

HEALTH AND SAFETY POLICY STATEMENT

1. The health and safety of our employees, customers, colleagues and the public is of paramount importance, and forms a fundamental part of our business. We are committed to providing and maintaining safe and healthy working conditions, equipment and systems of work, and to supplying the necessary information, instruction training, supervision and resources to achieve this.
2. All employees, self-employed persons and subcontractors in the firms services are responsible within their own sphere of operation for applying the provisions of this policy to themselves, to those for whom they are responsible, to main contractors & sub-contractors, to visitors to the office & general public.

Employees, self-employed persons & sub-contractors have a legal duty to take all reasonable care for the health & safety of themselves and of any persons with whom they are working or who are likely to be affected by their activities.

3. The ways in which health and safety matters are organised are set out in the body of the Health & Safety Policy. The policy will be reviewed and updated at the least annually to reflect improving expectations, and specific changes in the nature and activities of the company.

The Health and Safety Co-ordinator will take responsibility for the general administration of health and safety matters.

STATEMENT OF HEALTH & SAFETY POLICY

The Partners of All Emergency Services regard people as the Company's most important asset, and we accept our responsibility for ensuring the health, safety and welfare of all employees and others who might be affected by the Company's activities.

We recognise that the maintenance of a safe place of work and safe systems of work is critical to the continued success of the Company and, accordingly, we view our responsibility for Health & Safety equally with other responsibilities. We require all employees to follow this philosophy, and to ensure that other business pressures are not allowed to prejudice the achievement of high standards of Health & Safety management.

The nature of our activities means that we have a wide range of risk exposures. Responsibility for implementing this Policy, and the associated procedures, rests with all Partners, Managers, and employees. We will ensure that all risks to health are addressed and maintained at the lowest level reasonably practicable.

The Management of Health & Safety at Work is seen as an integral part of a Manager's role. All Managers are required to adopt the approach promulgated by the Management of Health & Safety at Work Regulations 1999 of hazard identification risk assessment and control.

In any event, the requirements of the Health & Safety at Work Act 1974, and other legislation and guidance will form the minimum standards to be achieved by the Company to ensure the health, safety and welfare of staff, operatives, members of the public and others who may be affected by our activities.

- So far as is reasonably practicable this will include;
- Provision of safe working environment
- Safe access and egress
- Adequate welfare facilities
- Safe systems of work and safe work equipment
- Adequate training, instructions and supervision for all employees whilst at work.

ALL EMERGENCY SERVICES is committed to the continued development of an active Safety Management System. The Partners of the Company will ensure that sufficient resources are available to fulfil both the letter and the spirit of the Company's obligation.

Through provision of instructions, training & supervision, we will ensure that all staff is competent to maintain high standards of Health and Safety in all of our activities.

HEALTH AND SAFETY RESPONSIBILITIES

1. Ensure that the Department Partners keep up to date with their Health and Safety documentation.
2. Conduct regular Health and Safety monitoring programmes to ensure employees, contractors and visitors are complying the safety procedures.
3. Ensure that Risk Assessments are completed and updated as and when required.
4. Chair the Health and Safety Committee once every third month. Consult with the Health and Safety Employee Representative.
5. Organise employee training, develop training programmes and keep records.
6. Ensure fire prevention, precautions and appliances are adequately maintained.
7. Monitor accidents and conducts investigations. Report reportable accidents, incidents, disease etc, to the Health and Safety Executive on the appropriate form.
8. Provide health surveillance when required and in compliance with Health and Safety legislation.
9. So far as is reasonably practicable ensure the safety of off-site workers who visit customer premises.
10. The safe maintenance of all the Partnership work equipment and vehicles (excluding company cars). Develop a maintenance schedule and keep maintenance records. Maintaining documentation that is required on the workplace, work equipment and vehicles.
11. Carry out regular Health and Safety inspections.

HEALTH AND SAFETY RESPONSIBILITIES

Department Partners

The departmental partners will be responsible for:

- The safe conduct of those who work in their department.
- The safety of the working environment, for example; floors, stairs, lighting, walkways, temperature and ventilation etc.
- The safe operation and maintenance of work equipment / office equipment and maintain documentation that is required on the workplace and work equipment.
- The prompt response to defect reports and the reporting of technical faults.
- The safe isolation of machinery for maintenance and the safe cleaning of equipment.
- The safe use, handling and storage of hazardous substances.
- Ensure fire prevention and appliances are adequate.
- So far as is reasonable practical the safe conduct and safety standards of contractors working for them and the work they carry out.
- The wearing of Personnel Protective Equipment (PPE).
- So far as is reasonable practicable ensure safety lifting techniques.
- Carry out Risk Assessments and amend accordingly (time, any significant change, after an accident). So far as is reasonable practicable ensure that all Visual Display Unit (VDU) operators are aware of the hazards associated with VDU equipment.
- Report any person who continues to create unsafe acts and conditions to their respective department partners.

Resources

The Managing Partner will be responsible for the control and availability of Health and Safety resources. He will ensure that All Emergency Services receive adequate resources for them to carry out their Health and Safety objective and statutory duties. Such resources will include manpower, finance, training, information, instruction and

assistance from specialist advisors etc. The Department Partners will be responsible for ensuring such resources are used properly and effectively.

HEALTH AND SAFETY RESPONSIBILITIES

Employees

Everyone who works within All Emergency Services will take reasonable care of themselves and others whilst at work. They will co-operate with Partners and Employee Representative in order for All Emergency Services to comply with its obligation under Health and Safety Legislation.

- Employees will not create unsafe conditions, conduct unsafe acts and they will not horseplay around or act in a way that may cause danger to themselves or others.
- Employees have a responsibility to keep their tool, plant and equipment in safe condition and report defects and faults immediately to the person responsible.
- All employees will use work equipment, hazardous substances and Personnel Protective Equipment (PPE) given to them safely and correctly, and will follow the safe system of work specified for that item.
- Only competent, trained personnel will be authorised to maintain mechanical and electrical equipment. Employees without such training will not carry out such work.
- Employees will understand why Health and Safety is of paramount importance and will be aware of any hazards and their risks. They will know and understand the importance of Health and Safety through information, instructions, education and training.

- All personnel have the responsibility to report any unsafe act or condition directly to Health the Department Partner or to their immediate supervisor / employee representative.
- All personnel are to make themselves familiar with the contents of this safety policy and are to ensure that they comply with the contents and requirements in full.
- All personnel are to ensure that they maintain a high standard of housekeeping at all times
- Employees are to observe and comply with all safety procedures and rules at all times.

Apprentices & Trainees

It is the responsibility of all apprentices & trainees to take reasonable care for the Health & Safety and of others who may be affected by their activities, and to comply at all times with the All Emergency Services Health & Safety Policy and with instructions concerning safety from Operatives and Managers.

All apprentices and trainees are required to familiarise themselves with the findings of any risk assessments undertaken by Operatives for the jobs on which they are working, and to ensure that they follow the appropriate safety rules and procedures.

It is the responsibility of each apprentice and trainee to ensure that the correct personal protective equipment and clothing is worn at all times at work. Failure to do so will result in disciplinary action being taken or contractual penalties being imposed.

All apprentices and trainees must ensure that safety related problems are brought to the attention of the Operative with whom they are working. The Operative must ensure that the problem is brought to the attention of the relevant Manager or Director to ensure prompt resolution.

HEALTH AND SAFETY – GENERAL ARRANGEMENTS

All Emergency Services will take full account of its responsibilities to provide and maintain safe and healthy working conditions for all its employees and to ensure, so far as is reasonable practicable to do so, the safety of its contractors, visitors and others who may be affected by the activities on site.

All employees, contractors and visitors will know and understand the Health and Safety Policy and its procedures. The Partnership recognises that Health and Safety is a major responsibility and it will be under the direction of the Managing Partners.

The Managing Partner will organise employees and resources to create a safe working environment safe systems of work and to document these arrangements in the Health and Safety Policy.

Employees as with all Partners are to understand the importance of:

- Risk Assessments that will identify situations likely to cause injury to a person or damage to property or equipment.
- Safe System of Work that could reduce the risk of an accident.
- Fire procedures for prevention and control.
- Occupational health

- Accident and First Aid procedures.
- Regular auditing, monitoring and inspections of the workplace, activities and equipment.

The Health and Safety Policy requires that all personnel working for All Emergency Services co-operate with the Partners of All Emergency Services and the Employee Representative to achieve and maintain a safe and healthy workplace. They will also take reasonable care of themselves and others.

The Health and Safety Policy will provide information, instructions, training, and supervision guidance to assist in the prevention of injuries and so far as is reasonable practicable to do so, ensure the health and safety at work.

The Health and Safety Policy will be reviewed annually and amended accordingly. If necessary, it will be revised earlier in light of any legislation, personnel or organisation changes.

Alcohol & Drugs

All Emergency Services will ensure so far as is reasonably practicable, that no person places another person in danger due to the influence of alcohol and drugs. Employees, contractors and visitors are required to take reasonable care of themselves and others who may be affected by their acts or omissions at work.

All Emergency Services will always promote good health to employees, contractors and visitors. The Partners will identify, if it is reasonably possible, those with alcohol and drugs will be subjected to disciplinary procedures.

Employees will not attend All Emergency Services or its client's premises or drive a Partnership vehicle whilst under the influence of alcohol and / or drugs

WARNING !!

Never drive or operate machinery if under the influence of alcohol or drugs. Beware if large amounts are consumed the night before, a person could still be seriously affected the next day.

Only prescribed drugs are permitted, however, the Partnership Administrator should be informed by any person taking prescribed drugs which may cause drowsiness or may react with certain working conditions. The Partnership Administrator will treat such information on a strictly confidential basis.

All Emergency Services will provide adequate and proper supervision for its employees, contractors and visitors to ensure, as far as is reasonable practicable, their Health and

Safety work. They will observe and carry out their task in accordance to legislation, manufacturers information, the Health and Safety Policy, safe systems of work, permit to work, notices, signs and by the way of instruction, information and training.

Employees, contractors and visitors will take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. They will also co-operate with All Emergency Services so far as is necessary to enable All Emergency Services to carry out its statutory duties.

The Health and Safety Policy will be made available for all employees, contractors, clients and visitors.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest Health, Safety or Welfare in pursuance of any of the relevant statutory provisions.

Fire Procedures

A fire alarm system will be situated within All Emergency Services main building location and fire equipment will be situated at various points throughout the premises. The fire drill is as follows:

If you discover the fire

- Sound the fire alarm immediately.
- Call the Fire Brigade; pick up the nearest telephone (Dial 999). Ask for the Fire Brigade, stating your name and All Emergency Services address.
- If possible and it is safe to do so without endangering oneself, use the correct type of fire fighting appliance to fight the fire. If the fire cannot be brought under control by the appliance, then evacuate the building.
- On evacuation, report to ASSEMBLY AREA and give relevant information to the senior person present.

When you hear the alarm

- Shut down all equipment and systems if possible.
- Leave the building at the nearest exit and walk calmly down to you evacuation point.
- Do not collect personal belongings and do not re-enter the building.

Plant/Vehicle Drivers on Site (including visiting drivers)

- Upon hearing the alarm shut down operation safely.
- Switch off engine and do not move the vehicle (unless it is blocking access areas).

- Leave the keys in the ignition and report to the assembly area to the senior person on site

Evacuation Point

- Evacuation areas and Assembly Areas will be identified and posted at each location.
- All personnel are to stay at the evacuation point until the Fire Brigade has declared the site safe for re-entry.
- The only personnel who will be involved with the Fire Brigade to offer specialist advice are All Emergency Services Partners and selected personnel.

Records

- All fires and false alarms will be reported to the Managing Partner who will complete the general fire register and investigate into the cause of the fire or false alarm.

Practice Drills

- Practice drill will be announced and conducted twice annually

Fire Equipment and Signs

- Fire extinguishers will be maintained and replaced when necessary by a responsible fire equipment supplier.
- The Health and Safety Advisor will conduct in house checks of the fire equipment. This will consist of a simple checklist that will be submitted to the Managing and Department Partners for action.
- Fire equipment, exits and routes will be kept clear and free from obstruction always.
- Fire action notices will be displayed in certain areas of the premises and will outline what to do if there is a fire and where to assemble once evacuated.
- No smoking and sources of ignition signs will be displayed around the premises. All flammable liquids will be labeled and stored appropriately.

- No person will misuse or interfere with the alarm system and will only be used in an emergency.

Spillages of flammable Liquids

- Contain any spillage of flammable liquids immediately.
- Eliminate all sources of ignition.
- Prevent personnel from entering the area and ensure that there is good ventilation.
- Clear the spillage in accordance with the Control of Substances Hazardous to Health (COSHH) Safety Data Sheet.

Risk Assessment

The Health and Safety Advisors will conduct an assessment of the risk of fire within the Company periodically. The assessment will be submitted to the Managing Partner for action.

First Aid

All Emergency Services will ensure that there is adequate First Aid provisions and appoint a fully qualified first aiders office. All employees will be notified of the first aid facilities, the names of the first aiders and where they are located. The Partnership will also ensure adequate first aid cover when employees are working out of hours and/or in hazardous situations.

Employees and visitors will always keep the first aid facilities and notices clear and accessible.

The Partnership first aiders are to manage and monitor the contents of all first aid equipment boxes.

To Call a First Aider

The first aider/s will always attend an injury or accident. If the first aiders are not nearby, then telephone the main office and ask them to call a first aider. If the person responsible for carrying out first aid treatment cannot be reached and the injury is serious then telephone the emergency services immediately by dialing 999 on an external telephone. Once you have contacted the emergency service state your telephone number, your name and the address of where the incident is and the reason you are calling.

First Aider's Duties

On receiving a call to attend an incident, the first aiders will be allowed to leave immediately. The first aiders will administer the appropriate treatment and in a serious incident remain with the casualty, until a suitable qualified person arrives from the emergency services.

After every treatment the first aiders will record the details in the First Aid Book and/or the Accident Book that is situated in the administrators office. It is the duty of the first aiders to ensure the books are completed and to inform the Departmental Partners of the accident and/or incident.

It will be the responsibility of the first aiders to ensure adequate supplies are maintained in the first aid boxes and that the first aid area is kept clean. The first aiders will complete an order for the purchasing of new supplies and this will be authorised by The Health and Safety Co-ordinator. The first aiders will wear appropriate disposable gloves when administering treatment and when cleaning up blood or bodily fluids.

The first aider will conduct an annual assessment on all first aid facilities and materials, including where appropriate, vehicle first aid kits.

Location of the First Aid Facility Office

First aid and eye wash facilities are situated in the Administrators Office on the Ground Floor. It is important that all employees are aware of its location.

First Aid Training

Training will be conducted by a HSE approved trainer or training organisation. A first aid certificate will be granted when the nominated person has successfully completed a four-day first aid course. The certificate will only be valid for three years, after which the first aider will go on a refresher course before the expiry date of their certificate. The refresher course is to up date their skills to gain a further three-year certificate.

Records

The following first aid records are to be kept:

- Training and refresher training.
- Name of trainee, trainer and course details.

- Assessments on the first aid facilities.
- First aid supplies.
- Details of first aid treatment given.

PROCEDURE FOR THE TREATMENT OF INJURY AT THE DEPOT

- All items necessary for the treatment of minor injury can be found at the station including; Lints, Bandages, Plasters, Antiseptic, Applications etc....
- All injury should be reported to Melanie Tester, who will attend to the injury party and action the necessary treatment.
- If the injury is deemed more serious, arrangements for transfer to the casualty department of the nearest hospital should be implemented.

The nearest hospital to our premises is:

MAYDAY HOSPITAL LONDON ROAD NORBURY LONDON SW16

Following any accident the most senior member of staff present must enter the details into the Company accident report book. Failure to record any incident may result in disciplinary action. The accident report book can be found accompanying the First Aid Station.

PROCEDURE FOR THE TREATMENT OF INJURY WHILST ON SITE.

Each Company vehicle carries a First Aid box under the passage seat, located in the main cab area.

All items necessary for the treatment of minor injury can be found in this unit including: Lints, Bandages, Plasters, Antiseptic, Applications etc...

All injuries should be reported by telephone directly to Melanie Tester who will record the time, date and details in the Company accident book.

In the absence of Melanie Tester, all incidents should be reported immediately at Director level.

If the injury is deemed more serious, arrangements for transfer to the casualty department of the nearest hospital should be implemented. Dialling 999 on a telephone can obtain

access to the emergency services. If the senior site supervisor considers that the injury would be made worse or that there is a possibility of shock DO NOT attempt to move the injured party.

Following any incident, the details must be relayed to the most senior member of staff on return to the main dept. Failure to do so will result in disciplinary action. The accident report book can be found accompanying the First Aid station.

HEALTH SAFETY AND WELFARE GENERAL ARRANGEMENTS

Training

All Emergency Services will identify training needs and general Induction Training will be given to all employees, but in addition to this each new and existing workers will be given more specific training to suit their task.

Training needs will be identified when a person first begins employment for the Partnership and their training reviewed regularly. Such training needs will be influenced by:

- Previous experience and training.
- The individual's capability and capacity for learning.
- The level of expertise and competence required for the job.

The Health and Safety Co-ordinator will hold Health, Safety and Welfare training records on all employees. The record will include:

- The subject of the training.
- The name of the trainer.
- The date the training commenced and was completed.
- The individuals learning outcome and standard to which the employee has been trained.

Before devising a scheme of work for training, the method of training must be decided and this may include:

- Formal classroom teaching using both lecture and media such as, videos, OHP, handouts and textbooks.
- Practical training in a controlled environment.
- On the Job training.
- Seminars both in and out of house.

- Tutorials on a one to one basis.
- Attending external courses or undertaking open learning packages.

SAFETY POLICY STATEMENT RULES FOR HANDLING STORAGE & TRANSPORT OF GLASS HAZARDS

Hazards

Working with glass can be dangerous unless sensible precautions are taken. Glass is fragile and when broken will cut any soft substance including flesh and tissue. Even uncut glass can be a hazard because a cut edge is always present. Serious injuries can be caused both by breaking glass and by the collapse of unsafe stacks of glass.

Precautions

By taking basic precautions and complying with Company safety procedures, the risk of injury from handling, storage & transport of glass can be greatly reduced. The following procedures should be complied with at all times.

General

1. The Company provides protective clothing and equipment. ENSURE that you are aware that clothing/ equipment is available and that it has been issued to you.
2. Wear / use protective clothing / equipment at all times. If such items are lost / damaged advise your Supervisor immediately.
3. Do not wear loose clothing which could catch in machinery or on projecting glass.
4. Wear safety shoes or boots with protective toecaps.
5. If you consider improvements could be made to the protective clothing / equipment provided, advise your Supervisor immediately.
6. Broken glass is dangerous if left lying around. Always remove broken glass to the bin / skip provided using a brush and shovel – ***DO NOT*** pick up glass by hand.
7. Keep floor areas clean and tidy at all times – remove any obstructions and report any uneven floors to your Supervisor immediately,
8. ***NEVER*** attempt to catch falling glass.

Storage

1. When unpacking a case with a slide lid, always lean it back against something solid so that the glass does not fall out when the lid is removed.
2. Do not leave mails protruding from the top of the crates, end caps or packing materials. Remove them or know them in so that you cannot catch your hand or the glass on them.

Legislation

The Health and Safety at Work etc Act 1974 imposes a general duty on the Company to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. It also imposes specific duties on employers to:

1. Provide and maintain plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health.
2. Make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risk in connection with the use, handling, storage and transport of articles and substances.
3. Provide such information, instructions, training and supervision as is necessary to ensure, so far as is reasonably practicable, the Health and Safety at work of employees.

METHOD STATEMENT FOR WORKING AT HEIGHTS FROM HARNESES, LADDERS AND SCAFFOLDINGS.

Hazards

The main hazards associated with work at heights include;

- People falling from work platforms or accesses.
- Materials or articles falling from work platforms or accesses.

Planning Procedures

All work will be carried out in accordance with the relevant standards and the appropriate risk assessments.

The Divisional Service Manager will:

- Ensure that work is planned to ensure that a safe access / egress and working place is provided for operatives to work at heights before work commences on site.
- Ensure that where practicable, work heights is carried out from a safe position on a building or structure or from a scaffold provided in accordance with the appropriate Policy.
- Ensure that suitable and sufficient material and equipment is provided on site for work to be carried out in safety ion accordance with the relevant standards.

Training

Training will be provided for any operative required to work at heights in the use of safety belts or harnesses and other equipment before work commences.

Monitoring

The Safety Supervisor will:

- Ensure that work carried out as planned and in accordance with the relevant standards and that all operatives have received instructions in safe working procedures and the use of safety equipment provided.
- Inspect weekly, all safety equipment, safety belts, harnesses, anchorages etc and any defects noted at weekly inspections or reported by operatives shall be attended to immediately.
- Ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying our work at high level.

Control Measures

1. The Safety Supervisor will be asked for advice on safe working methods, precautions and safety equipment required for any work at heights where standard procedures do not already exist.
2. The Safety Supervisor, on request, will arrange any necessary notices warning of men working above.
3. The safety of other workers, the public and particularly children will be a priority consideration during the working period.
4. All working areas at heights will be guarded to prevent falls of persons or materials where practicable, or other suitable protective procedures will be used.

5. Appropriate safety equipment will be used when necessary; i.e. safety belts, harnesses, fall arrest devices etc

References

All work at heights will be carried out in accordance with requirements for access and working places contained in the Construction (Health, Safety & Welfare) regulations 1996.

British Standard 2482 covering scaffold boards and British Standards 1129 covering lightweight staging is adhered to for the materials to be used in working platforms.

British Standard Code of Practice 93;1972 is adhered to on the use of safety nets on constructional works.

British Standard 1397;1979 is adhered to on the requirements for individual safety belt and harnesses.

INSTALLATION OF WINDOW FILM

METHOD OF WORKING STATEMENT

Fitting Teams

Each fitting team comprises 2 / 3 trained foreman who acts as site supervisor.

Film Application

- A customer on a daily basis will clear a batch of windows of obstructions in readiness for the film application...
- Each glazing surface will be intensively cleaned using a “scrape” clean in accordance with manufacturer’s specifications.
- Film will be cut on site, either to exact size on a cutting machines (thicker films) of ½ “ over size in both directions to be trimmed in position.
- Following removal of the protective backing sheet, the adhesives side of the film of the film and the glass is sprayed with Madico application solution.
- The film is then positioned on the glass and squeezed with appropriate squeegee tools to remove air bubbles and excess water.

- Further squeezing will be carried out in accordance with the manufacturer's instructions appropriate to the film type being applied.
- The film will be trimmed to the edges of the window frames, leaving edge gaps recognised in the trade appropriate to the film being applied.
- All film off-cuts, backing sheets etc will be cleared and furniture blinds etc reinstated to original positions.
- Following completion, a 'visual appearance' check will be carried out.

Access Equipment

Where the windows to be filmed exceed 3 metre from floor level, these will usually be accessed by:

Either:

1. Ladder, with one applicator footing the bottom, while the ladder is on use.
2. Mobile access tower, hired from reputable plant hire Companies, such as Instant Sip-UP, Vine Plant, Rentatool, City Hire etc. Where mobile access towers are used, these will be erected strictly in accordance with the instructions issued by the hirer, including where necessary all outriggers, internal ladders, platforms toe boards and safety rails.

Management

The site supervisor will be directly responsible to the main contractor or employer.

HEALTH & SAFETY WORKPLACE WELFARE

All Emergency Services will ensure the welfare of all its employees by the maintenance of the workplace and equipment there in.

We will ensure adequate ventilation to all areas either fresh air or purified air.

We will maintain reasonable temperatures in all offices with sufficient thermometers to monitor any adjustment required.

Suitable and sufficient lighting, preferably natural for satisfactory working conditions.

To maintain good standards of cleanliness, wasters not to accumulate, but kept in bins and regularly collected.

Suitable work stations and seating for all staff, floors to be suitable constructed, not slippery or uneven and adequately drained.

Protection from falls and falling objects. Windows with safety glazing and protected against breakages where suitable.

Doors and gates of suitable constructed, designed to avoid injury, vision panel in doors.

Separate male / female convenience, adequately lit, ventilated and kept clean with washing facilities; soap, towel or dryer provided.

Adequate supply of drinking water to be available, signed “drinking water” if not obvious. Suitable sufficient facilities to enable persons to eat away from workplace, non smokers to be protected from smoke.

HEALTH & SAFETY ASBESTOS REGULATIONS

Regulation 4 of The Control of Asbestos at Work Regulations 2002, requires owners or lease holders of commercial premises, to identify and manage the risk from the presence of asbestos.

The duty includes:

1. Whether asbestos is liable to be present in the premises.
2. Keeping an updated record of the location.
3. Undertake a Risk Assessment.
4. Undertake on-going monitoring.

Our property is less than 2 years old, so no asbestos would have been installed.

Environmental Policy Supplement

All Emergency Services Company will endeavour to conduct its business in an environmentally responsible way. The Company will be guided by the following principles in conducting its activities.

1. In conducting our operations, we will seek to minimise the effects that are harmful to the environment.
2. We will comply with environmental laws, regulations, bylaws and codes of practice.
3. We will observe a duty of care for the environment, both in providing products and services to our customers.
4. We will seek to participate and co-operate with government and international agencies in the identification and investigation of environmental issues and finding solutions that are technically and economically feasible.
5. All Emergency Services will endeavour to manage its activities so as to conserve natural resources.
6. Responsibility for the effective and committed implementation of this environmental Policy will be vested in our Managers and Directors in addition to their business functions.

COSHH ASSESSMENT SUMMARY

On site, it is necessary to install putty using bare hands and, for the vast majority of persons, this will not cause any problems. A very small proportion of users may have an allergic response. The use of putty, therefore is under control.

The method of dispensing mastic from sealed containers by means of a skeleton gun is a good control which minimise potential for skin contact. The level of solvents in sealants is low and the sealants are generally used in open conditions. Therefore exposure to airborne solvents will be under control and not approach the M.E.L. or O.E.S. Other persons have little or no exposure.

Glass, as used is physiologically inert and is used in non dust generating circumstances. The use of glass will be under control from the point of view of COSHH.

The policy of removing waste from site will further enhance control of substances.

Regulation 12 of COSHH will be satisfied by the formal procedure adopted with Health and Safety file and this Company will therefore be familiar with the safe use of substances and will ensure control.

MANUAL HANDLING

This Company realises the problem associated with manual handling and will when it is within their scope to do so, use any product that does not give any problems with lifting, pushing or pulling.

When and wherever it is possible, mechanical handling will be used.

By giving all handling procedures prior consideration and by ways of experience this company endeavours to reduce the dangers associated with manual handling.

When lifting, the person involved must realise his capabilities.

By pre-planning the site, the placing of materials and site-use equipment can help with the distance and the type of terrain they have to be transported. Consider the terrain for the movement of mechanical handling aids.

Assistance must be called for if it is not within a persons capability to lift or pull any object.

METHOD STATEMENT FOR GLAZING WORK

During the following statement, the main concern is of people being cut by broken glass. The method statement has been produced to reduce the risk of injury from this hazard to the lowest level reasonable practicable during the installation of glass materials.

The purpose of this work is to reglaze doors and windows ect with laminated safety glass with complies with BS6262 part 4.

The glazing areas are situated mostly in shopping areas or car parks. Therefore it is important that before work starts, the glazier identifies himself to the shop manager or security and explains what work is being carried out, identifying the glazing concerned and agreeing the safety precautions that will be implemented. A calling card will be given to the manager showing the relevant contact numbers. All glaziers have identity cards. Every effort will be made to minimise the disruption to normal trading at the centre.

Glaziers are trained and fully qualified.

In the majority of situations, the working area must be cordoned off to prevent access by the public or staff for reasons of safety. This will be achieved by the use of barriers, barrier tape, expanding barriers, and safety signs.

Glazing vehicles will by necessity in most situations, have to be parked close to the glass that is being removed. Where pavements are obstructed, provision for safe passage of pedestrians must be provided. Where ever possible, any obstruction of pavements or public highways must be kept to a minimum and the appropriate authority informed.

All work is expected to be carried out during daylight hours so no artificial lighting is required.

On removal of the beading, by means of unscrewing or removing of gaskets by hand, the existing glass is carefully removed with due regard for the safety of all persons in the work area and others who may be affected. This may include the use of suckers or webbing, the use of safety equipment where required as follows. Personal protective equipment, wrist cuffs, safety helmets, toe protectors, high visibility clothing, barriers/warning signs to control access. The glass will be attempted to be deglazed in one piece without breaking and removed from site on the glazing vehicle.

The glazing rebate is adequately cleaned and prepared to accept the glazing material. The replacement glass is lifted carefully into place and glazed using appropriate approved methods for manual handling. The glazing beads are re-fixed. Where the gaskets can not be re-used black silicon will be used.

The installed glass is cleaned and all waste and debris removed from site.

OUT OF HOURS & NIGHT CALL OUT

When called out to a smashed window, extreme care must be taken where areas of glass are still hanging in place. Glass which is in danger of falling must be removed before boarding over.

Broken glass should be put in a place of safety until collected by the glazier later. On no account must broken glass be placed in the back of the call-out van.

At no time will operatives attempt to go onto a fragile roof unless safety equipment is already in place. Key holders and police must be notified if securing of premises is therefore not possible.

Protective equipment including COSHH safety equipment to be checked before starting to shift.

Protective equipment must be worn when the need arises.

Extreme care should be taken when required to enter premises after break-in it could be possible that a criminal is still there. When attending premises damaged by fire, impact or explosion, consult with Fire Officer present. Before entering the premises or making temporary repairs ensure that at all times there will be no danger to the General Public.

METHOD STATEMENT FOR WORKING AT HEIGHTS FROM LADDERS & SCAFFOLDINGS

Hazards:

The main hazards associated with work at heights include:

People falling from work platforms or accesses.

Materials or articles falling from work platforms or accesses.

Planning procedures:

All work will be carried out in accordance with the relevant standards and the appropriate risk assessments.

A.E.S expects all its employees to treat this area of safety with the greatest of respect.

No A.E.S employee shall work at a height greater than one half meters from the ground without suitable edge protection (double handrails and toe boards is now required)

Ladders are only to be used for access and not as a working platform. However there may be some occasions on which you may wish to use a ladder for very short periods. These must be tied off and properly footed before use. The normal pitch for ladders is 70 degrees or 1 metre out for every metre up.

If you are working from a scaffold, do not modify nor overload it with materials as this could severely affect its stability. Report defect promptly to your supervisor. Do not work on incomplete scaffold, ensure scaff tags are affixed to each structure confirming that it is safe to use.

Ensure that work is planned to ensure that a safe access/ egress and working place is provided for operatives to work at heights before work commences on site.

Ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high level.

RISK ASSESSMENT

Action to be taken

Glass Handling:

Movement and handling of glass must be co-ordinated.

Person in charge must oversee operations from start to finish.

All required safety protection equipment must be checked for suitability before use.

Lifting must only be carried out within the capabilities of sufficient personnel.

Protection and care for the general public has to be priority.

Only trained persons to handle glass.

Report any injuries.

Manual Handling:

Know your capabilities, if it too heavy get help.

Use mechanical handling devices if possible.

Use step-up platforms instead of out-lifting your capabilities.

Pre-plan your lifts before attempting them.

Roof Work:

Proper walkways must be used on all roof works.

Fragile roofs such as asbestos must be protected – do not walk on asbestos sheets and cover skylights.

Edge protection must be placed when working higher than two metres.

Only proper crawl ladders to be used.

Ladders must be tied or footed.

When placing North light glass ensure adjacent glass is covered.

General:

The moving and placing of glass must rate as a top risk and extra care must be taken.