

1. THE HEALTH AND SAFETY POLICY OF Optima Site Solutions Ltd

Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors and agency staff working on our behalf. In addition we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our customers and other members of the public.

We will achieve this policy, in part, by:

1. Appointing competent managers who are responsible for health and safety in their respective areas;
2. Ensuring that adequate controls for health and safety risks arising from our work activities are in place;
3. Consulting with our employees on matters affecting their health and safety and providing information, instruction and supervision, as appropriate;
4. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;
5. Monitoring and reviewing all of the health and safety arrangements, which are put in place at least every twelve months to determine their effectiveness.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically. I look forward to your support.

2. ORGANISATION FOR CARRYING OUT THE POLICY

Responsibilities of Managers and Supervisors

The personnel listed below are responsible for ensuring that all health and safety arrangements are implemented and adhered to in the area of work for which they have control and responsibility:

Joel Emerson	Managing Director
Antony Weir	Operations Director
Gareth Richards	Director
Peter Marks	Director
William Wall	Manager

Responsibilities of All Employees

You all have a legal duty to ensure your own safety and the safety of others (for example your fellow workmates, contractors, customers and visitors) under the Health and Safety at Work Act 1974. You must therefore:

- I. Comply with safe working procedures and take reasonable care to avoid injury to yourself or others;
- II. Use all work equipment where and when it is required, and in the correct manner. Any fault or deficiency in equipment must be reported immediately;
- III. Use all personal protective equipment where and when it is required, and in the correct manner;
- IV. Report all accidents, injuries, near misses, spillages and any other potential safety hazards promptly;
- V. Do not misuse anything provided in the interests of health and safety.

3. IMPLEMENTATION OF THE POLICY

Induction Training/Safety Information

Induction training is carried out for all new employees. In addition, safety information is provided in the form of this periodically updated concise Health and Safety Booklet, which is circulated to you all.

Housekeeping and Fire

You should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be the source of a fire or other accident. Many accidents at work are caused by people slipping, tripping or falling. Work areas should be kept clean and tidy at all times. It is the responsibility of those using flammable materials to ensure that only minimum amounts are in use. Lids must be replaced on all containers to prevent the escape of flammable vapours. DO NOT block walkways or emergency routes and exits.

Emergency Procedures

IF YOU DISCOVER A FIRE...

1. If you discover a fire, no matter how small, immediately raise the alarm by shouting "fire" and activating the fire alarm.
2. Attack the fire, if possible, using the appliances provided but without taking personal risk.

IF YOU HEAR THE ALARM...

3. Leave the building or area by the nearest exit.
4. Assemble at the fire assembly point, trying to ensure that there is clear access for emergency vehicles. Report to the senior member of staff so a roll call can be made.
5. Management will ensure the Emergency Services have been called.

DO NOT TAKE RISKS AND DO NOT EXPOSE YOURSELF TO DANGER.

DO NOT RE-ENTER THE BUILDING, OR AREA OF THE FIRE, UNTIL AUTHORISED TO DO SO.

Young Persons

A young person is defined as 'a person who has reached the minimum school leaving age but is under 18'. The law requires every employer to ensure that all young persons are protected from any risks to their health and safety. It is the responsibility of Managers and Supervisors to ensure that the work carried out by young persons, who may include students, holiday staff and those on work experience, satisfies these requirements.

Slips, Trips and Falls

You must ensure that all floors, stairs and working areas are kept clean and are free of any debris; this applies within offices and site situations.

- It is essential that all spills are cleaned up immediately. If a liquid is greasy, ensure a suitable cleaning agent is used, not just a damp cloth;
- Cables and hoses should be so positioned that they do not constitute a tripping hazard;
- Mats or plastic floor coverings should not have curling edges and should not be positioned so that they become tripping hazards;

- Poor lighting can be especially dangerous. Immediately report any broken lights to your supervisor;
- Ladders should be visually checked for damage and defects before use. Never use a ladder that shows evidence of damage.

Manual Handling of Loads

Where possible avoid arduous manual handling operations altogether by using mechanical or other lifting aids. Know your own capabilities to avoid injury to yourself and possibly others. Seek assistance where required.

- Back strains can be avoided if lifting is carried out in the correct manner, i.e. with leg and arm muscles rather than back muscles.
- You should be mindful of your own capabilities, and should not lift anything that you believe to be too heavy. Seek assistance!
- It is your responsibility to make full and proper use of any mechanical handling equipment provided.

The Safe Use of Work Equipment

It is your responsibility to use all work equipment in the correct manner. You must report any damage or defects immediately to your Manager.

1. You must not operate machinery that you are not trained or authorised to use;
2. You should switch off machinery when not in use and isolate it before carrying out any adjustments or clearing blockages;
3. Ensure that you replace all guards after adjustment and that all safety devices are in place and working;
4. You must not switch on any machinery until you are sure that any other personnel in the area are not in a position where they may be in danger;

The Safe Use of Electricity

Misuse and abuse of electricity is one of the most significant causes of fires in workshops and offices. The increased use of electrical appliances over the years has also contributed to the risks of electrical overloading.

The following arrangements should be observed by all personnel:

1. Visually check electrical equipment before use for damaged cables/plugs etc. All electrical faults are to be reported. Only competent electricians may repair electrically powered equipment;
2. Electrical equipment (power tools, welders, etc.) should be switched off from the mains when left unattended for long periods;
3. Machines should be switched off from the mains at the end of the working day;
4. 30% of all accidents are slips, trips and falls. Cables should be so positioned that they do not constitute a tripping hazard;
5. No one is allowed to bring any item of electrical equipment onto the premises until it has been tested and recorded as being safe.

Use of Knives

Knives are commonly used for a variety of tasks. Knife accidents usually involve cuts to the non-knife hand and fingers, some resulting in serious injury to the fingers. Employees must only use knives deemed suitable for the task. When using a knife, use a firm grip, try to use even pressure, and wherever possible cut away from the body. Never catch a falling knife. Never leave knives lying

around. If not being used they should be stored without the blade exposed.

Personal Protective Equipment

PPE e.g. goggles, hats, gloves and hi-visibility clothing are provided to you free of charge. It is your responsibility to make full and proper use of any PPE provided to you and report any loss or defect immediately to Management. N.B. The reason that PPE is issued is that there is no other way to protect you from a risk. By not wearing the right PPE you may be exposing yourself directly to the risks of illness and injury.

Dusts

Exposure to high levels of dust can cause respiratory illness. In work areas try to keep dust to a minimum, ensure adequate ventilation and vacuum dust instead of sweeping it.

The Control of Substances Hazardous to Health (COSHH) Safety Data Sheets.

Before you use any substance you must read the safety information provided on the material safety data sheet and the container regarding the safe use of substances and follow any guidance given.

Ensure good standards of personal hygiene.

To minimise the release of solvent vapour, persons should always replace lids on containers and bottles.

Alcohol and Drug Abuse Policy

Since alcohol and drugs are known to affect the ability to work safely, it is the policy of Optima Site Solutions Ltd to discipline any employees who are found to abuse these substances. Any person who is found to be under the influence of drugs or alcohol whilst at work will be removed from site immediately, and the appropriate disciplinary action will be taken.

N. B. Alcohol and drug abuse includes working whilst taking medication known to cause drowsiness and which clearly advises against the operation of dangerous plant and machinery.

Stress

Normally people can cope with some degree of stress, but if sustained it can be damaging to health. Symptoms are difficult for employers to identify, but common signs include; Anxiety, Boredom, Headaches, Fatigue, Indigestion, Backache, Irritability, Heavy Smoking, Depression, Heavy Drinking, Tension or Sleep Problems. If you feel that your work is causing stress, you have a duty to inform your Manager so that any preventative measures can be put in place.

First Aid and Accident Reporting

All injuries and dangerous occurrences are to be recorded in the Accident Book, which is located in the main office. It is your responsibility to provide complete and accurate information for accident reporting, this includes an accident to a customer or member of the public. Details of all accidents should be notified to your Manager, who is responsible for reporting accidents to the Incident Contact Centre, where applicable.



Health and Safety Booklet (1st July 2013)

Signed: Antony Weir

Director

IF YOU ARE UNSURE ABOUT ANYTHING CONTAINED IN THIS BOOKLET – PLEASE ASK!

Further advice and information is available from:

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73 Plover Road
Larkfield
Aylesford
Kent
ME20 6LA

020 32921464

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The Management of Health and Safety at Work Regulations require that health and safety arrangements are reviewed at suitable intervals. To ensure its validity, this document will be reviewed within 12 months of the date shown on the front page. This booklet is a summary of the information contained in the Health and Safety Main Policy Document, which is available to all employees on request.