

Astra Signs Limited
204 Dantzic Street
Manchester M4 4DD

Tel: 0161 832 2429
Fax: 0161 839 9004
www.astrasigns.com



ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

The Health & Safety Policy

April 2014



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Introduction

This document sets out the Health & Safety arrangements for Astra Signs Ltd and represents our commitment to the Health, Safety and wellbeing of all our employees and others that may be affected by our undertaking of works.

PART 1 – General Statement of Policy

- 1.1 The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.
- 1.2 The Company recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operation.
- 1.3 The Company will do all that is reasonably practicable to provide and maintain:
 - Safe places of work
 - Safe methods and systems of work
 - Safe plant and equipment
 - Personal protective equipment relevant to working tasks
 - A safe and healthy working environment
- 1.4 The Company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.

Signed:		Date:	April 2014
Name:	David Derbyshire	Position:	Managing Director
Signed:		Date:	April 2014
Name:	Mark Flanagan	Position:	Project Director

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

PART 2 – Organisation and Responsibilities

2.1 Head of Company

The head of the Company has overall responsibility for health and safety in the Company, and will:

- Ensure suitable financial provision is made for Health & Safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account Health & Safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective clothing and equipment
- Actively promote at all levels the company's commitment to effective health and safety management

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

2.2 HSEQ **Manager / Representative**

Our named person responsible for H&S: **Mr. Phil Cooke**

Qualifications of above person:

- 2000 — 2003 The University of Portsmouth
Bsc (Hons) Marine Environmental Science (2:1)
- NEBOSH Health and Safety in Construction Certificate
- NEBOSH Certificate in Fire Risk Management
- S301 Asbestos and other Fibres
- P402 Building Surveys and Bulk Sampling for Asbestos

Our HSEQ Manager / Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents, report and implement corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

2.3. Employees

Section 7 of the Health and Safety at Work Act 1974 states the following: It shall be the duty of every employee while at work –

- (A) to take reasonable care for the health and safety of himself himself and of other persons who may be affected by his acts or omissions at work; and
- (B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with it requirements
- Ensuring that all protective clothing and equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this Health and Safety policy
- Reporting any defects to work equipment immediately to the Section Supervisor/ Manager
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Section Supervisor/ Manager
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

PART 3 – Arrangements

3.1 Communication

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of or new working practices, equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memo's posted on the staff notice board.

3.2 Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

3.3 Risk Assessments

The HSEQ Manager will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the HSEQ Manager if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

3.4 Method Statements

Formal method statements (safe operating procedures) will be prepared in writing for all installation tasks. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

3.5 Co-operation with Clients

Employees MUST always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

3.6 Welfare Facilities

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

3.7 Work Equipment

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: the Director responsible. In order to ascertain that the equipment is suitable for its intended use in consultation with the HSEQ Manager.

No employee will use work equipment for which they have not received specific training.

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers' guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy on file.

If any faults or damage that found on any equipment, employees must stop using it and the work equipment will be withdrawn and the fault reported to the Section Supervisor / Manager.

3.8 Personal Protective Equipment (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant PPE before issue, and 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.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: Section Managers/Supervisor.

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

3.9 Hazardous Substances

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a safety data sheet (SDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the HSEQ Manager in line with the Control of Substances Hazardous to Health Regulations (COSHH).

An inventory of all substances and materials hazardous to health is held at head office.

3.10 First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office — A first aid box is located in the following areas: reception/kitchen/fabrication/welding/design/digital print sections/admin office and also in the vehicles.

Qualified First Aider / Appointed Persons: **Sue Avery** and **Matt Gittens**.

On Project Sites — wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site. First Aid boxes are issued for installation staff vehicles.

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

All accidents MUST be reported to your Site Supervisor/Section Manager and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The HSEQ Manager must be notified as soon as practicable after incidents causing the following injuries:

Reportable major injuries

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- 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
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent

All accidents / incidents will be investigated by the HSEQ Manager and any action taken as a result of the accident investigation will be formally recorded.

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

3.11 Asbestos

Training & Awareness

Astra signs will see that all project management, installation staff and the HSEQ Manager has received appropriate asbestos awareness training.

Prior to commencement of site works

Before commencing any works on a site, project management staff will make attempts to view the Clients or Buyers site-specific asbestos register.

Project management staff will see that the asbestos register is reviewed prior to the commencement of any site works should this be available.

The position and condition of any Asbestos recorded within the register that may be in the area of intended works should be noted. If asbestos is noted within the potential work area project management staff will contact Astra signs appointed HSEQ Manager for further instruction.

The HSEQ Manager will seek further advice from external consultants or the Astra signs Managing Director should this be deemed necessary.

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

Suspect materials being discovered during site works

Should any suspect materials be encountered which are presumed to contain asbestos the following procedures shall be adopted;

- Work shall be stopped immediately by the installation team
- The work area shall be immediately evacuated
- The work area shall be cornered off and access restricted from others e.g. members of public
- The Astra Signs project manager's and HSEQ Manager shall be informed of the event by installation team
- The Client and those responsible for the premises shall be informed by the Astra Signs Project Manager after consultation with the Astra Signs Managing Director and HSEQ Manager
- Work shall only be continued to the area when written confirmation has been received from the Client or Buyer that the area has been made safe and is free of asbestos materials

3.12 Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

3.13 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Supervisors/Section Managers are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and firefighting equipment is the HSEQ manager.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly points.

3.14 Sub-Contractors

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the Contractors capability for specific risks will be taken into account during the selection process.

- Activities that are sub-contracted include: Signage installation and maintenance services for, excavation work, fixed scaffolding, use of heavy lifting plant, specialist drilling operations, working at height – abseilers and electrical work
- It is a condition of our service level agreement that any sub-contractors are not allowed to sub-contract to a third party contractor.

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

- Sub-contractors health & safety arrangements are assessed by requesting the following documents:
 1. Insurance Details, including employer's and public liability insurance
 2. A copy of their company's Health and Safety Policy Statement
 3. Details of previous contract work
 4. Details of relevant training standards of employees who are to undertake work
 5. Proposed safe systems of work, including use of work equipment, sample method and risk assessment statements
 6. Accident Records (3 years)

- Sub-contractors activities is managed by a service level agreement and by the following means throughout the duration of a contract by the following:
 1. Project Manager
 2. Installation Manager
 3. HSEQ Manager
 4. Senior Management
 5. Sub-Contractor Supervisors

Monitoring of Sub-Contractors is carried out by the following means:

1. Communication on and off site with the Client Rep / HSEQ Manager
2. Communication on and off site with our HSEQ Manager
3. Communication on and off site with Project Manager to manage job compliance
4. Communication with Sub-Contractors/Supervisors on and off site regarding job compliance
5. Actioning/resolving complaints and job non-compliance
6. Further Monitoring

ISO 9001:2008 and 14001:2004 Official Document
Identification Code: QMAN 5

3.15 **Public safety**

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

3.16 **Other Important Health & Safety information**

Astra Signs and their sub-contractors will comply with any regulations regarding compliance under the Construction, Design and Management Regulations 2007.