensure the systems suitability, adequacy and effectiveness. This includes assessing opportunities for improvements to the system so that it will continually improve.

The review will be carried out by the Management Committee and will include the Health and Safety Officers, ensuring the Health and Safety management system is suitable maintained.

This review will include identifying any changes required to the system, and further opportunities for improvement. Records of these meetings are kept at the IWBSA Offices and are circulated to all Members of the Association.

Other Related Matters: -

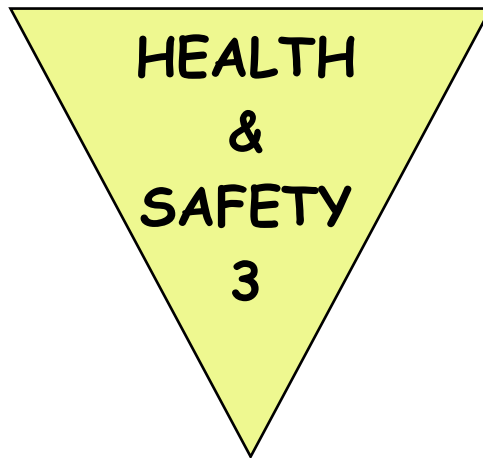
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The Isle of Wight Building Safety Association




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FIRE AND EMERGENCIES PROCEDURE

It is the policy of the Association Member to reduce the likelihood of a fire starting, or spreading, within its buildings or sites.

Aim

This procedure is about the steps needed to provide and maintain appropriate fire precautions. It also includes references to other emergencies, which require a similar response.

Scope

This procedure covers general fire safety matters, on the Association Members' sites and premises

Alarms and Detection

A fire evacuation test will be carried out on an annual basis. The fire alarms will be tested on a weekly basis.

In the event of a fire or other emergency, the alarm will be sounded and all employees will be evacuated from the building as quickly and as safely as is possible to the assembly point at the front of the building. This is maintained through a service contract at the recognised timescales required.

Fire Extinguishers

Fire extinguishers are located throughout the Association Members' premises and are available on sites.

Information, instruction

Statutory Fire action notices are displayed by the fire exits and fire alarm points, also when fixed fire extinguisher points are present appropriate signage is affixed permanently giving information, and instruction to that particular piece of equipment.

On Sites

HSE Fire Safety in Construction guidance requires sites to have adequate fire procedures and equipment located throughout the construction site and structures. In general alarms, fire extinguishers and signage should be located on each building level. A Fire Safety Plan is also a legal requirement; it should be implemented at the start of the contract and will need to be monitored and altered as the work progresses. Changes to fire precautions and controls must be made as they are identified and the Plan amended to suit.

NOTE: *Air horns, fire bells and vocal alarms are only acceptable on small, open, uncomplicated sites. The Guidance requires multi-linkable alarm units on all other sites.*

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Employees

All employees shall ensure that: -

- Accumulation of rubbish and combustible materials is kept to a minimum.
- There will be no smoking except in the designated areas.
- Flammable or combustible substances are only used under Company guidelines, and when not in use, properly stored.
- All exit routes are kept free from obstruction at all times.
- At no time shall exit routes be used as storage areas.
- Fire or smoke doors should never be propped or wedged open.

Responsibility

The Company Secretary is responsible for the following: -

- Retaining records

The Directors will appoint a Responsible Person, who will: -

- Conduct fire risk assessments and ensure that all fire precautions will be readily available, kept in a serviceable condition, repaired and tested at the recognised timescales.
- Produce and maintain a Fire Safety Plan for a construction site when required

Site Supervisors are responsible for the following: -

- Ensure that there are an adequate number of fire extinguishers available, subject to risk.
- That any item of fire equipment is in good workable condition, if not to report back to the office and obtain a replacement at the earliest opportunity.
- To ensure that there is a safe system of evacuation and alarm working on the site and that everyone is made aware of it.
- To have a "Safe" assembly point set-up on the site and that everyone is made aware of it.
- Implement and control the Fire Safety Plan when required

The Managing Director will oversee the general provisions of this procedure. Other individuals may be tasked with overseeing specific projects.

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HEALTH AND FIRST AID

While it is Company policy to reduce the likelihood of injuries or ill-health, the Company accepts that employees may become unwell or may be injured whilst on site and, therefore, the Company must be in a position to treat any such occurrences, so far as is reasonably practicable.

Aim

This procedure covers a range of health-related issues. These include: -

- Ergonomic issues such as manual handling
- Noise and vibration
- Use of hazardous substances (COSHH)
- First Aid

Scope

This procedure includes the provision of first aid for the Association Members employees, Contractors, Visitors, etc. to all Association Members sites and premises

Ergonomic Issues

The nature of ergonomics issues will be identified in the risk assessment process. If necessary external help will be sought, this may include precautions to minimise manual handling and Work-Related Upper Limb Disorders (WRULDS).

Eye and eyesight testing, and where necessary suitable prescriptive glasses will be provided for users of Display Screen Equipment (DSE).

Noise and Vibration

Where necessary, appropriate steps will be taken to reduce the exposure of staff and others to excessive noise and vibration, as identified by risk assessments. This may include specific specialist help if the need arises.

Hazardous Substances

All activities where staff may be exposed to hazardous substances will be assessed. Manufacturers' Health and Safety Data Sheets will be available to all staff and the necessary precautions and controls identified will be implemented. Specialist help may be sought if the need arises.

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FIRST AID

Aims

The purpose of first aid is to: -

- To attend to superficial injuries
- To make injured or ill staff comfortable and to preserve life until medical or ambulance assistance can attend.

First Aiders

The names of the designated First Aiders, Emergency First Aiders and/or Appointed Persons will be made available at each site or premises.

Any person feeling unwell or suffering an injury should seek their assistance.

First Aiders, Emergency First Aiders and/or Appointed Persons must complete the necessary report. If it is an accident then the accident book must be fully completed, in accordance with the accident recording system.

First Aid kits

All of the Association Members sites and premises shall have a suitable first aid kit available and stocked to the recognised HSE levels appropriate to the number of Staff, etc. The First Aiders, Emergency First Aiders and/or Appointed Persons will be responsible for ensuring that the re-stocking of the first aid kit is carried out.

Additional stocks will be available through the Association Members office.

Records

All accidents will be entered into the Accident Book (BI 510) located either at the site or at the Association Members office, keeping in compliance personal confidentiality.

Medicines

The Association Members do not supply or issue medicines for first aid use and First Aiders, Emergency First Aiders and/or Appointed Persons shall not administer any medicines whatsoever.

Training

The Company provides an adequate number of trained staff to cover the initial requirements. On-going statutory training will be carried out within the recognised timeframe.

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Responsibility

The Company Secretary is responsible for the following: -

- Overseeing the First Aid provision
- Ensuring adequate training is conducted
- Ensuring that adequate supplies are available to keep first aid kits refreshed

The Director responsible for Health & Safety will liaise with specialist advisors as necessary.

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REPORTING ACCIDENTS, INJURIES, INCIDENTS AND DISEASES

Association Members are required, by law, to satisfy regulations about keeping records of accidents at work under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).

Aim

This procedure covers the way in which accidents, diseases and dangerous occurrences are to be investigated, recorded and reported to the relevant authority. Investigations are necessary for the following reasons: -

- To find out what happened so that corrective actions can be taken
- To inform the Enforcing Authority
- To inform the insurance companies
- To record the information for the future reference

Scope

To cover all statutory and Company investigations reporting and record keeping.

Procedure for Recording Accidents

- a) All accidents must be recorded by a First Aider, Emergency First Aider or Appointed Person, in the accident book(s), which are located in the on-site offices and Association Members office.
- b) The Site Supervisor will investigate all incidents immediately; the Site Supervisor will initiate the Company's accident investigation report and hand it over to the Company Secretary.
- c) The Company will then involve the appropriate people, including the person who has sustained the accident, to first investigate the incident and then develop an action plan to prevent recurrence. The Site Supervisors will all receive a copy of the outcome in order that they can implement any action required where necessary.

Relevant details of the accident will be communicated throughout the Company.

When actions have been completed and any problem eliminated the Site Supervisor will sign-off the action or communication back to the Association Members office

Accident Investigation

It is the Company policy to keep the likelihood of accidents/injuries to a minimum, ensuring a safe and healthy working environment for all employees.

To that end, accident investigation is a major tool. It is the Company objective to carry out a formal accident investigation of any accident/incident reported on the internal incident/accident form that warrants investigation.

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Work-related Diseases

Sick notes supplied to the Company will be scrutinised to identify any possible reportable disease, in line with the criteria and requirements of RIDDOR. All such diseases will be reported in the manner described below.

Every reportable disease will be investigated and reported in a similar way to accidents.

Notification

Anyone who suffers an injury, illness or believes that a dangerous occurrence has taken place must report the details to the Site Supervisor who will in turn inform the Company Secretary.

Dependent upon the nature of the incident and the criteria, the relevant HSE documentation will be completed and sent to the Enforcing Authority.

Records

Copies of all accidents and incidents, etc. will be retained for at least 3 years by the Company Secretary. Additional copies may be placed into personnel files of the individuals concerned.

Responsibility

The Company Secretary is responsible for the following: -

- Ensuring that the statutory notification is completed and sent within the stated timescale
- Maintaining the Company records

The Director responsible for Health & Safety will: -

- Instruct the appropriate person to investigate and report on the incident
- Check the report and ensure that the corrective actions are implemented
- Inform the other Directors of any particular serious cases as soon as possible

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INFORMATION, INSTRUCTION AND TRAINING

Aim

The aim of training is to satisfy the duty to communicate health and safety information to employees who need to know it.

Some information may be generic, whereas some may be specific or indeed specialised. Basically, everyone should know the following: -

- Their general duties under the law
- The Company's safety policy
- Their duties under the safety policy
- What to do in the event of something being unsafe
- The risks that they will face during the course of their work
- The precautions that the Company has in place or are providing
- What they must and must not do to ensure safe working
- What may happen if non-compliance occurs
- The Company's disciplinary procedure

Scope

This procedure covers general health and safety matters.

Induction Training

All new employees will have induction training. The basics of which must be given on the first day of work, with more specific information within the first week. There will also be on-going instruction relating to individual jobs and sites as it arises.

The topics covered are indicated on the induction checklist.

Specific Training

Additional specific training will be given to anyone who has a specific job to carry out, or who may face additional risks, which may be present when carrying out that task.

Certificates

Where external training has taken place, the provider for the training is to supply a certificate for the course or a record of attendance.

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Records

The details of all training carried out, will be held by the Company, in the individual’s personal record.

Review or Training Needs

Training and training needs for individuals will be periodically reviewed in line with business requirements and statutory refresher timescales as indicated by legislation.

Safety Signs

Safety signs will be provided where necessary within the Association Members sites and premises. The signs will comply with all current standards and regulations.

Responsibility


The Company Secretary is responsible for the following: -

- The maintaining of records;
- Identify the training needs in conjunction with the Site Supervisors.

The Site Supervisor will: -

- Ensure that all people working on the site are fully trained to carry out what is being asked;
- Ensure the Company are aware of specific training needs if, and when they arise.

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

Aim

The aim of this procedure is to ensure that proper personal protective equipment (PPE) is specified and provided, based upon risk assessment.

Scope

This procedure covers all PPE, but in particular that which is not covered by specific requirements such as COSHH and the Noise at Work Regulations.

Selection

PPE will be selected following risk assessment, which will indicate the need or not. These factors will be considered when making the selection of the type of equipment: -

- The necessary performance characteristics
- Compatibility of different types of equipment which have to be worn together
- Ergonomic factors including size and shape requirements of likely users

A record of the types selected will be maintained.

NOTE: - *Only CE marked equipment will be purchased and selected.*

Training

Any necessary training with regards to the fitting, maintenance and storage of the PPE will be given to each user as required.

A record of which will be kept by the Company.

Maintenance and Replacement

PPE will be maintained and replaced in accordance with the manufacturer's recommendations. Stock replacement will be maintained and managed through the Association Members office.

Storage

Appropriate suitable storage will be provided when necessary.

Employees' Duties

Employees are required to take care of the PPE issued to them, in line with the statutory requirement and the Company rules.

Visitor

Small stocks of PPE will be made available for the use by Visitors and others who may require it.

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Responsibility

The Company Secretary is responsible for the following: -

- The maintaining of records
- Identify the training needs in conjunction with the Site Supervisors


The Directors will: -

- Control the selection of PPE in conjunction with the Sites requirements and risks

The Site Supervisor will: -

- Ensure that all people working on the site are fully trained to utilise the PPE
- Ensure that the PPE is worn by all employees, Contractors, Visitors, etc.
- The issue of PPE and training

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EMPLOYEE CONSULTATION

Aim

The consultation process aims to provide employees with the mechanism to consult with the Company on health and safety matters, information, etc.

Scope

This procedure is health & safety, but there is no statutory obligation to these matters being incorporated in to other consultative mechanisms.

Action of Matters of Concern

All employees are expected to inform their Site Supervisor of any health and safety matter which comes to their attention. This is in accordance with the Company's health and safety rules.

After this the employee may raise the matter directly with the Director responsible for health and safety, if still concerned.

Health and Safety information

Additional health and safety information may be passed to the employees, through toolbox talks, safety posters, notices etc. as and when the need arises.

Also statutory notices and certificates will be on display at all sites and premises of the Association Members.

Representation

There are no recognised Trade Unions active within the Association Members; therefore consultation may take place individually or at pre-organised company meetings when the need arises.

At times there may be one individual nominated by the employees to approach the Company on their behalf with regards to health and safety matters and concerns.

The Safety Representatives and Safety Committees Regulations 1977 information is available for guidance, etc.

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INSPECTIONS

A valuable asset to ensure a good, healthy and safe working environment is to have a system of regular inspections of the sites backed up by regular Health and Safety reviews of the whole system.

These inspections take two forms, informal and formal inspections.

Informal

All employees whilst carrying out their normal working activities must, as stated in the Health and Safety at Work Act, "look after their own health, safety and welfare, as well as the health, safety and welfare of others who may be affected by their acts or omissions." In complying with this, employees are carrying out informal inspections of their own workplace.

In carrying out these informal inspections on a daily basis, employees should be looking out for anything out of the ordinary that may lead to a hazard and informing their Site Supervisor or Manager of the potential hazard.

Site Supervisors and Managers, etc. have the added responsibility of the employees in their care and, therefore, should again as part of their working activities, check their appropriate areas to ensure: -

- All fire exits and fire points are free from obstruction.
- All safe systems and procedures are being followed.

Formal

Planned inspections are carried out by the Safety Officer together with the Association Members Site Supervisor or other nominated person.

This takes the form of a pre-determined check-sheet format with hazards highlighted and proposed actions to address the issues.

A copy of the inspection report is sent to the office of the Association Member for the attention of Management/ Directors. When required, a copy of the report is left at the site for the Site Supervisor to address any issues.

Responsibility

The Company Secretary is responsible for the following: -

- Retaining site inspections records

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The Directors/Management will: -


- Ensure that all actions are addressed in an appropriate manner and that necessary specialist help is sought if required.

The Site Supervisors will: -

- Ensure that all inspection report actions are addressed where reasonably practicable.
- Ensure that any item that they cannot deal with satisfactorily is raised with the Contracts Director.

The Managing Director will oversee the general provisions of this procedure. Other individuals may be tasked with overseeing specific projects.

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WORKPLACE, BUILDINGS, CONTRACTORS & VISITORS

Aim

The aim of this procedure is to ensure that suitable and safe conditions are provided and maintained and that any risks that may arise are controlled wherever possible.

Scope

This covers all of the Association Members sites and premises

Workplace

The general working conditions will, as a minimum, satisfy the requirements of the relevant parts of the "Workplace" Regulations. These should generally include: -

- Proper building for the nature of the business
- Ventilation to supply adequate fresh air
- Sufficient heating to give an appropriate temperature in working areas
- Adequate lighting appropriate to the work being carried out
- Suitable cleaning and clearing of waste
- Space to allow the access and egress of people, materials, transport within the work area
- Floor and ground surfaces, which are free from tripping, slipping hazards, according to risk assessment
- Adequate precautions against falls from height and falling objects following risk assessment
- Correct glazing and doors protected against shattering and causing harm to individuals
- Welfare facilities which provide toilets, washing facilities, drinking water, clothing accommodation, including a drying facility where there is a need.
- Segregation or control of smokers to prevent discomfort to non-smokers as per The Smoke-free (Premises and Enforcement) Regulations 2006
- Facilities for pregnant women and nursing mothers

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Contractors

The Company keeps with a list of approved Contractors. All Contractors will receive a copy of the Company's "Safety Code for Contractors" and will sign confirmation that these have been understood. All contractors are required to comply with the Association Members safety rules and requirements whilst working on the Association Members sites or premises

Contractors will provide method statements which detail arrangements for safe working and where required will hold a skills and qualifications, etc.

The Company has a statutory duty to ensure, so far as is reasonably practicable, the Health and Safety of its employees, and that its activities do not endanger others who may visit or work on its premises.

Contractor Selection

The Association Member will wherever possible utilise a selection criteria to select "new" Contractors prior to them being engaged to carry out works on any of the Association Members sites or premises. Existing known Contractors will be reviewed periodically against past performance, safety record, etc.

The selection criteria may involve formal and informal meetings both on and off sites when necessary.

All Contractors will be monitored by the Association Members Site Supervisors as required.

Visitors

It will be assumed some visitors will be ignorant of the hazards, which may be present on a building site. Therefore, to ensure their health and safety, the following procedure must be followed: -

- All visitors must remain at the site office until collected.
- Where appropriate they must sign the visitor's book.
- They must wear, as a minimum; substantial sturdy footwear, hi-visibility garments and a hard hat.
- They will read the site rules and procedures.
- They must be accompanied around the site, at all times, and not allowed to wander freely. The only exceptions are those people on the Authorised List of Contractors.
- The Site Supervisor is responsible, at all times, for the visitor whilst on-site and must inform them of any dangers/hazards or procedures that may, at any time, become necessary.
- On completion of business, the visitor shall be escorted back to site office and sign back out.

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Responsibility

The Company Secretary is responsible for the following: -

- Retaining records made under the CDM Regulations.

The Contracts Director will: -

- Ensure that all Contractors are qualified and experienced to carry out the works for which they are being engaged to do.

The Managing Director will oversee the general provisions of this procedure. Other individuals may be tasked with overseeing specific projects.

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ELECTRICITY

Aim

The aim of this procedure is to ensure that suitable and safe electrical conditions are provided and maintained and that any risks that may arise are controlled wherever possible.

Scope

This covers all of the Association Members sites and premises.

General

All employees must be concerned with electrical safety since hazards may arise from installations or apparatus of any kind, although much of what follows is the responsibility of the Sub-Contract electricians. No one should interfere with, or work on, any electrical appliance or installation unless they are specifically trained and authorised to do so.

The principal hazards arising from the use of electrical apparatus are: -

- a) Electric shock, due to current flowing through the body.
- b) Fire caused by overheating conductors.
- c) Explosion due to a spark in a flammable atmosphere.

There are two distinct areas where electrical hazards can be present, either from the electrical supplies of the building itself, or from the electrical equipment connected into these supplies.

It is the responsibility of the Directors to ensure that adequate inspection and testing of both areas is undertaken.

The electrical supply at the Association Members premises will be examined, inspected and tested within the recognised period or when changes are made, ensuring that all markings on distribution boards and wiring diagrams are kept up-to-date.

With regard to portable appliance testing (PAT), this shall be carried out on a risk basis dependent upon risk, usage, location, etc.

Reference to portable electrical equipment should not be taken to be restricted to equipment, which is simply capable of being carried in the hand by one individual. It is taken to mean all equipment, which can be attached to the electrical supply by a 3-pin plug.

Each item of portable electrical equipment will carry its own unique identification marker. If the supply cable is permanently attached, then it will be tested with the equipment; if it is detachable, then it will be separately identified and tested. All equipment and cables will be logged on a register and tested as specified.

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Any electrical equipment introduced to the sites, including personal equipment, must be given an identification number and tested as part of the scheme.

Control Panels

Only trained, authorised electrical personnel will have access into the main control panels situated on machinery. Doors to the control panels will be locked and warning signs clearly displayed. Safe Systems of Work must be followed when undertaking any work in the control panels.

Responsibility

The Company Secretary is responsible for the following: -

- Retaining records with regards to the Association Members premises.

The Contracts Director will: -

- Ensure that all Sub-contractors are qualified and experienced to carry out the works for which they are being engaged to do.
- Ensure that the Sub-contractor engaged to carry out Portable Appliance Testing is qualified and experienced. Also, that all records are passed to the Company for safe keeping.

The Managing Director will oversee the general provisions of this procedure. Other individuals may be tasked with overseeing specific projects.

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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Many chemicals or substances in use within the Company have safety and/or health hazards associated with them. Some are highly flammable, some are toxic and others are corrosive, irritant, etc.

No employee should use any chemical or substance unless they are fully aware of the hazards associated with the chemical or substance. They must comply with any control measures stated on the basic Manufacturers' Health and Safety Data-Sheets (MHSDS).

All chemicals or substances used within Association Members business shall be recorded. An initial assessment shall be carried out to decide which chemicals/substances are hazardous to health and, therefore, require a full COSHH assessment to be carried out. If a chemical/substance requires a full COSHH assessment, then the manufacturer/supplier's data hazard sheets shall be obtained and, from these, the assessment procedure carried out.

There is no reason for any member of staff, to bring a new chemical or substance, not already recorded, into the Company. If a new product is required then notification to the Site Supervisors or the Association Members office will trigger off the necessary process to determine the need, etc.

All Contractors and Sub-contractors shall have available to them Manufacturers' Health and Safety Data-Sheets (MHSDS) for products that they require, whilst on the Association Members sites or premises. Any product that is deemed to require extraordinary controls due to the risks involved will be submitted to the Association Member for agreement for use and that appropriate control measures can be implemented.

All work activities identified where the substances are used, except where the exposure hazard is trivial, will require assessment.

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RISK ASSESSMENTS

Aim

This procedure describes the way assessments are to be carried out and kept up-to-date, so as to achieve compliance with the legislation. To ensure that hazards and risks are identified, managed and controlled throughout the Association Members operations.

Scope

This procedure covers risk assessment matters, as required by legislation, on the Association Members sites and premises

General Assessments

The Association Member will carry out risk assessments in accordance with the Management of Health & Safety at Work Regulations.

This assessment will be quantifiable, utilising the basis of the HSE guidance "5 Steps to Risk Assessment". The assessment will identify the type of hazard and risk, the exposure to the risk, degree of harm, the frequency of exposure and who may be affected.

Once this is completed a numerical scoring is attributed to each element to arrive at a structured risk rating, taking into account of any controls that are currently in place. If it is reasonable to control the risk further recommended actions are made and the whole scenario is re-assessed to verify the outcome if those additional controls are undertaken.

Display Screen Equipment (DSE)

This assessment identifies the likely group of "Users" of DSE. An initial self-assessment will be carried out by each user identified, with the record kept for reference. The assessment sheet will be in the form of tick-boxes aligned to the specific points that the Regulations require to be considered. Any "No" response will activate further assessment and investigation, which in turn may lead to an action arising.

Each time staff or workstations change the assessment will be reviewed, and added to the original document. New workstations or staff will receive a fresh assessment.

Manual Handling

This initial assessment identifies tasks where there are significant risks from manual handling operations that may require further in-depth assessment. These will be assessed in a similar manner to DSE assessments above with the use of a tick-box format. Remedial actions will reflect the hierarchy of control and avoidance measures in line with the Regulations.

Similar activities may be grouped into generic assessments if the outcome seems likely to be the same.

The assessment will be reviewed when there are significant changes to the staff, work site, materials, equipment, etc.

A record of the assessments will be retained.

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Control of Substances Hazardous to Health (COSHH)

An initial review of the substances used within the Association Members business will be carried out to determine the usage of product and why, etc. If possible, any substance deemed to be no longer required is to be removed by a recognised registered Waste Contractor.

All work activities identified where the substances are used, except where the exposure hazard is trivial, will require assessment.

The assessment will take into account the working environment, who is exposed, how they are exposed, current controls and controls required. This will include normal conditions as well as emergency scenarios.

Up to date Manufacturers' Health and Safety Data-Sheets (MHSDS) will be gathered and be readily available to all staff who require them.

The assessment will be reviewed annually or when there are changes to working practices, any reported ill health or when minor formulation changes in substances by the Manufacturer take place.

Responsibility

The Company Secretary is responsible for the following: -

- Obtaining copies of the MHSDS and making them available.
- Retaining records of assessments

The Site Supervisors are responsible for the following: -

- Ensuring that all staff are kept up to date with the substances on-site;
- That all correct control measures and precautions are being adhered.

The Managing Director will oversee the general provisions of this procedure. Other individuals may be tasked with overseeing specific projects.

See H&S Manual Section 4 – Guidance Notes for specific processes and procedures.

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STATUTORY PROVISIONS

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998

Manual Handling Operations Regulations 1992

Workplace (Health and Safety Welfare) Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992

Health and Safety (First Aid) Regulations 1981

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

Dangerous Substances and Explosive Atmospheres Regulations 2002

Electricity Regulations 1989

The Control of Substances Hazardous to Health Regulations 2002

Construction (Design and Management) Regulations 2015

Confined Spaces Regulations 1997

Control of Noise at Work 2005

Control of Asbestos Regulations 2012

Lifting Operations and Lifting Equipment Regulations 1998

Work at Height Regulations 2005

Including amendments to the above and any other legal requirements applicable to the work being carried out; especially any other Customer's Health and Safety rules and regulations applicable to a particular site or area of operation and / or codes of practice issued by the Health and Safety Executive and / or other authoritative bodies.

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OBJECTIVES SETTING PROCEDURE

Objective

To define how Health and Safety Objectives are set and communicated in the Isle of Wight Building Safety Association and to its Members.

Responsibility

Isle of Wight Building Safety Association and its Members for developing and reviewing Health and Safety Objectives and ensuring consistency between Members and sites.

Procedure

In establishing and reviewing the Health & Safety objectives the Isle of Wight Building Safety Association and its Members will take into account:

- Legal and other requirements
- The Health and Safety Policy, including the commitment to continual improvement
- Results of hazard identification, risk assessment and risk control
- Insurance Risk Audits (where applicable)
- Financial, operational and business requirements
- Results of consultation with Isle of Wight Building Safety Association and its Members, employees and other interested parties
- Analysis of performance against previous Health & Safety objectives
- Past records of Health & Safety non-conformances, accidents, incidents and property damages
- Result of reviews.
- Isle of Wight Building Safety Association and its Members KPIs and objectives

All site objectives are monitored and measured monthly through the Construction Phase Plan and Site KPI's where applicable.

The sites objectives and safety plan are communicated through the management reviews, meetings, notice boards, and consultation.

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LEGAL UPDATE PROCEDURE

Objective

To define how legal obligations are identified and with respect to applicable legislation and insurance requirements, which Isle of Wight Building Safety Association and its Members must manage their operations to comply.

Responsibility

The Isle of Wight Building Safety Association is responsible for identifying; reviewing and managing the legal framework this site must operate.

Procedure

The Isle of Wight Building Safety Association maintains a Health and Safety legislation register with all new / updated legislation which is appropriate to Isle of Wight Building Safety Association and its Members. This information is gathered from various sources and reviewed for its applicability.

The legislation review process is communicated to the Isle of Wight Building Safety Association and its Members at reviews, meetings and training.

Sources of information

The Isle of Wight Building Safety Association gathers through a wide range of legal and legislative Health and Safety information within the UK and Europe using the most appropriate sources available to identify both current and forthcoming legislation.

- Health and Safety trade magazines
- Training
- Subscriptions
- HSE Direct
- Internet
- Health and Safety Network meetings
- Email
- RoSPA
- British Safety Council
- OSHA

Register of legislation include

The register of legislation gives a brief management summary of the main requirements of the legislation.

The register is reviewed annually to ensure it is maintained up to date.

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TRAINING PROCEDURE

Objective

To outline the responsibilities and systems, regarding competency and training and to identify the training needs of all employees, plan a co-ordinated training programme, ensure the programme is actioned, evaluated and record training conducted.

Responsibility

Isle of Wight Building Safety Association and its Members are responsible for ensuring that the operating procedures are in place to:

- Ensure competency of staff
- Deliver necessary and effective training of staff
- Maintain records of training

Procedure

The training needs of employees will be identified in conjunction with Members management, and appropriate training source identified.

Members will be responsible for the co-ordination and recording of all training. Training records will be held by Member for all employees, these records may be hard copy and / or computerised.

For all Internal Training over 15 minutes in duration, the trainer carrying out the training will complete a record of that training. These records will be kept and retained.

For all External Training, the provider will provide a certificate of attendance for the Members records.

When legal changes and directives initiate additional training, the Isle of Wight Building Safety Association will ensure that Members are notified.

The Isle of Wight Building Safety Association will review the feedback to maintain future effectiveness of the training.

Upon request a general Health and Safety induction will be initiated by the Members to the Isle of Wight Building Safety Association.

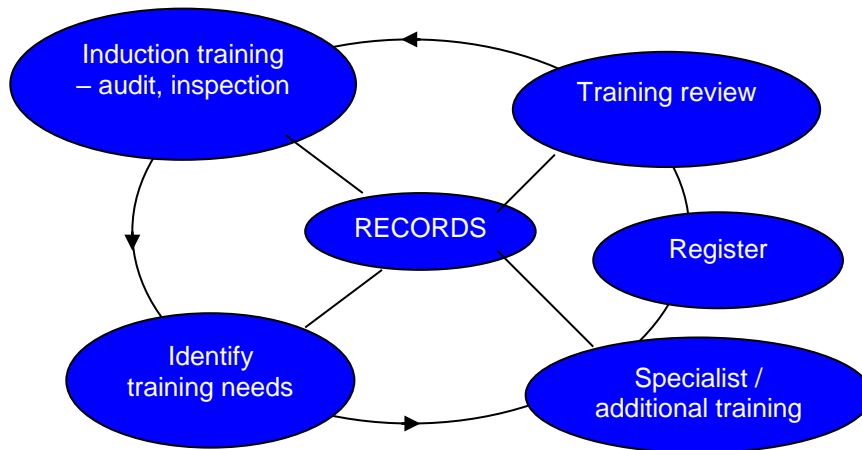
Training needs that arise due to changes and improvements will be identified by the relevant Member(s).

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JOB SPECIFIC COMPETENCY



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DOCUMENT CONTROL PROCEDURE

Objective

This procedure covers new documents issued, existing document review, the use of uncontrolled and obsolete documents and disposal of obsolete documents.

Purpose

To ensure all data and documents are controlled as defined in the OHSAS 18001 standard.

Responsibility

The Isle of Wight Building Safety Association is responsible for the management of the Health and Safety system.

Procedure Issue of Health and Safety Documentation

1. Health and Safety documentation is controlled within a networked computerised system to preserve the relevance and integrity of the documentation. The computerised system maintains full document control.
2. The computerised system is available to view at Isle of Wight Building Safety Association offices.
3. All hard copy documentation printed is identified as “uncontrolled if printed” to preserve the integrity of the content.
4. One controlled copy of the Health and Safety Manual is kept and updated by the Isle of Wight Building Safety Association. Members may keep their own un-controlled copy of documents relevant to their business.

Amendment Procedure

Amendments to the Health and Safety system documentation raised by authorised responsible personnel of the Member Company shall be subsequently approved by the Isle of Wight Building Safety Association prior to re-issue.

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Records Management

Records referenced in this manual and in associated procedures, which provide evidence of system activities, are managed by individual Companies in accordance with procedures. This covers the periods of use, care and protection, methods of custody, accessibility and the eventual disposal of records. Relevant data will be retained in line with GDPR requirements.


Document Control Database

All documents contained in the database shall be fully approved before issue by the Isle of Wight Building Safety Association. All modifications shall be subject to the same approval / issuing process. Full historical records shall be maintained within the Database.

I.T. System Back Up

All data entered onto the electronic system shall be backed up on a daily basis using suitable devices in rotation, with the device being removed from the building each night.

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MAINTENANCE ACTIVITIES PROCEDURE

Objective

To define how preventive maintenance plans should be developed and maintained, including appropriate inspection of safety critical plant and equipment, within Isle of Wight Building Safety Association and its Members.

Scope

Isle of Wight Building Safety Association and its Members

Responsibility

Members Management for developing and implementing preventive maintenance plans throughout the businesses and for monitoring non-conformances raised through inspection and testing programmes

Procedure

Inspection and testing

This may include: -

Daily checks or inspections to be carried out by employees on:

- Ladders, hop-ups, trestles
- Scaffolding
- Plant and machinery

Specific inspection and testing should be carried out, where relevant, on the following

Safety devices	Gas cylinders
Hoists and lifts	Fire fighting and detection equipment
Chains, ropes and lifting tackle	Chemical exposure
Cranes and lifting machines	Eyewash stations
Forklift trucks	Lighting levels
Ladders and access equipment	Noise
Pressure vessels	First aid boxes
Portable electrical equipment	PPE
Local exhaust ventilation	

The list above is not exhaustive.

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MAINTENANCE ACTIVITIES PROCEDURE

Competence

Training for employee checks

Records

Businesses should maintain procedures for maintenance of records of all such inspection and testing and other preventive maintenance associated with safety critical plant and equipment.

Where Contractors are used for inspection and monitoring copies of equipment test records and / or employee training records should be maintained.

Review of non-conformances

The Isle of Wight Building Safety Association and its Members maintains a procedure to ensure action is taken to correct any non-conformances arising from inspection and testing.

Non-conformances arising from inspection and testing will be monitored and reviewed through the Members Management process.

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