



Health & Safety Policy

Cool Flo Air Conditioning Ltd

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Cool Flo accepts its responsibilities for ensuring health, safety, and welfare in the work of Employees and Sub Contractors believing high standards in health and safety and welfare for all to be important to the success of the company.

It is Cool Flo's commitment to managing health and safety. As the Directors and most senior persons in the company, this will be reviewed regularly.

To achieve this, the company will ensure the safety and wellbeing of all Employees, Sub-Contractors and members of the public on site who could be affected by the work of the company. This policy sets out in detail how this will be done.

Employees and Sub- Contractors will be encouraged to share responsibility for Health and Safety at work and will be provided with such information and training as they need for this purpose.

This policy will be reviewed every year to accommodate changes and the correct training will be implemented to meet all needs.

Darren Carter: _____

Jamie Carter: _____

**Darren Carter/Jamie Carter
Directors**



Health and Policy Statement for 2020

Leaders (Darren Carter & Jamie Carter)

To ensure time is allocated so that communications can take place

Managers (Darren Carter & Jamie Carter)

We will ensure to get messages across to contractors, anyone with low levels of literacy, or those whose first language is not English

To ensure what needs to be communicated and to whom, Risk assessment findings and safe systems of work be shared

Lay out clear communications procedures for safety-critical tasks

Where needed, plan our communications with emergency services. Who will co-ordinate this and how will it be done?

Ensure that communication is included in change management procedures

Ensure that written instructions are clear and up to date

Make sure that safety-critical messages have been given attention and are understood

Worker consultation and involvement

Involve workers or their representatives in planning communications activities. They will be able to help identify and resolve barriers to communication within your organisation

Workers will be able to give feedback and report their concerns?

We have considered vulnerable groups within our workforce in our communications plans, eg young or inexperienced workers, workers with a disability or migrant workers?

Competence

We will plan training or coaching to ensure that line managers have the skills needed to carry out face-to-face discussions at all levels within the organisation

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Responsibilities for health and safety

Site Supervisor & Director: Darren Carter

Site supervisor & Director: Jamie Carter

Darren & Jamie Carter: Responsibility of delivering H&S Policy to workforce

The Directors

- Will take overall responsibility for the application of this policy.
- Will ensure that health and safety is considered in all the decision making of the company.
- Will ensure the adequate resourcing of all aspects of health and safety.
- Will carry out in conjunction with the staff all required risk assessments and implement them.
- Will review all required risk assessments at appropriate intervals and record them.
- Will ensure the reporting of all accidents and incidents on site.
- Will set a personal example in terms of safe behaviour and safe attitudes.
- Will ensure adequate and appropriate first aid materials are always available.

The Secretaries

- Will apply this policy to work in the office.
- Will ensure the reporting of all accidents and incidents in the office.
- Will ensure that appropriate emergency procedures exist for the office and these are understood by all staff.
- Will ensure the reporting of all accidents and incidents in the office.
- Will set a personal example in terms of safe behaviour and safe attitudes.

All employees and Subcontractors

- Will always act in the best interests of safety, both, their own and others.
- Will make appropriate use of all equipment provided in the interest of health and safety.
- Will assist in the risk assessment process.

Consultation and Communication

Cool Flo intends that all staff and sub contractors shall play a part in achieving good standards of health and safety at CoolFlo, both in the office and on sites. CoolFlo wishes to ensure that all staff and sub contractors have the means to raise issues of concern and participate in decision-making on safety matters.

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This will be accomplished by:

- The policy will be made available to all members of staff
- Changes that are made that affect health and safety will be communicated to all staff, by means of a letter or on the staff notice board.
- The board of directors at their meetings will consider any safety issues or improvements.
- Their Manager/Directors will communicate changes in procedures and risk assessments to staff and sub contractors.

Accident / Incident Reporting & Investigation

Cool Flo intends to investigate and learn from all accidents and incidents occurring within the company. In order that this can be done, staff and sub contractors are asked to report every incident and accident no matter how minor which affects employees, sub-contractors, other organizations, or members of the public.

All accidents **MUST** be reported to your site supervisor and the details recorded in the accident book.

The following should be reported

- Accidents resulting in injury
- Accidents not resulting in injury
- Incidents
- Near miss incidents
- Violence or abuse directed at staff or sub-contractors
- Dangerous occurrences

Serious accidents where hospital treatment is required must be reported to the H&S Co coordinator being Jamie Carter as soon as possible after the accident.

Cool Flo intends to comply with the reporting of Injuries, diseases and dangerous occurrences regulations (RIDDOR) 2013 by reporting the following:

Deaths

Major Injuries

Injuries which have been caused over seven day's incapacitation (not counting the day on which the accident happened)

Site Supervisor will be responsible for forwarding notification to the enforcing authorities by telephoning 08453009923

First Aid and accidents

All accidents should be reported that occur on site, this applies to someone who is injured or not. Always make a report and ensure the accident book is correctly filled out.

The site should obtain first aid kits if there is not a first aider amongst your colleagues.

When travelling to site there is a first aid kit found in all the vans. If the accident seems serious and there is no first aider around go directly to your nearest accident and emergency department.

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COSHH

The control of substances hazardous to health

1. Before any hazardous substances are used during a work process, a material safety Data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.
2. Alternative less harmful substances will be used wherever possible.
3. Assessments will consider storage, handling, how the substance is used, the quantity used, the routes and level of exposure, PPE requirements, workers health, and emergency actions.
4. Supervisors will brief staff on any hazard or substance precautions, with written records being in an accessible location within each department.
5. An inventory of all substances and materials hazardous to health is held at head office.
6. Health surveillance will be provided when determined as appropriate in the COSHH assessment.

Asbestos management

1. The details of any survey undertaken of the Company's work premises and how it manages the condition of asbestos containing materials (ACMs).
2. That staff will receive annual asbestos awareness training.
3. What staff should do if they believe that have come across ACMs.

Manual handling

1. That manual handling operations will be assessed to determine risk to those engaged in the activity.
2. That suitable control measures for the management of manual handling risk.
3. That sufficient training will be given to staff.
4. That the Company will endeavour to eliminate manual handling operations where practicable by using mechanical means.
5. Any remaining risks for activities that must be manually handled will be controlled by;
 - Reducing weights
 - Reducing the frequency of manual handling
 - The use of additional manpower
 - Through the provision of suitable equipment to assist in the operation
 - That the selection of appropriate persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

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Site Supervisor will be responsible for investigating the cause of an accident to determine:

- The Cause and prevention of a reoccurrence
- Gather information for use in criminal proceedings
- Confirm or refute a claim for industrial injury benefit
- Prepare notification to be made to the H& s Executive
- Ill health due to work
- Traffic accidents whilst on Cool Flo's business

The first aid kits are located on the vans of all three directors.

A form is available for the reporting of any of these events. The form is available from any of the directors.

An entry will also be made in the accident book.

Training

Cool Flo intends each employee or subcontractor to have the necessary competence in health and safety to fulfil their responsibility under this policy. In general, this is done by means of an induction course designed to deliver the competencies required. The communication includes:

- Manual Handling of loads
- First aid at work
- Fire safety
- COSHH
- Electrical Safety Awareness
- Work at heights
- Risk Assessments for managers.

Risk Assessment

The necessary risk assessments will be carried out as follows:

- The overall general risk assessment for Cool Flo forms part of this policy
- Task assessments will be carried out by the Directors
- Assessments of work equipment will be carried out by the responsible manager
- COSHH assessments will be carried out by one of the directors.
- Other risk assessments will be carried out by staff or managers as appropriate

All completed risk assessments will be filed in the risk assessment file and kept in the office

Monitoring Health and Safety

Health and safety inspections on sites will be carried out by all Directors and Health and Safety for the office will be carried out by the secretaries

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All staff are asked to be constantly aware of health and safety standards in their workplace and to report any hazards or problems to the directors immediately.

Construction Site Guidance Note

Staff and subcontractors of Cool Flo regularly work on construction sites. In the work that is carried out you may handle heavy objects, dangerous tools and hazardous materials potentially affecting you or others around you. You are also exposed to other construction site risks such as evacuations, scaffold and material handling. CoolFlo is most concerned that you should work in a safe environment.

General construction risks

Protective equipment is required on most construction sites. Always wear exactly what you have been requested to wear. Safety boots are essential on all sites. A safety helmet is also required. If you are working with noisy equipment you must wear hearing defenders.

Emergency Procedures

In the event of an emergency such as a fire in the office, Cool Flo does not require staff to tackle unless a trained person can do this safely. Instead we suggest all staff to leave by the safest and nearest fire exit and call 999. In the event of a fire or emergency on site the meeting point for all Cool Flo Employees will be to meet at the company van. All information will then need to be recorded and filed in the accident/incident book at the office.

Construction, Design and Management

When Cool Flo is appointed as a contractor, we will comply with all reasonable requirements of the contractor, to include providing Method Statements and Risk Assessments for the work to be done by Cool Flo. We will comply with the principal contractor to ensure safety on site.

Electrical safety

Isolation – Any work carried out on electrical devices or equipment, this equipment should be isolated and electrically tested to confirm operation of isolator. Device should be locked off and labelled to indicate that work is in progress. If more than 1 x operative is working on the set piece of equipment. Both operatives need to separately lock off the equipment with use of a multi padlock hasp.

On site you will be using 110V or battery tools. The principal contractor will make a power source available. Make sure that your transformer and any equipment is positioned so as to ensure safe placing of all cables.

Even 110V equipment can deliver a shock that could kill. Have respect for electricity and remember construction site equipment tends to suffer a hard life and wear rapidly so be aware your equipment may need replacing at regular intervals.

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Cool Flo requires that all electrical equipment be regularly tested. Tested equipment will be tagged as safe to use. Never use untested equipment.

Visitors

Cool Flo permits visitors to their projects such as architects and designers. Such visitors will be required to make use of standard safety equipment including hardhat, safety boots or shoes if applicable. Visitors must remain with a CoolFlo staff member throughout their visit.

Office Safety guidance notice

Two secretaries work in an office environment. This is traditionally a low risk setting in respect to health and safety, but vigilance from management and staff are required to keep it so. Cool Flo is concerned that the office staff shall always be protected from risks to their health and safety.

Ladders and access

At times you will need to access high levels to carry out work. Always select the right access equipment. For height above 2 meters choose an access platform or scaffold tower.

If you use a stepladder, make sure it is in good condition.

If you are using a ladder place at the correct 1 in 4 angle, always tie it or have someone foot it for short-term work

Personal protective equipment (PPE)

1. That appropriate PPE will be issued free of charge to employees as and when necessary for work activities.
2. That training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue.
3. That a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.
4. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.
5. To whom any defects or malfunction of PPE must be reported.

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Tower scaffolds

Tower scaffolds are quick and easy to use and give good safe access. Always follow the guidelines listed to avoid accidents

- The tower scaffold must be erected and dismantled by someone competent
- The ground must be firm and level
- The tower must be vertical
- Wheels must be locked
- Outriggers must be used and must be locked
- Provide safe access
- Provide appropriate guard rails and toe boards on all platforms

Mobile access platforms

The platforms must be erected and dismantled by someone who is trained and competent. The area beneath the platform will need to be barriered if there is any risk of people walking beneath.

Ensure at the end of the day all tools and equipment is cleared from the platform.

Safety Harnesses

Where work must be done at heights of 2m or more and appropriate guards and barriers cannot be provided the operative must wear a safety harness attached to an attachment point.

Driving

In some instances, employees of Cool Flo will have to drive to and from site. The company always requires employees and sub-contractors to drive safely. This includes obeying the law of the road, including speed limits. Any employee found to have been driving a company vehicle unsafely will be guilty of gross misconduct and may be dismissed.

The company require the following guidelines to be followed.

- Take a 15 min break after 2 hours of driving
- Check vehicle before setting out on a journey
- Never drive under the influence of drink or drugs including prescribed medication
- Treat all road users with respect.

Each employee will be asked to submit his or her driving licence. This will be checked annually. Drivers who have penalty points may not be allowed to drive for Cool Flo. In some cases, this means the loss of their job.

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General office safety

It is easy to slip or trip in an office environment and this is the cause of many serious accidents. These accidents are often minor but trips on stairs are more likely to result in serious injury. Floor areas should be kept clear and clean and floor coverings must be firmly fixed and well maintained.

An object falling from above is another common cause of office accidents. Shelves at height should be carefully filled and kept tidy. Open-ended shelves should be sealed by putting them against a wall or use book ends.

Do not leave drawers open

Walkways to and from the office should always be kept clear

Kettles and other drink making equipment should be kept and used in a safe area provided.

Good Housekeeping

This is crucial to any office space. Always ensure that all crockery and utensils are stored away neatly.

Electrical Safety

All directors will ensure that the mains wiring of the building is safe for use and that the electrical appliances are tested on a regular basis for safety. Every appliance with a plug on including computers, kettles, photocopiers, and extension leads will be examined and electrically tested as appropriate

If you are in any doubt whatsoever do not use the appliance but refer the problem to your director.

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Computers

You must have a certain amount of desk area to house your screen, mouse and keyboard

It is also advisable that staff who use the compute have an annual eye check (opticians)

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Group/ Organisation and any directions for the use of such must be followed precisely

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Telephone

You must make sure the lead to your phone is not positioned such that anyone could fall over it.

The telephone mouthpiece should be kept clean preferably with a sanitising wipe.

When people are making and receiving calls it is important that the volume of sound received is not excessive.

Photocopiers and printers

When changing toner use gloves and be careful. Any spills should be cleared up immediately. Do not inhale it and avoid skin contact.

Photocopiers and printers both produce small amounts of toxic gas called ozone. Because of this you should position where there is good ventilation. Good maintenance is also important.

Other office equipment

Be aware of trailing clothes/hair when it comes to the use of paper shredders. You should never attempt to move heavy office items. Special training will be required in the use of lifting equipment.

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First Aid and Accidents

Any accidents or incidents in the office should be reported immediately this includes any traffic accidents to and from the office, also illness during work time.

Fire in or around office

If you find a fire, your priorities are to warn others, by activating the nearest call point. Make sure the fire brigade is summoned. Do not attempt to fight the fire unless you have been trained to use a fire extinguisher and feel confident.

Prevent fires by keeping accumulations of combustible material to a minimum and by keeping combustible material away from source of ignition.

Good Housekeeping

It is essential that you keep all of your tools tidy. Ensure that all tools are not impinging on walkways or other work areas

Always ensure that you bag up any debris at the end of each working day. Dispose of it exactly how you have been instructed to.

Welfare

When on a large site you can expect a toilet to be readily available for your use, and it should be acceptably clean. There should also be washing facilities with soap towels and hot water. If you are working in cold conditions, there should be a warm area for use during breaks.

Noise

Some of the high-powered tools you use particularly grinders and drills produce high short-term noise levels. Noise can damage your hearing making you deaf or giving you tinnitus.

If you use noisy equipment you should normally expect to wear hearing defenders. These may be of the muff or plug type but must be correctly worn.

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Please sign:

Print Name _____

Signature _____



Move Forward with Confidence