

# Health and Safety Policy



## Summit Property Maintenance Ltd t/a Summit Projects

98 High Street, Brentwood, Essex, CM14 4AL

Tel: 0845 450 4888

Reviewed by Tony Payne (Managing Director)

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## **5.0 CONFIRMATION OF EMPLOYEE READING POLICY**

Appendix 1	Blank Risk Assessment
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## **1.0 INTRODUCTION**

Tony Payne, the Managing Director of Summit Property Maintenance Ltd, regards the successful promotion of health and safety as a mutual objective for all engaged by the company, which must be actively pursued by management and employees at every level.

It is the policy of the company to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work, and of any other persons not being in its direct employment who may be affected by its operations. This is regardless of whether the work is undertaken at 98 High Street, Brentwood, Essex, CM14 4AL, on a project under the control of Summit Property Maintenance Ltd when we are the Principal Contractor or on sites where we are sub-contractors.

Summit Property Maintenance Ltd recognises that the health and safety of its employees is of paramount importance both in social and economic terms, and consequently the Managing Director freely accepts the responsibilities placed on him under law. This responsibility is embodied in the Policy Statement, which shall be the basis of sound and safe practices used within the company.

Employees and others working or visiting the sites under our control will only be allowed to do so providing that they are prepared to conform to the principles and practices laid down in the Policy Statement. Likewise, employees and others who have an association with the company are required to conform to any reasonable rule or practice imposed through stature or requirement of any site where the company is or is due to carry out work as a Principal Contractor or sub-contractor.

It is important that everyone related to Summit Property Maintenance Ltd fully understand that any failure to comply with the contents of this policy could expose the company to criminal liability. As such, any blatant or wilful disregard of the standards and arrangements set out in this policy could be viewed as gross misconduct and result in appropriate action.

## 2.0 GENERAL STATEMENT

Summit Property Maintenance Ltd and our employees recognise the legal obligations placed on them by the Health and Safety at Work etc. Act 1974 and of any other statutory provisions and health and safety regulations applying to our activities, with regards to:

- Provision of adequate resources (money and time) to discharge our duties under health and safety
- Ensuring the Safety of all employees, public and others
- Provision of adequate control of the health and safety risks arising from our work activities.
- Provision and maintenance of plant and systems of work that are safe and without risks to health.
- Consultation with our employees including sub-contractors we may engage on matters affecting their health and safety.
- Provision and maintenance of a safe and healthy working environment with adequate welfare facilities and arrangements on projects under our control.
- Ensuring that all employees are competent to do their tasks and give them adequate training.
- Provision of maintenance of a safe means of access to and egress from all workplaces at our offices or on sites where we are the Principal Contractor.
- Prevention of incidents resulting in personal injury, property damage and cases of work-related ill health.
- The safety of; and absence of risks to health regarding the use, handling, storage, transportation and disposal of materials and substances.
- Provision of such information, instruction, training and supervision as is necessary to ensure that work may be carried out safely, either at 98 High Street, Brentwood, Essex, CM14 4AL or on projects without risks to health.
- Reviewing and revising this policy at regular intervals not exceeding annually.

Employees and sub-contractors have a duty to co-operate in the operation of this policy by fulfilling the responsibilities placed upon them.

As stated, the operations of the company and this policy will be reviewed at regular intervals or in light of changing company circumstances, procedures and legislation. These changes will be brought to the attention of employees and others whose health and safety might be affected by such changes.

**Signed:**



**Name: Tony Payne**

**Position: Managing Director**

**Date: 25<sup>th</sup> September 2021**

**Review Date: 25<sup>th</sup> September 2022**

### **3.0 ORGANISATION AND RESPONSIBILITIES**

The Managing Director of Summit Property Maintenance Ltd, Tony Payne, will make available adequate resources for the implementation and monitoring of the company Health and Safety Policy, and holds overall and final responsibility for health and safety at work. He shall also be responsible for putting in place of structures through which safety matters can be dealt effectively.

The Managing Director has delegated the day-to-day responsibilities for ensuring this Health and Safety Policy is put into practice to Vikram Mohan, the Office Manager. To help him achieve the health and safety standards, then maintain or improve these principles, the Office Manager has the help of all employees including;

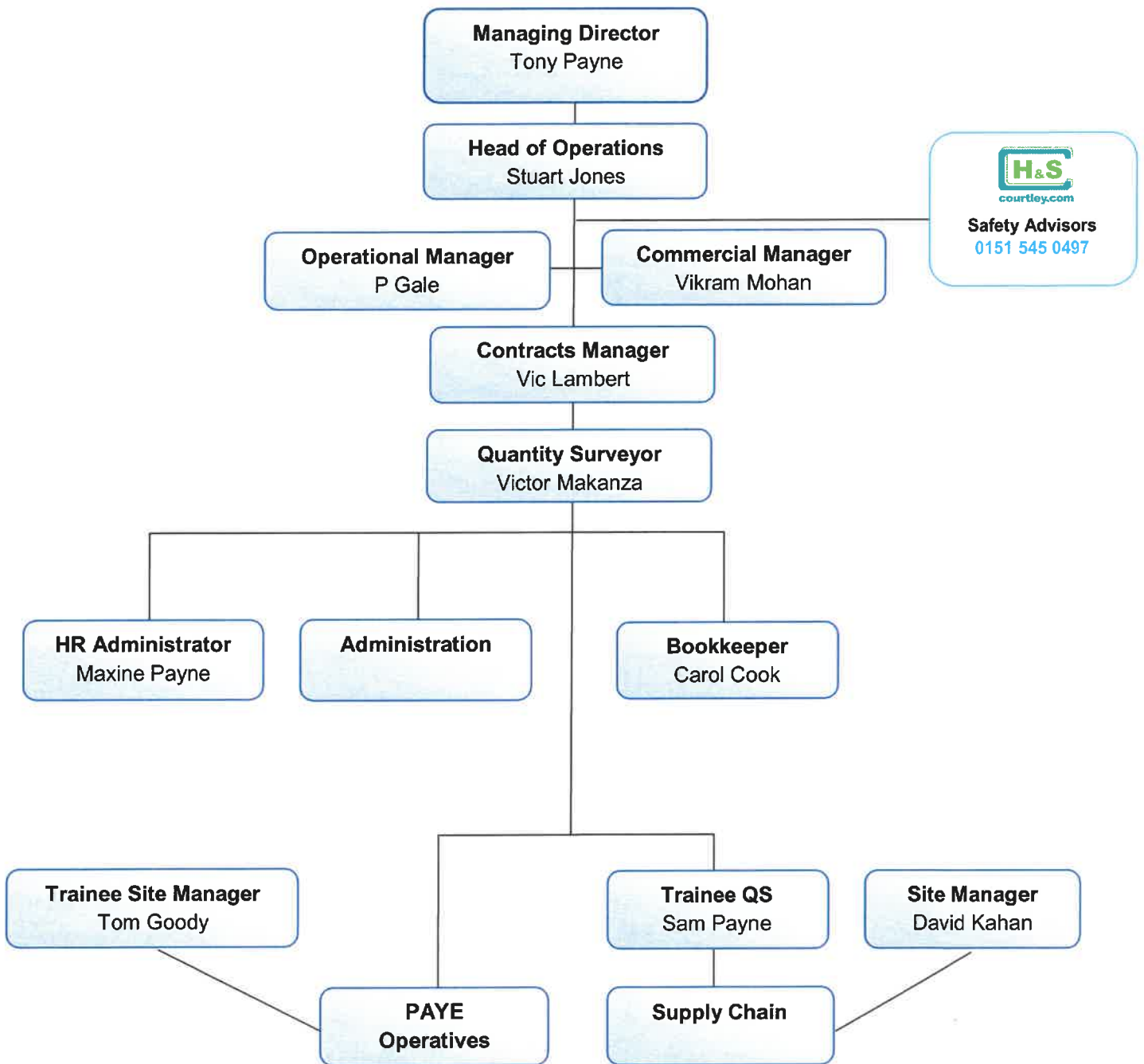
- The external safety adviser – Courtley (Health & Safety) Ltd Tel: 0870 300 8174
- Commercial Manager
- Contracts Manager
- Operational Manager
- Site Manager
- Administrators;
- Drivers.
- All Employees

All employees must co-operate with Site Manager and managers by:

- Complying with all health, safety, environmental and quality matters,
- Not interfering with anything provided to safeguard their health and safety,
- Taking reasonable care of their own health and safety, and
- Reporting all health, safety, environmental or quality concerns to an appropriate person.

The expected lines of communication are expressed on the following chart however all workers have direct access to the external safety advisors who operate a strict confidentiality policy.

3.1 Company Structure of Personnel - For effective health and safety management



### **3.2 Managing Director**

The Managing Director will initiate and administer the Health and Safety Policy. He will make adequate provision of resources for the successful implementation of the health and safety management system, including finance, time, logistics and commitment. He is:

- To set a personal example at all times.
- To initiate the company Health and Safety Policy for the prevention of injury and damage, to set targets for the reduction of accident and incident rates.
- To promote and maintain Summit Property Maintenance Ltd on-going determination to improve its performance in health, safety and welfare.
- To know the requirements of the relevant legislation and ensure they are observed whilst carrying out company activities.
- To arrange for funds and facilities to meet the requirements and standards of the Summit Property Maintenance Ltd Health and Safety Policy.
- To ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- To initiate proper reporting procedures in the event of injury, damage and loss and to promote action to preclude re-occurrences.
- To reprimand any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.
- To encourage the distribution of relevant safety information to all persons concerned.
- To arrange for periodical audits of the health and safety management system through Summit Property Maintenance Ltd Independent External Safety Advisors.

### **3.3 Commercial Manager /Safety Coordinator**

The Commercial Manager will put the Health and Safety Policy into practice on a day-to-day basis to help achieve the health and safety standards of Summit Property Maintenance Ltd. He will also maintain and improve these standards when the opportunity arises.

The Commercial Manager will:

- Discuss with the Managing Director, and others in Summit Property Maintenance Ltd management structure, methods of preventing injury to any people connected with the company and possible improvements in existing working methods that effect health, safety and welfare.
- Know the requirements of the relevant legislation and ensure they are observed whilst carrying out company activities.
- Promote and maintain Summit Property Maintenance Ltd on-going determination to improve its performance in health, safety and welfare.



- Carry out risk assessments of any operations deemed necessary prior to commencement of work and communicate the findings to personnel involved.
- Liaise with other managers and workers to maintain safe working methods.
- When acting as Principal Contractor with the co-operation of the Client, lay down specific site rules.
- Whilst on site, to ensure that work is carried out as per agreed method statements.
- Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely. This includes the necessary training to ensure plant and equipment used on behalf of Summit Property Maintenance Ltd is safe.
- Ensure that COSHH assessments are carried out on all new substances used on behalf of Summit Property Maintenance Ltd, and the actions that are identified in these assessments will be implemented and monitored for effectiveness.
- Arrange the storage of materials to avoid possible hazards.
- Ensure that protective clothing and equipment is used correctly.
- Check equipment used on behalf of the company is in good condition and fit for purpose.
- Ensure that all plant and equipment is suitable for the work it is intended for.
- Check appropriate test certificates.
- Initiate proper reporting procedures in the event of injury, damage and loss. Promote action to preclude re-occurrences.
- Ensure first aid and emergency equipment that is required is available.
- Report all accidents and incidents in line with company procedures and legal requirements.
- Organise workstations / areas so that work is carried out to the required standard with minimum risk. Ensure that personnel working for the company keep the workplace well organized and tidy.
- Accompany HM Inspectors of Health and Safety on any visits and arrange compliance with all recommendations made by them.

### **3.4 External Safety Adviser**

The external safety adviser provides the company with the following services:

- Access to competent health and safety advice. They must keep up to date with health and safety matters in relation to Summit Property Maintenance Ltd and maintain the continual professional development of Advisors.
- Advice and production of an effective and workable Health and Safety Policy for Summit Property Maintenance Ltd.

- To be available via a telephone advice line answering any queries employees or directors may have regarding health and safety legislation. This will include guidance on specific issues or tasks
- Information services supplying continuous updates and advice in respect to changes in health and safety legislation and procedures generally.
- The availability of health, safety and welfare site inspections and reports.
- Provide access to training for employees of Summit Property Maintenance Ltd

### **3.5 Operational Manager**

The Operational Manager are responsible for securing health and safety relating to their contract, planning, designing and ensuring compliance with statutory requirements and for ensuring that instructions issued by the Client are complied with.

The Operational Manager will:

- Implement the company Health and Safety Policy to promote a healthy and safe working environment and incorporate safety instructions when issuing directions.
- Carry out risk assessments of any operations deemed necessary prior to commencement of work and communicate the findings to personnel involved.
- Liaise with Site Manager and other management to maintain and monitor safe working methods.
- With the co-operation of the Client and Principal Contractor, lay down specific site rules including the correct use of protective equipment.
- Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- Arrange the storage of materials to avoid possible hazards.
- Check equipment used on behalf of the company is in good condition and fit for purpose.
- Ensure that any necessary training and appropriate test certificates are provided prior to use.
- Discuss with other management methods of preventing injury to any persons connected with the company and possible improvements in existing working methods that affect health, safety and welfare.
- Initiate proper reporting procedures in the event of injury, damage and loss and promote action to preclude re-occurrences.
- Ensure first aid and emergency equipment that is required is available and when necessary report all accidents and incidents in line with company procedures and legal requirements.

### **3.6 Contracts Manager**

The Contracts Manager is responsible for securing health and safety relating to their particular contract, planning, designing and ensuring compliance with statutory requirements and for ensuring that instructions issued by the Client are complied with.

The Contracts Manager will:

- Implement the company Health and Safety Policy to promote a healthy and safe working environment and incorporate safety instructions when issuing directions.
- Carry out risk assessments on any operations deemed necessary prior to commencement of work and communicate the findings to personnel involved.
- Liaise with Senior Operatives, Foremen / Supervisors and other management in order to maintain and monitor safe working methods.
- With the co-operation of the Client and Principal Contractor, lay down specific site rules including the correct use of protective equipment.
- Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- Arrange the storage of materials to avoid possible hazards.
- Check equipment used on behalf of the company is in good condition and fit for purpose.
- Ensure that any necessary training and appropriate test certificates are provided prior to use.
- Discuss with other management methods of preventing injury to any persons connected with the company and possible improvements in existing working methods that affect health, safety and welfare.
- Initiate proper reporting procedures in the event of injury, damage and loss, and promote action to preclude re-occurrences.
- Ensure first aid and emergency equipment that is required is available and when necessary report all accidents and incidents in line with company procedures and legal requirements.

### **3.7 Site Manager**

The Site Manager is responsible for securing health and safety relating to their site, securing compliance with statutory requirements and for ensuring that instructions issued by the company are complied with.

The Site Manager will:

- Implement the Summit Property Maintenance Ltd Health and Safety Policy to promote a healthy and safe working environment and incorporate safety instructions when issuing directions.
- Discuss with Summit Property Maintenance Ltd management methods of preventing injury to any persons connected with the company and possible improvements in existing working methods that affect health, safety and welfare.

- Ensure that protective clothing and equipment is used correctly.
- Whilst on site, ensure that work is carried out as per agreed method statements.
- Organise workstations / areas so that work is carried out to the required standard with minimum risk.
- Arrange the storage of materials to avoid possible hazards.
- Check all equipment used on behalf of the company is in good condition.
- Ensure first aid and emergency equipment that is required is available.
- Liaise with management to maintain safe working methods.
- Report all accidents and incidents in line with company procedures and legal requirements.
- Ensure that work is carried out with the proper equipment and that there is sufficient equipment on site for the safe working of the site, reporting any shortage or defects to the Safety Coordinator.
- Ensure that any necessary information on known hazards and the need for taking safety precautions is passed on to all relevant employees.
- Maintain a system of "good housekeeping" to ensure that work areas are kept as clean and tidy as possible to reduce hazards in an endeavour to maintain a safe place of work.

### **3.8 Administration Staff**

Although we might not consider the office environment to be as potentially hazardous as the other activities of Summit Property Maintenance Ltd, the people who work here have an important role in ensuring the success of our safety management system.

Their duties in respect to health and safety include the following:

- Dress appropriately for work ensuring that clothing, particularly the footwear is suitable for a working environment. Consider the floor coverings, stairs and tasks such as carrying mail or stationery.
- Not to use and report any defects in equipment immediately to an office manager.
- Ensure that the following information is displayed in an appropriate location;
  - The Health and Safety Law Poster
  - Action to take in the event of evacuation
  - Current Employers and Public Liability Insurance Certificate
  - Name of the First Aider and location of the first aid kit.
- Ensure all access routes and doorways about the office areas are kept clear and free from obstruction.
- Do not lift or carry anything that might be too heavy or awkward. This includes not over stretching to place or retrieve stock or materials from on top of high shelves or cupboards.
- If appropriate, suggest ways of eliminating hazards and improving working methods to an office manager.
- Warn new employees, particularly young people, of known hazards.

- Keep records of the following in a safe and retrievable manner;

**Documents**

	<b>Keep for</b>
○ Accident Book	7 years
○ Employers and Public Liability Insurance Certificate	40 years
○ Individual Training Records	10 years
○ Risk Assessments	Until revised
○ COSHH Assessments	Until revised
○ Manual Handling Assessments	Until revised
○ Method Statements	3 years after end of job
○ Scaffold Inspection records	3 years after end of job
○ Workplace Health, Safety and Welfare Inspections	3 years
○ Test Certificates of Plant and Equipment	3 years
○ PPE Issue register	3 years
○ Inspection registers	3 years
○ List of 'Approved' suppliers	Ongoing

### 3.9 Drivers

It is the responsibility of all drivers of Summit Property Maintenance Ltd company vehicles to ensure that the vehicles are roadworthy. This includes:

- Any defects found must be reported to The Site Manager responsible for authorising repairs.
- All vehicles utilized on behalf of the company are to be visually inspected by the driver or operator prior to being used.
- A Vehicle Users Form must be completed on a weekly basis and returned to the head office monthly.
- Drivers are to observe the standards set out in the Highway Code while using Summit Property Maintenance Ltd company vehicles.
- Drivers are to inform their manager immediately in the event of them becoming unfit to drive.

### 3.10 All Employees

In general, their personal responsibilities under the Health and Safety at Work Act etc. 1974 are:

- To take reasonable care of their own health and safety or any other person who might be affected by their acts or omissions whilst at work.
- To co-operate with Summit Property Maintenance Ltd in matters relating to health and safety at work.
- Not to interfere with or misuse anything provided in the interests of health, safety or welfare.

To this end all employees will:

- Work in a safe manner and refrain from horseplay.
- Refrain from abusing the welfare facilities provided.

- Observe all warning notices and instructions displayed on projects or other work areas and advise management if they do not understand them.
- Use tools and equipment appropriate to the job and ensure that they are kept in good condition.
- Make full and correct use of safety aids, appliances, equipment and protective clothing provided.
- Report unsafe conditions and defects in plant or equipment as soon as they are observed.
- Report any accident, unsafe or hazardous conditions to appropriate persons without delay.
- Suggest ways of improving safety to Summit Property Maintenance Ltd management when appropriate.
- Not operate any item of plant unless they are competent and authorised to do so.
- Not conduct any tasks that they feel they are not competent to carry out, or which involve unreasonably high risks.
- Find out who the first aider is, where first aid is available and what to do in an emergency or if fire breaks out, at the earliest opportunity on sites.

## **4.0 ARRANGEMENTS**

### **4.1 Risk Assessments**

Everyone at Summit Property Maintenance Ltd is aware that there are risks to health and safety arising from work activities. To help control these we formally assess risks arising from our activities. We undertake and retain risk assessments as either generic that cover our routine working practices and would apply anywhere or specific to a more unusual task, activity or site.

Refer to Procedure 1 to make sure that both are performed using the risk assessment format in the appendices by a responsible person or team.

### **4.2 Control of Substances Hazardous to Health (COSHH)**

We accept that the activities of Summit Property Maintenance Ltd will sometimes require our workers to encounter substances that can be hazardous to health. It is important that our workers know what these are and how to control the risks presented by the substances. Many of these will be identifiable through experience, common sense or deemed to be hazardous through legislation. A responsible manager who has been suitably trained will carry out assessments on the potentially hazardous substances we encounter. This will determine the control measures we need to employ to ensure the safe handling, use, storage, and disposal of the substances and of what to do in case of emergencies. For most substances we encounter, a lot of the information we need for the assessment will come from manufacturers or supplier's product and safety data sheets.

Refer to Procedure 2 for further information. The format we use to carry out the assessment is in the appendices and a responsible manager should follow this format.

### **4.3 Manual Handling**

We at Summit Property Maintenance Ltd accept that our work requires people to lift and carry items. We also understand that a significant number of personal injury incidents are attributable to such activities. We will provide guidance as detailed in the appendices to all workers expected to carry out significant handling operations. Where we cannot remove significant manual handling tasks we will try and use mechanical methods to reduce manual handling, if this is not possible, they will be assessed by a responsible manager using the manual handling assessment form included in the appendices.

Refer to 3 for further information.

### **4.4 Safe Systems of Work**

To achieve the standards that we have set out in our health and safety policy statement we have set out clear procedures, method statements or safe systems of work.

Refer procedure 4 for further information.

### **4.5 Purchase and Hiring Equipment**

Summit Property Maintenance Ltd will ensure that only suitable and safe equipment and machinery is purchased or hired.

Refer to procedure 5 for further information.

#### **4.6 Health and Welfare Facilities**

It is incumbent upon Summit Property Maintenance Ltd to ensure all workers have access to suitable welfare facilities wherever they are engaged. The company is aware it has an obligation, and we have a defined procedure detailing the requirements that will be adhered to.

Refer to procedure 6 for further information.

#### **4.7 Information, Training, Supervision and Competency**

We aim to ensure that every person who undertakes work on behalf of Summit Property Maintenance Ltd is fully competent to carry out their work.

We understand there is a need to train our employees on a regular basis to ensure that they are competent to fulfil their position within the company and to carry out work safely.

On initial employment or following re-assignment Summit Property Maintenance Ltd will give all new employees induction training.

The Responsible Manager will identify further training regarding experience and the task as identified.

Please see procedure 7 for further details.

#### **4.8 Consultation / Communication with Employees**

At Summit Property Maintenance Ltd we are fully aware for the need to communicate at all levels. Good communication provides a solid backbone in any management system. We have detailed the arrangements we set out to achieve regular consultation and communication with employees which includes the role of the Health & Safety Committee and requirements where non-English speaking workers may be affected by activities of Summit Property Maintenance Ltd.

Refer to procedure 8 for further information.

#### **4.9 Display Screen Equipment (DSE)**

The prolonged or inappropriate use of DSE can attribute to work related upper limb disorders (WRULD) or repetitive strain injury (RSI). We will protect our employees who use such equipment for a significant part of their work from these effects as far as we reasonably can.

Refer to procedure 9 for further information.

#### **4.10 Plant and Equipment including Portable Appliance Testing (PAT)**

Summit Property Maintenance Ltd understands that equipment will need inspecting from time to time and if identified by manufacturers, suppliers or others. A register will be kept of all equipment to ensure that inspections are completed as recommended.

Refer to procedure 10 for further information.

#### **4.11 The Operation of Woodworking Machinery**

Summit Property Maintenance Ltd is aware that where woodworking machinery is in use on site the Provision and Use of Work Equipment Regulations 1998 will apply. The Supervisor will ensure that all operatives who use or are in the same area comply with these Regulations.

Refer to procedure 13 for further information.



#### **4.12 Working at Height**

Working is said to be 'at height' if a person could be injured falling from it, even if it is at or below ground level. Summit Property Maintenance Ltd will strive to ensure, as far as is reasonably practicable, that employees working at height do so in a way that is safe and secure. Refer to procedure 14 for further information.

#### **4.13 Safe Use of Ladders**

Ladders or stepladders will be chosen for working at height only if they are deemed to be the correct equipment for the task in hand.

If you are required to use this access equipment as part of your duty refer to procedure 15 for further information.

#### **4.14 Mobile Tower Scaffolds**

There are many prefabricated towers available that are used by Summit Property Maintenance Ltd. The manufacturer or hire company from where we have sourced the towers should provide an adequate instruction manual or erection guide for each type.

Refer to procedure 16 for further information.

#### **4.15 Roof Works**

Roof works are known as a high-risk activity and Summit Property Maintenance Ltd know that it is important that all roof work operations are pre-planned.

Refer procedure 17 for further information

#### **4.16 Drivers of Cars and Vans & Responsibilities**

Summit Property Maintenance Ltd understands that it has a responsibility to purchase or hire suitable vehicles and they will need inspecting, servicing and maintenance from time to time in line with the recommendations of manufacturers.

Employees that drive vehicles on behalf of Summit Property Maintenance Ltd, whether owned or hired by the company or the driver must observe the Highway Code.

Refer to procedure 18 if your job role requires you to drive on company business.

#### **4.17 Electricity**

Summit Property Maintenance Ltd knows that unlike most other hazards that can be seen felt or heard, there is no advance warning of danger of electricity.

Refer to procedure 20 for further information.

#### **4.18 Asbestos**

Summit Property Maintenance Ltd recognises that work with asbestos and materials containing asbestos can be dangerous and that every precaution must be taken to ensure that anyone who may be affected by such work is protected.

Refer to procedure 22 for further information.

#### **4.19 Vibration**

Employees of Summit Property Maintenance Ltd are expected to use plant and equipment that has the potential to cause damage to their health such as hand-arm vibration syndrome (HAVS) or vibration white finger (VWF) which is also known as Reynaud's Syndrome or whole-body vibration through the use of ride on equipment. Workers who experience 'pins and needles' when using equipment or those who suffer with fingertips becoming pale with a loss of feeling usually set off during cold are to inform their Supervisor without delay.

Refer to procedure 23 for further information.

#### **4.20 Mobile Phones and Satellite Navigation Systems**

Summit Property Maintenance Ltd will ensure that all operatives using Mobile Phones and/or Satellite Navigation Systems have read and understood procedure 24.

#### **4.21 Visitors to Site**

When the company endeavours that they will have visitors to sites they are working on, they will ensure that procedure 26 is followed.

#### **4.22 Lone Workers**

Summit Property Maintenance Ltd will ensure prior to being requested that the worker is competent and able to work alone. In addition, all lone workers must be fit and healthy, and will undergo medical assessments on a regular basis.

If your job role requires lone working refer to procedure 28 for further information.

#### **4.23 Contractor Control**

When Summit Property Maintenance Ltd uses sub-contractors, they will work to the same standards as the people who are directly employed by the organisation. The sub-contractors used will be either bona fide organisations or suppliers of labour only.

Should any sub-contractor or employee of a sub-contractor have any concerns regarding health and safety performance on any Summit Property Maintenance Ltd project they are to raise this with the Supervisor. The Supervisor will then investigate and act appropriately on any concerns raised.

Refer to procedure 30 for further information regarding contractor control.

#### **4.24 Personal Protection Equipment (PPE)**

Summit Property Maintenance Ltd maintains a suitable stock of the various types of PPE used on behalf of the company. This is to ensure the ready availability of the most commonly used equipment.

Refer to procedure 31 for more information regarding PPE.

#### **4.25 Respiratory Protection**

Summit Property Maintenance Ltd will ensure that all personnel are provided with the correct respiratory protection dependent upon the risk.

Refer to procedure 32 for further information.

#### **4.26 Safety in the Sun**

Summit Property Maintenance Ltd is aware of the links between skin cancer and exposure to harmful ultraviolet rays from the Sun. We will ensure that our operatives are provided with information and training to make them fully aware of the dangers. Operatives will be issued with advice on staying safe in the sun.

Refer to procedure 33 for more information.

#### **4.27 Noise**

All operations or work environments where Summit Property Maintenance Ltd are engaged where there is the potential for excessive noise are to be considered and assessed to determine the level of risk. We will consider the type and duration of the noise.

Refer to procedure 34 for more information on noise and its exposure.

#### **4.28 Dermatitis**

Dermatitis is the result of a reaction between the skin and harmful substances that it comes into contact with. The prevention is simple. Ensure that contact with the harmful substance is avoided by using an alternative substance or protective clothing. Good hygiene and barrier creams are also an effective means of prevention.

Refer to Procedure 36 for more information regarding substances you may come into contact with.

#### **4.29 Leptospirosis (Weil's disease)**

Whenever we work in any areas where there is likely to be contamination by rat urine, notably near to rivers, sewers or in rat infested premises there will be a significant risk of infection. Weil's disease is a potentially fatal infection. The bacteria can enter your body through the mouth, eyes, cuts and scratches.

Refer to procedure 37 regarding Leptospirosis and how to avoid it.

#### **4.30 Psittacosis**

Where operatives might come into contact with birds or bird droppings, a risk assessment will be completed and will be discussed with all those on site by the Supervisor.

If you are at risk of encountering the above, please refer to procedure 38.

#### **4.31 Tetanus**

Summit Property Maintenance Ltd is aware that when breaking new ground, construction workers are at risk from organisms infecting wounds.

Refer to procedure 39 for more information regarding to tetanus.

#### **4.32 Stress**

Summit Property Maintenance Ltd is committed to protecting the health, safety and welfare of its employees, and recognises that workplace stress is a health and safety issue. Because of this, Summit Property Maintenance Ltd acknowledges the importance of identifying and reducing sources of stress in the workplace.

Refer to procedure 41 for further information regarding stress in the workplace and how to reduce it.

#### **4.33 Smoke-free Policy including e-Cigs**

It is the policy of Summit Property Maintenance Ltd that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.

Refer to procedure 42 for more information.

#### **4.34 First Aid**

The first aid boxes are maintained inside each company vehicle. One is also located in head office – 98 High Street, Brentwood, Essex, CM14 4AP.

The nominated first aider should refer to procedure 51 for further information.

#### **4.35 Incidents, Emergencies & Emergency Procedures**

While Summit Property Maintenance Ltd will make every effort to avoid incidents or emergencies we recognise that such events can occur. We have set in place the following procedure for all incidents whether they result in injury, work related disease, property damage or are a near miss that has the potential for such a loss. All employees should know the correct procedure for incidents and emergencies and reporting them.

Refer to procedure 52 for further information.

#### **4.36 Monitoring of Safety Performance**

The conditions that we work in, affects our productivity and quality of work that we produce. Therefore, Summit Property Maintenance Ltd will ensure that working conditions and the environment are well organised and safe.

Refer to procedure 53 for further information.

#### **4.37 Hot Works including 'Burning Off' and Welding**

All equipment used for welding or 'burning off' paintwork will be inspected by a competent person before use. Any equipment that is suspected to be faulty will not be used and the Site Manager will be informed without delay.

If your job role requires you to use equipment used for welding or 'burning off' paintwork refer to procedure 59 for further information.

#### **4.38 Violence and Abuse**

Summit Property Maintenance Ltd is aware that violence and abuse is not acceptable in the workplace and will do their utmost to monitor and prevent violence occurring.

Refer to procedure 61 for more information on reducing violence in the workplace.

#### **4.39 CDM – Sub contractor**

Summit Property Maintenance Ltd are often engaged as Contractors as defined by the Construction (Design and Management) Regulations 2015. As such, we are aware that under the regulations, we must co-operate with the Principal Contractor, and provide the Principal

Contractor with any relevant information which might affect health and safety whilst on the project.

Refer to procedure 62 for more information.

#### **4.40 CDM – Principal Contractor**

Summit Property Maintenance Ltd is often engaged as Principal Contractor as defined by the Construction (Design and Management) Regulations 2015 and as such is in control of the construction phase of projects.

Refer to procedure 64 for more information.

#### **4.41 CDM – Principal Designer & Designers**

Summit Property Maintenance Ltd is often engaged as Principal Designer or Designer as defined by the Construction (Design and Management) Regulations 2015.

Refer to procedure 64 for more information regarding CDM – Principal Designer & Designers.

#### **4.42 Advice & Enforcement**

Summit Property Maintenance Ltd employs an external health and safety adviser. They are:

Courtley (Health & Safety) Ltd  
5 Platinum Court  
Alchemy Way  
Knowsley, L33 7XN  
Tel: 0151 545 0497  
Web: [www.courtley.com](http://www.courtley.com)  
E-mail: [info@courtley.com](mailto:info@courtley.com)

Courtley (Health & Safety) Ltd has access to the Merseyside Occupational Health and Safety Group that is affiliated to RoSPA.

- Access to the Merseyside and Cheshire Safety Group through the safety advisers.
- Members of the Association of Project Safety.
- Members of the Institute of Occupational Safety and Health.
- The services of the HSE and EMAS are used.

Refer to procedure 79 for further information regarding advice and enforcement.

#### **4.43 Drugs and Alcohol**

It is the responsibility of all Summit Property Maintenance Ltd management and employees to ensure that the persons in their control are not under the influence of drugs or alcohol whilst in the workplace. Any employees who feel they, or a colleague are under the influence of drugs or alcohol must make this known to their manager at the earliest opportunity. Refer to procedure 35 for more information relating to drugs and alcohol.

**5.0 CONFIRMATION OF EMPLOYEE READING POLICY**

**To be completed by ALL Personnel**

I \_\_\_\_\_ (Name in BLOCK CAPITALS)

I confirm that I have read the Company Health and Safety Policy and fully understand the responsibilities that apply to me in the capacity in which I am employed. If I am unable to fulfil those responsibilities in any way, I will inform my manager, or the Managing Director as soon as is reasonably practicable.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE COMPLETE THIS PAGE AND RETURN IT TO HEAD OFFICE**