

Health and safety policy

This is the statement of general policy and arrangements for:		
<i>Tameside Pointing</i>		
<i>Adam Moores</i> has overall and final responsibility for health and safety		
<i>Adam Moores</i> has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Adam Moores	Refer to Method Statement and Risk Assessments
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	“	“
Engage and consult with employees on day-to-day health and safety conditions	“	“
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	“	“
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	“	“

Signed: A.Moores	Adam Moores	Date:	26/11/2014
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Site office
First-aid box is located:	Site office
Accident book is located:	Site office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Risk assessment

Company name: Tameside Pointing
26/11/2014

Date of risk assessment:

<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>What are you already doing?</u>	<u>Do you need to do anything else to control this risk?</u>	<u>Action by who?</u>	<u>Action by when?</u>	<u>Done</u>
<u>Slips and trips</u>	Operatives, visitors and public may be injured if they trip over objects or slip on spillages.	General housekeeping duties. No trailing leads or cables. Operatives keep work areas clear, e.g. no tools or materials to be left lying around. All tools and materials stored in designated areas when not in use.	Particular attention to be paid to grinder (abrasive) cables. They must be trailed in the safest possible manner, feeding the cables out of the way of operatives, visitors and the public.	All operatives	From now on	4/9/2014
<u>Dust</u>	Operatives, visitors and the public through exhaust dust from raking out processes.	All areas worked on to be soaked down thoroughly with water to aid in the damping down of any dust created from brickwork raking processes. Openings and escapes sheeted off where necessary to protect the public from dust exposure and all operatives and visitors working in or around the area to wear Disposable Respiratory Protection to EN 149. Dust extraction equipment used where necessary, due to the nature of the job and the type of extraction equipment available it isn't practical to use dust extraction equipment throughout the duration of the rake.	All necessary steps to reduce dust exposure have been taken. With the constant introduction of new technology in dust extraction and the refinement of tools suited for the mechanical removal of mortar without abrasive disks, we will constantly check to see if there are cleaner and safer ways to remove mortar from joints that minimizes the creation of dust and streamline the raking process.	All operatives and visitors	From now on	4/9/2014
<u>Use of Hand Tools</u>	Operatives, visitors and public may be injured if hand tools slip from the operative's hand. This could cause injury to the operative and potentially visitors and public where the hand tool could drop through scaffolding/access platform.	All operatives wear thick gloves, safety helmet to BS 5240, eye protection to BS 2092, hearing protection to BS 5108 and all hand tools to have suitable guards in place including the 'tying of hand tools to the operatives wrist' using a proprietary hand tool safe guarding product, to stop accidental dropping / slipping of the tool from the hand. Sheets and barriers to be erected where areas are deemed high risk.	Where appropriate, powered mechanical tools to be used to reduce chance of accident. Using both hands to control the tool provides a firmer grip and a reduced chance of injury through slipping / dropping.	All operatives	From now on	4/9/2014

<u>Manual Handling</u>	Operatives could be injured if they injure themselves whilst carrying a heavy load. There is also the potential for visitors and public to be caused injury if the operative suddenly drops a heavy load and new more dangerous hazards could be posed to persons in the immediate vicinity.	All operatives trained in Manual handling techniques. All materials and tools exceeding 25kg in weight to be carried by a minimum of 2 operatives. Any tools and/or materials exceeding this weight or cumbersome articles to be carried by a minimum of 2 operatives unless weight exceeds 50kg in which case mechanical lifting/moving aids to be used.	Ensure mechanical lifting and moving aids are readily available near to the immediate work site. Where possible all materials to be delivered prepackaged in 25kg bags minimizing any potential heavy lifting risks.	All operatives	From now on	4/9/2014
<u>Injury through use of lime, cement and concrete</u>	Operatives are at risk of burns and irritations where excess exposure to caustic materials and dangerous chemicals has occurred.	All operatives are trained in the use of caustic materials including lime, cement and concrete. All PPE is worn during the handling and use of these materials.	Extra protective gloves with a PVC outer shell distributed to all operatives handling wet mixtures.	All operatives	From now on	4/9/2014
<u>Injury resulting from Sharp Drops</u>	Operatives and visitors could injure themselves whilst working / visiting areas that have scaffolding / access platforms erected. Also any ongoing groundwork in the locality must be avoided (effective route plans drawn up where necessary) to minimize risk of trips and falls.	All operatives trained on the risks of sharp falls. All operatives are trained in the safe use of scaffolding and other access systems. Scaffolding is to be used where a valid 'Scafftag' permits. Any access anomalies or problems (missing planks / poles, loose fittings etc.) to be reported to the site supervisor/manager and immediate scaffold/access restrictions imposed.	Ensure all operatives are aware of the risks posed whilst on scaffolding / access platforms. Site specific risks to be emphasized, areas that pose a higher than normal risk.	All operatives and visitors	From now on	4/9/2014
<u>Injuries sustained working with plant and on-site machinery</u>	Operatives, visitors and the public could be caused harm if the guidelines on the safe use (and maintenance) of powered machinery and plant is ignored.	Cement mixers and grinders (abrasive wheel) to run on 110v electricity feeds. All electrical plant and machinery to be PAT tested before bringing onto site. All plant machinery and electrical tools to be inspected before use to ensure good working order. Appliance testing to be carried out by trained personnel. Any defect/defunct or malfunctioning equipment to be removed/restricted from site once identified.	Ensure all power tools are 110v, PAT tested and in good working order before use.	All operatives	From now on	4/9/2014