

Health and Safety Policy

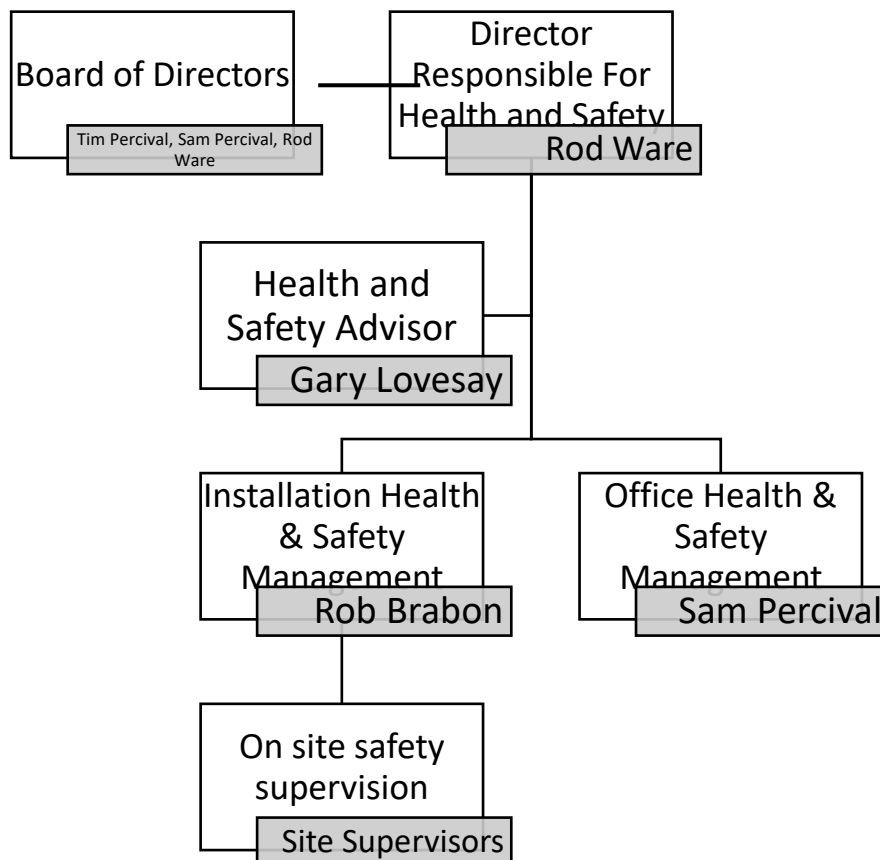
Statement of Intent and objectives:

Cube Install Ltd is committed to complying with the highest levels of health and safety in accordance with the Health & Safety at Work Act 1974. The management realises that it is their duty to see that everything reasonably practicable is done to maintain a safe and healthy place of work and in order to support and enable this, the business runs a UKAS registered ISO 45001 Health and Safety Management System and is committed to its ongoing development and continuous improvement.

Through this policy Cube Install Ltd acknowledges its commitment to:

- A regular review of performance against its objectives
- Consulting with staff in view of setting objectives for continuous improvement
- The prevention of accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
- The provision of adequate training to ensure employees are competent to do their work.
- Engaging and consulting with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.
- The implementation of emergency procedures - evacuation in case of fire or other significant incident.
- The maintenance of safe and healthy working conditions.

Organisation:



Responsibilities:

Board of Directors: Responsible for providing the strategy and resource to see that everything reasonably practicable is done to maintain a safe and healthy place of work, ensure that such resource grows in relation to the operation of the business and that this policy is upheld in all departments.

The Director responsible for Health & Safety:

- Holds the overall responsibility for the arrangements of this policy.
- Responsible for holding regular review meetings where both directors and delegates are present to update on implementation of the policy.
- Responsible for upholding UKAS accredited health and safety management within the company.
- Responsible for the reporting of accidents and maintenance of records under RIDDOR.

The Company Advisor:

- Responsible to provide support to the directors and management and to review the work procedures and control measures.
- Advisors should be NEBOSH Certified as a minimum.

Installation Health and Safety management:

- Responsible for ensuring that the Health and Safety arrangements are adhered to by the installation teams on site.
- Responsible for the generation of project specific RAMS and COSHH assessments and auditing sites and welfare facilities on a regular basis.
- Responsible for monitoring physical and mental health of operatives.
- The minimum qualification for this role is CITB site safety training and SSSTS certification.

Office Health and Safety management:

- Responsible to ensure that the Health and Safety arrangements are adhered to in the office.
- Responsible for generation of office risk assessments.
- Responsible for ensuring welfare provisions are sufficient for the needs of the staff.

Site Supervisors:

- Responsible for monitoring the day to day activities of their teams on site
- Responsible for ensuring compliance with site PPE requirements.
- Responsible for monitoring of HAV and control of any activities generating dust and noise.
- The minimum qualification for this role is CITB site safety training and SSSTS certification.

All Employees and Subcontractors:

- It is the duty of all employees and subcontractors to act responsibly and safely when working for Cube Install Ltd in view of the protection of themselves and those who work around them.
- All employees and subcontractors working on sites must have CITB site safety training, where PPE specified in the relevant RAMS and hold a valid CSCS card.
- All employees and subcontractors are responsible for reporting any changes in their physical or mental health to their manager or a director.

Arrangements:

Inductions & Training:

- Staff and subcontractors are to be given necessary health and safety induction relevant to their area of work. All site-based personnel must have CITB site safety training and hold a valid CSCS card - personal protective equipment is supplied by Cube Install Ltd. If staff feel that they are not trained to carry out an activity or task then they must stop and report their concerns to their Line Manager / Health and Safety Department

Manual Handling:

- Hazardous manual handling operations are to be avoided so far as is reasonably practicable and where such avoidance is not possible a suitable and sufficient risk assessment must be made. This assessment must reduce the risk of injury through mechanical assistance, automation, sharing of the workload or by careful planning. Online manual handling training is available, to both staff and sub-contractors upon request.

Working at Height

- The general activities of Cube Install Ltd do not involve working at height however when a situation arises that requires working at height, the operation will be assessed on a risk assessment, control measures implemented and the operation planned to eliminate or minimise the risk and consequences of a fall.

Work Equipment

- Any work equipment used by our employees or subcontractors must be suitable for the intended use, safe for use, maintained in a safe condition and regularly inspected. Subcontractors are provided with checklists to check their own equipment and should have these available for inspection upon request. The suitability of work equipment will be checked on routine site audits.

Portable Electrical Equipment

- Portable electrical equipment that is regularly used on construction sites must be PAT tested within 6 months of purchase and every 6 months thereafter, visual checks should take place each day prior to use. Office equipment must be PAT tested within 48 months of purchase and every 48 months thereafter. Subcontractors are responsible for the testing of their own equipment.

Health Surveillance

- The general activities of Cube Install Ltd generate minimal exposure to noise, vibration and dust however annual health surveillance is offered to employees and sub-contractors alike. Health surveillance allows for early identification of ill health and helps identify any corrective action needed.

Asbestos

- The general activities of Cube Install Ltd do not cause exposure to asbestos however online asbestos training is available to both staff and sub-contractors upon request.

First Aid

- Employees and sub-contractors should not work in any environment where there is not first aid support available. The first aid provisions and support will be clarified in each site risk assessment.

Site Specific Arrangements:

- Both site specific and task specific risk assessments are to be completed for each project and actions arising out of those assessments implemented. These are reviewed by the supervisors and operatives before starting work each day and any additional hazards calculated and notified.
- Site welfare provisions issued by main contractors will be assessed prior to starting work and any provisions which aren't adequate for our operatives will be requested or provided by Cube Install Ltd.
- Method statements are to be provided for each task to provide a clear and safe system of work that can be followed by all operatives.
- Control measures are to be included within each risk assessment and it is the duty of the operatives to ensure that they operate within these measures. The risk assessments should also encourage operatives to identify other risks in the areas where they are working and assess these.
- COSHH assessments are to be carried out on any hazardous materials and included within the project risk assessments if applicable.
- The Installation Safety manager shall routinely inspect sites and consult operatives on health and safety matters via toolbox talks. A weekly meeting is to be held between the Installation safety manager and the Director responsible for health and safety to discuss and implement necessary changes.
- All necessary improvements and non-conformances are to be actioned via the Action Request Procedure; this ensures that tasks with delegated responsibilities are undertaken.

Emergencies:

- All Emergencies are to be handled in line with the company Emergency Procedure.

Accidents:

- All Accidents are to be reported in line with the company Accident Reporting Procedure.

Investigations:

- All investigations are to be carried out in line with the company Investigation Procedure.

All documents are managed and reviewed regularly in line with the Document Review Procedure. The Health and Safety Policy Statement which summarises this document is issued to all employees on induction and any updates are to be communicated to employees and directors at periodic review meetings.

Related Documents:

Task Specific Risk Assessments and Method Statements
Site Specific Risk Assessment and Method Statement Template
COSHH Assessments
Action Request Procedure
Emergency Procedure
Investigation Procedure
Accident Reporting Procedure
Document Review Procedure

Signed:



Tim Percival

Position: Director

Last reviewed: 09th January 2022