



**Health & Safety at Work etc Act, 1974.**

**STATEMENT OF HEALTH  
& SAFETY POLICY.**



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## **STATEMENT OF HEALTH & SAFETY POLICY.**

The Managing Director is responsible for ensuring that the Health & Safety Policy is implemented within “Active Maintenance” Premises. He will monitor the Premises to ensure safe conditions are maintained and where risks are identified that these are rectified.

All employees and Sub contractors of “Active Maintenance” are obliged to take reasonable care for their own safety and that of others, and to co-operate with the Managing Director or whom deputised. All employees must use equipment, machinery, substances and personal protective equipment, in the proper and correct manner, as laid down by the information, instruction and training received, and in accordance with the manufacturers’ instructions.

All employees shall ensure that they are familiar with safety requirements. They are obliged to report to a member of management any hazard, accident, near miss or any health and safety matter including any acts or omissions by contractors, tenants or others.

The management will also ensure that all sub contractors working with or on behalf of “Active Maintenance” are working within the policy laid out above, to ensure the health and safety of all individuals within the premises.

The Policy will be updated from time to time, as the use of the premises develops. To ensure this, the policy and the way in which it has operated will be revised every year.

A handwritten signature in black ink, appearing to read "Liam McDaid", is written over a light blue horizontal line.

**Liam McDaid**  
**(Managing Director)**

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## **1. EMPLOYER'S RESPONSIBILITIES**

The Managing Director for “Active Maintenance”, Liam McDaid, is responsible for ensuring the health, safety and welfare of all employees insofar as is reasonably practical. Specific responsibility for safety inspections and accident investigation lies with the company Health & Safety Consultants.

There are fewer than 5 persons employed by Active Maintenance (Scotland) Ltd. In view of the nature of the work carried out and the various sites where work is involved, safety responsibilities are assumed as for a corporate body falling within the scope of the Health & Safety at Work etc. Act

The Managing Director, Liam McDaid, is responsible for ensuring that the safety policy is implemented within “Active Maintenance”. It is his responsibility to ensure that safe conditions are maintained, and where risks are identified, he must ensure that these are rectified, so far as is reasonably practicable. He is also responsible for;

1. Ensuring employees, contractors and visitors are aware of safety procedures.
2. Establishing that all equipment, plant and substances used are suitable for the tasks and are kept in good working conditions; this includes the regular maintenance and servicing of equipment.
3. Providing adequate training, information and supervision to ensure that the likelihood of risk is minimised and that work is conducted safely.
4. Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the works.
5. Bringing to the prompt attention of the management surveyors any health and safety issues that require their attention.
6. Ensuring that all accidents and 'near misses' are properly recorded investigated and reported.
7. Ensuring that suitable and sufficient risk assessments are undertaken, covering activities carried on in the premises.
8. Ensuring proper records are maintained and appropriate action taken to reduce residual risks.

## **2. DUTIES OF THE SAFETY REPRESENTATIVE**

It is the duty of the Safety Representative to ensure that all employees are given sufficient and proper information and instruction, and have the ability to enable the safe performance of work activities. To that effect there are specific responsibilities placed on individuals as follows:

Monitoring Plant and Equipment – Liam McDaid, Managing Director  
Safety Training – Liam McDaid, Managing Director  
Accident Investigations – Liam McDaid, Managing Director  
Safety Inspections – Sub Contractors appointed Representatives (see below)

Mark Ward – All electrical works  
Graham Galbraith – All Plumbing works  
Alan Brown/Robert Galbraith – Joinery works  
Ritchie Thomson – All roofing works  
Ian Livingston – All decorating works  
John Weir – Tarmac/road works and lining  
Liam McDaid – to oversee additional Subcontractors

## **3. EMPLOYEES DUTIES**

All employees are expected to fulfil certain duties and responsibilities and are obliged as follows:

Under Section 7 of the Health & Safety at Work etc Act, 1974, employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.

Employees should use correctly all work items provided by their employer, in accordance with their training and the instructions they receive to enable them to use the items safely.

Under Section 7, employees are also obliged to co-operate with their employer to comply with statutory duties for health and safety. Employers and The Health & Safety Committee need to be informed of any work situation, which might present serious and imminent danger. The danger could be to the employee concerned as well as others.

Employees should also notify any perceived shortcomings in the health and safety arrangements even when no apparent immediate danger exists, so that employers in pursuit of their duties under the Health & Safety Act, 1974, can take remedial action where needed.

All employees shall use any machinery, equipment, dangerous substances, transport equipment, means of production or safety device provided to them by their employer, in accordance with any training given them in the use of the equipment concerned. The employee will not in any way, misuse either the equipment or disable or compromise any safety devices provided with that equipment.

Every employee shall inform any other employee of which person has specific responsibility for health and safety.

No employee should carry out any task for which authorisation and, or training has not been given.

All employees of “Active Maintenance” will be consulted about the content of individual safety rules and procedures, normally via a staff briefing. The Health & Safety Committee will be required to examine in more detail any proposals that relate to health and safety matters, and they will report back any suggestions that they may have.

#### **4. INFORMATION**

The following section of The Policy Statement contains the basic requirements in health, safety and welfare matters and should be noted by all Employees.

1. It is the responsibility of all to ensure in so far as is reasonably practicable: That all materials, machinery, equipment, fittings and other plant supplied for use at work etc, are suitable both as to type and quality for the purposes for which they are required.
2. That all materials, machinery, equipment, fittings and plant are used, maintained, serviced, tested, handled, stored and transported in accordance with the recommendations of the manufacturers and suppliers.
3. That all Fire Regulations, Bylaws and other regulations dealing with the use, up-keep and safety of the premises are complied with.
4. That all fire extinguishers, alarm systems and other fire equipment within the premises occupied or managed by “Active Maintenance”, or in common parts of any building in which employees work, are regularly maintained, serviced and tested and that tests are carried out no less often than as may be required by the local Fire Authority, and that all Fire Exits, Fire Escape routes, Fire doors, Stairs etc. are lighted, maintained and kept clear at all times.
5. That all cleaning materials, lubricants, fuel, oil and other chemical substances are used, handled, stored and transported strictly in accordance with manufacturers *or* suppliers recommendation and any Regulations and Bye-laws.
6. That necessary protective clothing and equipment is supplied to Employees and is also worn by them.
7. That Employees are capable of performing the duties for which they are engaged and that such necessary information, instruction, training and supervision, so far is reasonably practicable, to ensure their health, safety and welfare at work has been given.

8. That uniform, protective clothing, washing and toilet facilities, heating and other equipment issued or installed for the health, safety and welfare of Employees are kept in a clean and well maintained condition.
9. That offices, staff rooms, workshops, and other similar accommodations are maintained in a clean and safe condition and all statutory regulations and fire precautions are strictly complied with.
10. That the common parts of a building in which Employees work (including stairs, corridors, precincts, service areas, roads or other open areas, roofs, doors etc.) are regularly inspected and kept safe, lighted and repaired so far as is reasonably practical.
11. That regulations and manufacturers' recommendations regarding the use, servicing, maintenance, testing and examination of lifts, escalators, hoists and other electrical and mechanical plant and equipment are complied with and every assistance is given to any Government bodies, Insurance Inspectors and Service Engineers.
12. That full instructions on action to be taken in the event of a breakdown or accident requiring rescue operations are made known and are always readily available.
13. That any scaffolding, ladders, cradles and other access equipment available for use in accordance with any relevant regulations and that Users are trained in their use and storage.
14. That The Health & Safety (first aid) Regulations 1981 are complied with in that First Aid Kits are maintained to the required standard. That a First Aid sign is displayed on or above the door of a room in which a First Aid Kit is sited and where a First Aid Kit is actually kept.
15. That all employees working away from their base or staffed area of property (i.e. working in or inspecting a vacant or unstaffed area of property) shall have with them their personal First Aid Kit issued by Management.
16. That all employees working or visiting vacant or unstaffed properties shall take all reasonable precautions for their safety by ensuring that other persons are aware of their whereabouts and anticipated timing, avoid use of lifts, take steps to prevent doors slamming shut, preventing egress, ensuring adequate illuminations and shall carry a radio or mobile telephone.
17. Management will ensure that all employees who are in any way at risk should be made aware of the hazards, the safety measures to be adopted in relation thereto, and the reasons for control in working practices. It is the Managing Director who has the key role in this respect and who must have continually in mind any possible requirements for additional training, safety measures or equipment.

18. Management invites any employee with views, comments or suggestions on Health & Safety of Employees at work to submit and/or discuss these with the Managing Director.
19. While in no way detracting from or affecting the responsibility which is allocated to specific persons as mentioned in the Policy Statement, the Management expects its employees to draw to the attention of the Managing Director, any matter which may affect the health and safety or welfare of any employee or person using premises for which the Management are responsible and to report to the Managing Director any failure, decrease in efficiency or concern regarding any materials, machinery, equipment, fittings and plant or any hazard, danger or damage which may become apparent.
20. Employees are reminded of their duty to use any protective clothing or equipment supplied to them and they should ensure that they notify their immediate superior when replacement is required.
21. Any employee may at any time request advice or instruction, or that a test be carried out upon any material, equipment or plant installed, issued or supplied for his use or benefit and no reasonable request will be refused.

## **5. ADMINISTRATION OF THE POLICY**

### **Accidents**

All accidents should be investigated for humane, legal and economic reasons. In addition near misses must also be reported as they often reveal major hazards.

Responsibility for accident investigation should include the following personnel:

Safety Representative

Sub contractor Representative

Employee Representative

### **Management Responsibilities**

Managing Director -Overall Responsibility

Managing Director - Safety Representative

### **General Fire Safety**

Managing Director -Check escape routes and fire doors

Evacuation Drills – Managing Director, twice yearly

## **Health & Safety**

Financial and overall Authority – Liam McDaid, Managing Director  
Safety Representative – Mark Ward, Sub Contractors Representative  
Employee Representative – Liam McDaid, Managing Director  
Sub Contractors Representative- Mark Ward, Power One Electrical

The primary objectives of the committee are to promote health, safety and welfare at work by consultation, co-operation and by monitoring controls.

## **First Aid**

A first-aid box is available in the “Active Maintenance” office at 61 Douglas Avenue, Elderslie. Additional First aid boxes will be carried in vehicles of Active Maintenance employees and Sub contractors.

## **Accident Book**

“Active Maintenance” office at 61 Douglas Avenue, Elderslie.

## **Advice Sources**

Environmental Health Department	0141 287 6573
Fire Safety Central Command HQ	0141 302 3333
Environment Medical Advisory Service	0141 275 3000
Health & Safety Executive	0141 275 3000

## **Consultation**

The Health & Safety (Consultation with employees) Regulations 1996 place specific duties on employers to consult with employees on all matters of Health & Safety.

Consultations will normally be by way of the following

1. Health & Safety Committee Meetings
2. Introduction of new plant machinery
3. Introduction of new safe system of work
4. Risk Assessment Process
5. Procedures for serious or imminent danger
6. Any Health & Safety information required by legislation

## **6. TRAINING ARRANGEMENTS**

### **Training - Hazardous Tasks**

This section deals with hazardous training requirements for specific tasks and identifies those personal authorities to carry them out.

#### **Manual lifting**

Manual lifting is not to be undertaken by any employee. Deliveries are the responsibility of those delivering. Where weights have to be lifted unavoidably, sub contract staff trained by their employer will be utilised.

#### **Ladder Work**

Only approved ladders owned by “Active Maintenance” to be used by “Active Maintenance” Staff. Before use, visually check for defects. Extension ladders must be pitched vertically and at the correct angle of 75deg and be extended to a minimum of 1.05m (3’6”) above the landing place. The footing must be even and able to take the weight without movement. Where no one is available to foot the ladder, it must be suitably secured at the base. Stepladders should only be used on a perfectly even horizontal surface. Ladders must not be loaned to any contractor or third party.

## **7. RISK ASSESSMENTS**

These are kept in the Managing Director’s office. Overall responsibility for review and preparation rests with the safety representative. The Health & Safety Committee and Line Management are also consulted. All staff will read these documents.

## **8. COSHH ASSESSMENTS**

These are kept in the Managing Director’s office. Overall responsibility for review and preparation rests with the “Active Maintenance” Safety Representative. Hazard Data sheets are displayed on the COSHH Board which is located in the BMS room

## **9. INFORMATION**

Section 2 (2) c of The Health & Safety at Work etc, Act 1974 places a legal duty on employers to provide health and safety information to employees.

Listed below are sources available in the Managing Director’s office

Approved Codes of Practices

Guidance Notes

Health & Safety Publications(Monthly)

Newsletters Monthly

O & M Manuals

Health & Safety Files

Other sources include:

Posters

Signs

Health & Safety Policy

## **10. DISPLAY SCREEN EQUIPMENT REGULATIONS 1992**

Work with the above equipment is not generally a high risk but muscular and strain injuries are possible. Environment issues and workstation design (Ergonomics) when acceptable will reduce the risk.

Risk assessments are carried out by the Safety Representative/relevant employee representative and reviewed annually.

Definitions of users and other information are contained within Saltire Property Management Staff Handbooks in the Managing Director's office.

## **11. STRESS IN THE WORKPLACE**

It is Company Policy to treat the causes of stress in the same way as any other health hazard in the workplace.

The common factors that may affect individuals and cause work related stress symptoms include:

1. Violence at work
2. Job structure
3. Shift systems
4. Organisation and human resources
5. The individual's capability
6. Training
7. Working alone
8. Workplace design (Ergonomics )
9. Management style

Every reasonable effort will be made to eliminate or reduce stresses in the workplace.

Measures for help and assistance at work are:

1. Individual staff appraisals
2. Working time regulation questionnaires
3. Display screen equipment health questionnaires
4. Line managers available and open to discussion
5. Team leaders monitoring team needs
6. Confidential discussions with management at any time.
7. Employment Medical Advisory Service / Environmental Health Department
8. Active Health & Safety Committee Employee Representatives

## **12. THE HEALTH AND SAFETY (YOUNG PERSONS) REGULATIONS 1997**

A young person is defined as any person who has not yet attained the age of eighteen. It is company policy to ensure that young persons employed by us are protected whilst at work from any risks to their Health & Safety which arise from:

1. Their lack of workplace experience
2. Their absence of appreciation of, or awareness of risks
3. Their lack of skill
4. Their Immaturity

Young persons will be given the necessary supervision training and information to enable them to carry out work safely. (The same protection is also afforded to others displaying these qualities regardless of their age)

## **13. VIOLENCE AT WORK**

The Health & Safety at Work etc, Act 1974, section 1.1., places statutory duties on employers to secure the Health & Safety and Welfare of people at work.

Any perceived or actual verbal or mental abuse, threats of violence or assaults should be reported to management to enable identification of high-risk duties and other factors. The reporter need not necessarily be the victim.

All available and reasonable means of support will be given to members of staff who experience violence at work.

## **14. THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURANCES REGULATIONS (RIDDOR), 1995 EFFECTIVE 1 APRIL 1996**

All injuries must be entered in the Accident Book and reported to Management in the established manner. In addition, accidents giving rise to certain types of injury or damage must be reported to the Public Health Officer (or Factory Inspection for premises covered by the Factories Act) and the following instructions are for accidents classed as 'Notifiable Accidents'.

Whenever there is a 'Notifiable Accident' at the property for which you are responsible you must report it immediately by telephone to the following:

Managing Director, Liam McDaid 07971 960347  
Environmental Health Services 0141 287 2000

With due regard to safety and operation of the premises, endeavour to preserve the scene of the accident intact and prevent unauthorised persons

having to access to it, until you are authorised to clear up or resume the operations being carried out. If possible take photographs.

If you are in doubt as to whether the accident falls within the 'Notifiable Accident' class you should discuss the matter with the Premises Safety Representative.

The following is a guide to what constitutes a 'Notifiable Accident'.

1. Death or major injury connected with work.
2. A member of the public is killed or taken to hospital following an accident resulting from, or in connection with work.
3. Over 3-day injury, excluding the day of the accident.
4. Reportable work related diseases.

### **Dangerous Occurrences**

If a self-employed person is on our premises and is involved in a major injury, or is off work for more than three days, excluding the day of the injury, the person in control of the premises is responsible for reporting the injury within seven days of the accident or occurrence, as defined in the Regulations and which must be reported in accordance with the attached instructions. Management will submit a written report on Form F250B to the enforcing authority.

Except for safety purposes or to prevent unauthorised access, you should allow no work to be carried out at the scene until you have inspected, or instigated an inspection to be carried out. Where applicable photographs should be taken or other action taken to record accurately what has occurred i.e. Video recording, sketching, marking on plans etc.

No work shall be carried out before the enforcing authority have completed their investigation without first seeking their permission.

### **Reportable Major Injuries**

Reportable major injuries are defined as:

1. Fracture other than to fingers thumbs or toes;
2. Amputation;
3. Dislocation of the shoulder, hip, knee or spine
4. Loss of sight, temporary or permanent;
5. Chemical or hot metal burn to the eye or any penetrating injury to the eye; Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;

6. Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or admittance to hospital for more than 24 hours;
7. Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
8. Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
9. Acute illness requiring medical attention where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### **Reportable Dangerous Occurrences**

Reportable dangerous occurrences are defined as:

1. Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
2. Explosion, collapse or bursting of any closed vessel or associated pipework;
3. Failure of freight container in any of its load bearing parts;
4. Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; including a wall or floor in a place of work;
5. Explosion or fire causing suspension of normal work for over 24 hours;
6. Sudden, uncontrolled release in a building of: 100kg or more of flammable liquid; 10kg of substances if the release is in the open air;
7. Accidental release of any substance which may damage health.

*Note: additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways etc) and offshore workplaces.*

### **Reportable Diseases**

Reportable diseases include:

1. Certain poisonings
2. Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
3. Lung disease including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
4. Infections such as: leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;
5. Other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

The full list of the seventy-two diseases is contained in the 'Guide to the Regulations'.

All incidents/accidents occurring should be reported to the Managing Director.



## 15. POLICY REVIEW DOCUMENT

Date of Policy Review	Brief Description of Changes	Manager's signature
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10 <sup>th</sup> May 2007	Document created, and amended
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Liam McDaid

