Health & Safety Policy

Statement and purpose of policy

Corb Ltd recognise and accept their responsibilities as an employer under the general provisions of the Health & Safety at Work Act 1974 which imposes a duty on all employers to ensure, so far as is reasonably practicable, the health and safety of their employees at work.

Their health and safety demands the same degree of attention and emphasis as that placed on our mainstream activity which encompasses quality, proficiency and efficiency plus environmental and financial awareness.

The Act also requires that employers ensure the safety of all other persons who though not employees, may be affected by their activities.

To this end Corb Ltd will:

- Identify hazards in the work place, assessing the risks related to them and implementing appropriate preventative and protective measures
- Provide adequate control of the health and safety risks arising from its work activities and maintain safe and healthy working conditions to prevent accidents and cases of work-related ill health
- Provide and maintain safe plant, equipment and systems of work and ensure the safe handling and use of materials and substances
- Consult with employees and others as appropriate on matters affecting their Health & Safety
- Provide information, instruction and supervision for employees and sub-contractors
- Ensure that all employees and sub-contractors are competent to carry out their tasks by ensuring that adequate training is provided
- Allocate responsibilities and furnish the resources to meet the objectives of the Policy
- Promote awareness of Health & Safety and of good practice through the effective communication of the relevant information and supervision
- Review and revise the policy as necessary to ensure continuous improvement on all Health & Safety matters

All employees and sub-contractors are encouraged to contribute actively towards achieving a safe work environment which is free of accidents and ill health and all are required to conform to Corb Ltd Health & Safety Policy and associated procedures.

Health & Safety Responsibilities

The Managing Director of Corb Ltd - Corbin Peniket is responsible for the overall promotion of Health & Safety at work and he will:

- Ensure that the Health & Safety Policy of the company is adhered to
- Ensure that adequate resources are available and that objectives are set to effectively implement the Health & Safety Policy
- Ensure that all employees and sub-contractors under his control are trained and competent to carry out their duties and fulfil their responsibilities
- Ensure risk assessments are carried out and employees have been made aware of the outcomes
- Ensure that the correct equipment and materials are provided and properly maintained to enable work to be carried out safely
- Inspect work areas and equipment and keep a record of results where appropriate
- Satisfy himself that accidents whether injury or ill health including near misses are investigated and action taken to prevent re-occurrence and where appropriate to notify HSE
- Ensure that site rules are adhered to at all times
- Consult with employees and sub-contractors informally on a day to day basis and more formerly at intervals

Employees and Sub-contractors

- Co-operate and comply with all safety procedures and controls as laid down in the company's Health and Safety Policy and follow site rules
- Ensure reasonable care is taken for the well-being, health and safety of themselves and any other person likely to be affected by their actions whilst working for Corb Ltd
- Utilise and respect all the safety devices and protective equipment provided to ensure the safety of personnel
- No one will operate machinery or equipment without adequate training and company authorisation
- Report all Health & Safety concerns to an appropriate person
- Always wear appropriate PPE and report to the managing director if anything else is required
- Obtain treatment for any injury and report all accidents or hazards to the managing director and record it in the site accident book
- Co-operate fully in the investigation of any incidents to ensure that they do no reoccur
- Make themselves aware of on site fire procedure, fire points and first aid posts

Arrangements for Health & Safety

1. **Electricity at Work Regulations 1985**
   Work on any electrical systems may only be undertaken by suitably trained and authorised persons nominated by Corb Ltd. All words carried out by Corb Ltd and the methodologies used will comply with the EAW regulations 1985 and any amendments thereto. As an electrical services company utilising qualified electricians, it is important to ensure that these basic regulations are adhered to in all cases without exception. The Health & Safety Manager will ensure that all employees are aware of the EAW regulations and that all requirements are built in to work practices. Electrical equipment must be isolated before any work such as repair, maintenance or cleaning is carried out. Please refer to our company LOTO procedure for more information.

2. **The Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R)**
   The Health & Safety Manager is conjunction with other stall will be responsible for identifying all equipment/plant needing maintenance. Also to ensure that effective maintenance procedures are drawn up and that all identified maintenance is implemented. Any problems found with plantc/equipment should be reported to the Health & Safety Manager or to the most senior person on site. The Health & Safety Manager will check that new equipment meets Health & Safety standards prior to purchase.

3. **CDM Regulations**
   Corb Ltd are fully aware of the CDM regulations and are willing to work with any client, designer or principle contractor to ensure full compliance with all CDM regulations. Senior Management have attended seminars on CDM compliance in preparedness for the eventuality of becoming principal contractors and to gain a thorough understanding of the process and responsibilities of a contractor. Corb Ltd is keen to work with designers who comply with CDM requirements as this will ensure the enhanced safety of its workforce and also make the process of bidding for work and costing work that much more exact.

4. **Personal Protective Equipment**
   Personal protective equipment (PPE) will be provided by the company and the Health & Safety manager will keep a record of issue of equipment. Employees must be aware that it is their responsibility to maintain this PPE responsibly, use it wherever necessary and report to the Health & Safety manager if anything is required.

5. **Safe Handling and Use of Substances**
   The Health & Safety Manager will be responsible for identifying all substances which need a COSHH assessment and will be responsible for undertaking assessments and ensuring that all actions identified in the assessments are implemented. All employees will be advised of any COSHH assessment relevant to their work. Assessments will be continually monitored to ensure their relevance. The

Health & Safety manager will be responsible for checking that new substances can be used safely prior to their purchase.

6. **Asbestos Handling**
   Corb Ltd do not handle high level Asbestos. Corb Ltd have trained staff in Asbestos Awareness so that any Asbestos on site can be identified and reported. Corb Ltd do deal with low level Asbestos such as dust from drilling through Artex ceilings and have stringent policies and procedures in place to deal with this work and any subsequent waste generated. Employees are made fully aware of these policies and procedures and failure to comply is treated extremely seriously.

7. **The Manual Handling Operation Regulation**
   This regulation requires employers to assess manual handling on site and within their workplace, take an ergonomic approach and where possible change the nature of the task or provide mechanical aids in order to reduce or lighten the manual handling of loads. All employees are provided with Manual Handling Training.

8. **Display Screen Equipment**
   Workstation assessments will be carried out for those persons defined as users and when requested the company will arrange for eyesight tests and provision of corrective lenses where applicable. Users will be informed of the health risks associated with the use of DSE and the precautions to be taken including variation in work activities.

9. **Safe Access and Work at Height**
   All work where there is a significant risk of injury due to a fall from height will where possible be avoided. Where this is not possible tasks will be assessed and suitable controls implemented such as motorised access equipment. All employees required to use access equipment will be trained in the safe use of the equipment.

10. **Control of Noise and Vibration**
    Noise
    Where tasks or environment are identified with noise emissions that may exceed the regulatory exposure action levels a suitable assessment will be made. If noise levels can not be reduced by other means then hearing protection will be provided and must be used.
    Vibration
    The company will assess the risk of hand arm vibration syndrome from the use of hand tool which vibrate and where they approach or exceed the exposure action values, will take action to reduce the vibration by the use of alternative tools or reduce the period of use.

How We Implement Our Policy

1. **Consultation With Employees**
   The managing director can be approached by employees who have any Health & Safety concerns. Employees also have the opportunity to raise any issues at regular meetings.

2. **Training**
   Health, Safety and Wellfare form an integral part of induction and job training to ensure that all employees are aware of the company's general safety requirements and their responsibilities. Records of training including those required by specific Regulation or Approved Code of Practice will be retained by Corb Ltd and available to customers upon request.

3. **Risk Assessments**
   A risk assessment will be carried out prior to commencing any work to address the requirements of specific legislation and identify any hazards, preventative measures will then be introduced, maintained and periodically revised within our safe systems of work programme.

4. **Environmental Control**
   Contol and disposal of waste will be under the general control of the management and will follow relevant legislation. Corb Ltd have a seperate environmental policy to which you should refer.

5. **Monitoring and Site Safety Inspections**
   Corb Ltd consistently monitor staff by attending work sites on an unannounced basis to ensure that all policies and procedures are being adhered to. This also enables Corb Ltd to ensure that its risk assessments are accurate and amended where necessary and that instructions are enforced.

6. **Accident Reporting & Occupational Health**
   All accidents, no matter how minor, must be recorded in the accident log on site / in the office. An appropriate investigation will then be carried out by the Health & Safety Manager.

7. **Safe Systems of Work**
   Safe systems of work takes into account all relevant statutory obligations, codes of practice and HSE guidelines. It is the duty of employees to follow these as directed.

8. **Smoking, Alcohol and Drugs**
   Corb Ltd has a separate policy for smoking, alcohol and drugs to which you should refer.

9. **Transport**
   Employees are expected to comply with the Road Traffic Act, taking regular breaks when driving long distances, not using mobile phones and, maintaining their vehicles in a safe state with required

MOT, Insurance and Vehicle Tax in place. All employees are provided with specific company rules and guidance regarding company vehicles, road traffic laws and vehicle maintenance upon induction.

Signed on behalf of Corb Ltd

Managing Director Corbin Peniket

Date 03.06.19