



## **Health & Safety Policy Statement**

The Health and Safety at Work etc Act 1974

Avonhill Timber Frames Ltd. recognises that good health and safety management will contribute to the success of our business.

It is our Policy to ensure that at all times, we fulfil our obligation to meet the requirements of all relevant Health and Safety legislation and provide, as far as reasonably practicable, safe and health working conditions.

We will:

- identify, assess and manage the health and safety risks arising from our work activities;
- arrange for safe use, handling, storage and transport of articles and substances;
- provide and maintain safe plant and equipment
- provide information, supervision and training to ensure competence;
- consult with our employees on matters affecting their health and safety;
- prevent accidents and cases of work-related ill health;
- regularly carry out reviews of this policy and related procedures.

In addition, we will assess and monitor the health and safety competence of all (sub)contractors appointed by us. We will ensure that suitable and sufficient information is given to the Planning Supervisor, Contractor(s) and Principal Contractor (as appropriate) on all our contracts.

*Signed* .....

*Date* .....



## Organisation

The Company manufactures timber frame structures and can carry out all aspects of the erection process and associated joiner work services.

An organisational chart showing the Company structure is included.

## Responsibilities

The **Company Directors** have overall responsibility for health and safety and for ensuring that this policy is put into practice.

To ensure health and safety is effectively managed and that standards are maintained / improved, the following people have responsibility in the following areas:

**Workshop, stores and yard areas – the Supervisor in charge**

**Sites - the Team Leader, Supervisor or Foreman in charge**

**Office areas – the Administrator**

**All employees** have a legal duty to:

- co-operate with managers and supervisors on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as named in this policy statement)





## Arrangements

### Health and safety risks arising from our work activities

Hazard identification and Risk assessments for the **workshop and yard areas** will be undertaken by the *Foreman*, The same for the **office** will be undertaken by the *Administrator*. The findings reported to the *Manager*.

Actions required to remove and/or control risks will be approved by the *Manager*, who will be responsible for ensuring that the action required is implemented and has been effective.

Risk assessments will be reviewed annually or when any of our work activities change, whichever is the soonest.

Risk assessments for **site works** will be undertaken by the *Supervisor* or *Team Leader* and will be reviewed by the *Manager*. *Team leaders* will be responsible for ensuring that the information and any necessary control measures, including the use of PPE, are conveyed to the operative staff, and any sub-contractor.

### Safe handling and use of substances

The *Manager* will be responsible for identifying all work activities and substances that need a COSHH assessment.

Assessments will be undertaken by the *Administrator* who will ensure that actions arising are implemented, that employees are informed about the COSHH assessment and any control measures required, including the use of PPE.

Safety data sheets and assessments will be retained in the General office.

### Personal Protective Equipment (PPE)

The *Administrator* will be responsible for the procurement and issue of personal protective equipment for the workshop, yard, and for use on site.

### Safe plant and equipment

The *Manager* will be responsible for identifying all equipment/plant needing maintenance. The *Administrator* will ensure that effective maintenance procedures are drawn up and that all identified maintenance is implemented. Any problems found with plant/equipment in the workshop should be reported to the *Manager*.





The *Administrator* will be responsible for ensuring that any information, instructions or notice received with any plant or equipment is passed to the user or person in charge.

Information and maintenance records will be retained in the general office.

### **Portable equipment**

*Operatives* are responsible for ensuring the correct use of portable equipment and for checking its condition before use. Regular inspections will be undertaken by the *Team Leaders* or other *competent persons* and findings recorded.

Records will be retained in the general office by the *Administrator*.

### **Fire**

The *Manager* is responsible for ensuring that a fire risk assessment is undertaken, implemented and reviewed annually or whenever changes are made which could affect the arrangements.

A fire/emergency action Plan based on the assessment will be prepared by the *Manager* and notified to all employees.

The arrangements and responsibilities in the Plan will be reviewed in line with the risk assessment findings.

Fire extinguishers are maintained and checked by an *external contractor* annually.

Visual inspections will be carried out by the *Manager* weekly.

Evacuation procedures will be carried out twice annually

### **Emergency procedures**

Procedures are in place in the event of unauthorised access to the premises, vandalism etc. The *Administrator* is responsible for ensuring that names of key holders and contact details are kept up to date.

Contact details for all sites are listed together with names of Supervisors and operatives.



## **Accidents and work related ill health**

No health surveillance of our employees is required.

All accidents and cases of work-related ill health are to be recorded in the Accident Book that is kept by the *Administrator* in the General Office.

All *operatives* on site are responsible for reporting all accidents to themselves or anyone on site, to the *Supervisor/Team Leader* who will ensure that the information is passed to the *Administrator* for entry in the Accident Book.

The information will be used for monitoring purposes.

Reportable accidents or dangerous occurrences must be notified to the *Administrator* who will ensure that notification is given to the HSE.

Investigations will be carried out as necessary. All staff must co-operate with anyone authorised to carry out such investigations.

## **First Aid**

First Aid boxes are kept in the Administration office and in all vehicles.

The appointed First-aider in the office / workshop area is the \_\_\_\_\_

We will assess the need for the level of first-aid provision which may be required on site, for each project.

## **Electricity**

Portable Appliance Testing is carried out annually by a competent Contractor. Actions arising will be reported to the *Manager* who will arrange for appropriate remedial action.

## **Display Screen Equipment**

Self assessments will be carried out by all administration staff and any other staff who frequently use DSE. The need for any changes will be reported to the *Administrator* or to the *Health & Safety Advisor* as appropriate, for action.

## **Consultation with employees**

Consultation with employees will take place on a regular informal basis. Any safety related concerns or suggestions can be made to the *Supervisor* or *Team Leader* or *any other Manager*, at any time. A formal staff / management meeting will be convened at least once per year.



### **Information and instruction**

The Health & Safety Law poster is displayed on the premises.  
Health and Safety advice is available from:

Ayrshire Construction Safety Group  
7 York Place  
Ayr  
KA8 8AN

Tel: 01292 611142  
e-mail: [info@acsg.co.uk](mailto:info@acsg.co.uk)  
Web : [www.acsg.co.uk](http://www.acsg.co.uk)

### **Training to ensure competence**

Induction training will be provided for all employees by the *Manager* or *Administrator*.

Training on the safe use and operation of specific machinery will normally be provided by the manufacturer/supplier to *authorised users*.

### **Equipment**

### **Authorised users**

Training certificates will be requested from the manufacturer/supplier.

All training records will be kept in the General office by the *Administrator*.

Training needs will be identified by the *Supervisor* in conjunction with the *Manager*, and arranged by the *Administrator*.

*Employees* may, at any time, advise their *Manager* of the need for training, and must do so if they are required to perform a task and know that they do not have the necessary competence to carry out the task safely.



## **Supervision of apprentices**

Supervision of any young workers / trainees / apprentices who may be employed, will be arranged, undertaken and monitored by the *Supervisor or other nominated responsible person*.

## **Competence of Contractors**

The *Manager* is responsible for the assessment of all contractors appointed by the Company.

Records will be kept in the General Office.

## **Site safety management**

Site safety management depends on the proper and early identification of hazards and risks and suitable and sufficient measures to deal with them. Site safety is also dependent on a competent workforce and regular checks and reviews.

The *Manager* will ensure that a risk assessment is carried out by the *Supervisor or Team Leader in charge*, before work starts. Site safety audits will be carried out by the *Director or Manager* to ensure compliance.

A *Director* will ensure that all employees' training needs are regularly reviewed.

## **Welfare**

The provision of suitable and sufficient welfare facilities on site will be considered by the *Supervisor* before work starts, in order to ensure that adequate arrangements are made for the duration of the work.

## **Monitoring and Review**

To check our working conditions and to ensure that our safe working practices are being followed, we will **actively** carry out regular inspections of the office, workshop and on sites.

We will also **reactively** investigate any work related accidents or sickness absences that occur.





# AVONHILL

TIMBER FRAME MANUFACTURERS & CONTRACT JOINERS

The *Director* will ensure that any findings or recommendations are implemented.

Our health & safety management procedures will be reviewed annually or at any time where changes are identified which will improve our safety performance.

