



## Health & Safety Policy

Diligent Developments Limited is trading as Diligent Developments  
Directors – Ralph Lewars, Sebastian Stephenson  
Company Number – 5323384

Registered Office – Office 6, Swift House, 78-88 Bensham Grove, Thornton Heath, CR7 8DB



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## **This is the Health and Safety Policy Statement of Diligent Developments Limited**

Diligent Developments Limited provide building and maintenance services to the public and private sector.

The Directors of Diligent Developments Limited are fully experienced in providing these services and in related health and safety matters. Work activities take place on customer premises and will normally be carried out by staff managed by Diligent Developments Limited.

Diligent Developments is committed to a system of health and safety management based on a common understanding of risks and how to control them. It recognises that health and safety is a management responsibility of equal importance to the Diligent Developments' work and that effective control of health and safety is achieved through co-operative effort at all levels within the organisation.

Diligent Developments is committed to a policy of taking all reasonably practicable steps necessary to safeguard the health, safety and welfare of its employees at work and the health and safety of other persons that might be affected by its work. Diligent Developments will comply with all statutory obligations including the provision of adequate supervision, information, instruction and training so that all staff should recognise that their health and safety responsibilities have equal rank with other work tasks.

In complying with the requirements of the Health and Safety at Work Act Diligent Developments will, amongst other things:

- maintain all places of work under its control in a condition that is safe and without risks to health, this will include the provision and maintenance of adequate means of access and egress;
- provide and maintain a working environment for its employees that is safe and without risks to health. Adequate facilities and arrangements for securing the welfare of employees will be provided;
- provide information, instruction, supervision and training as is necessary to ensure health and safety at work of its employees;
- provide, operate and maintain buildings, plant, machinery, equipment and systems of work that are safe and without risk to health;
- make arrangements for ensuring the safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances for use at work;
- provide protective clothing and safety equipment as necessary to enable staff to undertake their duties safely;
- ensure that travelling staff at work on other person's premises as part of their normal work duties are trained in the recognition of likely risks which they may encounter;

These duties will be performed by Diligent Developments, so far as is reasonably practicable, taking into account published guidance, including that from the Health and Safety Commission and Executive. The assessment of risks is central to this policy. Formal written assessments will be undertaken by the representatives of Diligent Developments as required by the relevant statutory provision. Assessments will be reviewed by the Diligent Developments as appropriate.

This statement is a formal and unique declaration that Diligent Developments will devote sufficient effort and resource to the organisation of and arrangements for health and safety of its employees and those who may be affected by the work of Diligent Developments

Signed:(Director)  
Date: 03/12/11



# 1 Arrangements & Responsibilities

Overall and final responsibility for Health & Safety in the Company is that of:

Name:	Responsibility:
Sebastian Stephenson	Safety Training Carrying out safety inspections Investigating accidents
Rudolph Stephenson	Monitoring maintenance of plant & equipment, Fire Risk Assessment and general site safety

All employees have to:

- co-operate with managers and co-ordinators 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
- achieve a healthy and safe workplace
- report all health and safety concerns to an appropriate person

Whenever an employee notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above.

## 1.1 Policy Review

This Policy is subject to review by the company directors annually on the anniversary of the last updated date contained on the Policy statement section. The next review date of this document is due annually.

# 2 Health and safety risks arising from work activities

## 2.1 Managing & Minimising Risk

Employees must follow these five steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precaution
4. Record your findings and implement them
5. Review your assessment and update if necessary

When thinking about your risk assessment, remember:

- a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
- Risk assessments will be undertaken by Sebastian Stephenson, qualified in PRINCE II Risk Assessments for Projects.
- Action required to remove/control risks will be approved by Sebastian Stephenson
- Rudolph Stephenson will be responsible for ensuring the action required is implemented. Sebastian Stephenson will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every Calendar Year. Or when the work activity changes, whichever is the soonest.

## **2.2 Consultation with employees**

- Consultation with employees is provided by a suitable manager at weekly team meetings each Monday
- Employees are provided with H&S *INDG163(rev2)* upon induction to the company. A copy of this document is located in the office premises available for inspection.

## **3 Portable Electrical Equipment, Site Plant, Tools and Equipment**

- Rudolph Stephenson will be responsible for identifying all equipment/plant needing maintenance.
- Sebastian Stephenson will be responsible for ensuring effective maintenance procedures are drawn up.
- Rudolph Stephenson will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to Sebastian Stephenson.
- Sebastian Stephenson will check that new plant and equipment meets health and safety standards before it is purchased.

### **3.1 Hard Wired Equipment**

The periodic maintenance of hard wired electrical equipment should be undertaken by professionally qualified maintenance engineers, either company staff or a contract engineer. Guidance on maintenance is given in the IEE Wiring Regulations. The engineer or manufacturer responsible for a piece of equipment will normally be in a position to specify what periodic inspection and maintenance (including tests for electrical safety) is required and which of these functions, if any, can be carried out by the user. Careful consideration must always be given to the means of isolating such equipment from the supply system prior to testing.

### **3.2 Portable Equipment**

The term "portable" is not restricted to equipment which is normally moved around; it refers to all equipment which can be attached to an electrical system by a cable and plug. Where the inspection and testing of portable equipment is carried out an up-to-date list of portable electrical items on (at least) an annual basis should be recorded. Wherever possible, persons using items of privately owned electrical equipment on company work sites should ensure that each item is inspected and tested for electrical safety. If in doubt, refer to a competent person.

### **3.3 Inspection of Portable Equipment**

Inspections are visual checks of parts of the equipment and are mainly concerned with the cables and plugs. In general, annual inspections of portable electrical equipment are recommended. However, more frequent inspections may be advisable if the equipment is being used in an environment where there is a high probability of damage, for example, in workshops and in fieldwork, etc.

Hand held power tools, which users have to grip strongly, should be checked before each use using the shorter check list. It is recommended that, wherever possible, this type of equipment is operated from a power breaker residual current protected safety plug, or similar device.

### **3.4 Testing of Portable Equipment**

Testing involves making measurements of some electrical properties of the equipment. Portable appliance testers are available to carry out a number of different tests but normally only two tests will be required. These two tests are:

1. Earth bond resistance test.
2. Insulation resistance test.

### 3.5 Recommended Frequencies for Inspection and Testing

The recommended intervals between electrical tests and formal visual inspections which are tabled below are optimal and may require to be reviewed in the light of experience. These frequencies are based on the Institution of Electrical Engineers (IEE), 'Code of Practice for In-Service Inspection and Testing of Electrical Equipment' and the Health and Safety Executive's HSG 107 'Maintaining Portable and Transportable Electrical Equipment'.

EQUIPMENT	VISUAL INSPECTION FREQUENCY	TESTING FREQUENCY
Hand held Powertools (drills, etc.) and site industrial equipment (cement mixers etc)	6 Months	6 Months
Power Cleaning equipment (Vacuum cleaners, polishers, etc.)	6 Months	6 Months
Double insulated equipment (excluding items covered above).	24 Months	None

## 4 Safe handling and use of substances

Diligent Developments will be responsible for:

- identifying all substances which need COSHH assessment.
- undertaking COSHH assessments.
- ensuring that all actions identified in the assessments are implemented.
- ensuring that all relevant employees are informed about the COSHH assessments.
- Diligent Developments will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

### 4.1 Control of Substances Hazardous to Health

Under COSHH there are a range of substances regarded as hazardous to health:

Substances or mixtures of substances classified as dangerous to health under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). These can be identified by their warning label and the supplier must provide a safety data sheet for them.

Many commonly used dangerous substances are listed in the HSE publication *Approved Supply List. Information approved for the classification and labelling of substances and preparations dangerous for supply*, as part of the CHIP package. Suppliers must decide if preparations and substances that are not in the *Approved Supply List* are dangerous, and if so, label them accordingly.

Substances with workplace exposure limits are listed in the HSE publication *EH40/2005 Workplace exposure limits*.

Biological agents (bacteria and other micro-organisms), if they are directly connected with the work, such as with farming, sewage treatment, or healthcare, or if the exposure is incidental to the work (eg exposure to bacteria from an air-conditioning system that is not properly maintained).

Any kind of dust if its average concentration in the air exceeds the levels specified in COSHH.

Any other substance which creates a risk to health, but which for technical reasons may not be

while not dangerous in themselves, can endanger life by reducing the amount of oxygen available to breathe), pesticides, medicines, cosmetics or substances produced in chemical processes.

Refer to HSE **INDG136(rev3)**

## **5 Information, Instruction, Supervision & Training**

- Health and safety advice is available from National Britannia Health & Environment Risk Management Solutions. The contact Tel is **02920 266242**. Advice is available to all employees who wish to make use of this service.
- Supervision of young workers/trainees will be arranged/ undertaken/ monitored by Sebastian Stephenson.

### **5.1 Training**

Training is provided to employees through the CSCS scheme. The ConstructionSkills Health & Safety Test is the industry standard, taken by over **500,000** people every year. It is designed to ensure everybody working in construction has a minimum level of health and safety awareness. Passing the test is an essential part of qualifying for the major card schemes such as Construction Skills Certification Scheme (CSCS) and affiliated schemes. Employees are encouraged to obtain this certification as a minimum to maintain employment with the first full year of their employment term.

Advanced employees are provided access to the *The ConstructionSkills' Site Safety Plus Scheme*. This a comprehensive health and safety training programme designed to provide a range of courses for employees seeking to develop their skill set in this area. They are designed to give everyone from operative to senior manager the skill set they need to progress through the industry. From a one-day Health and Safety Awareness course to the five-day Site Management Safety Training Scheme.

### **5.2 Training Records**

Records on employee training are to be kept at the company offices in a suitable filed system so as to be easily located by supervising managers when employee training issues arise or reviewed.

### **5.3 New Joiners**

All new employees or sub contractors to the company must review this document. A copy of this policy is to be provided and discussed with new joiners. All employees must demonstrate understanding and commitment to the issues and advice contained in this policy document. It is the responsibility of Sebastian Stephenson to ensure all staff are safely versed on Health & Safety issues.

## **6 Accidents, first aid and work-related ill health**

### **6.1 Record Keeping**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Employers, the Self-employed and anyone in control of a work premises are required to report some work related accidents, diseases and dangerous occurrences to either the Health and Safety Executive (HSE) or Diligent Developments.

The reporting of certain work related accidents, diseases and dangerous occurrences is a legal requirement and the information allows the HSE and the Diligent Developments to identify where and how risks arise and to investigate serious accidents.

With this information the HSE and Diligent Developments can then give employees or others concerned advice on how to reduce injury, ill health and accidental loss.

- Health surveillance is required for employees carrying out building and maintenance work for Diligent Developments

- Health surveillance records will be kept at Office 6, Swift House, 78-88 bensham Grove, Thornton Heath, CR7 8DB.
- The first aid box(es) is/are kept at Office 6, Swift House, 78-88 bensham Grove, Thornton Heath, CR7 8DB.
- The appointed person(s)/first aider(s) is/are Rudolph Stephenson.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at Office 6, Swift House, 78-88 bensham Grove, Thornton Heath, CR7 8DB
- Rudolph Stephenson is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## 6.2 Reporting Accidents

You must make a Report if there is an accident, disease or dangerous occurrence connected with work and it involves:

- The Death or Major Injury - of an employee or self employed person;
- A member of public being killed or taken to hospital;
- An Over-three-day Injury - of an employee or self-employed person which results in the injured person being away from work or unable to do the full range of their normal duties for more than three days;
- A Notifiable Disease - if a doctor notifies you that your employee suffers from a reportable work- related disease; and
- A Dangerous Occurrence - which does not result in an injury, but may have done;

Major injuries include (although not exclusive):

- Fractures (but not including fingers, thumbs or toes); Amputation;
- Dislocation of 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;
- Electric Shock or Burn leading to unconsciousness, requiring resuscitation or hospital admittance for more than 24 hours.

Notifiable Diseases include (although this is not an exhaustive list):

- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- Lung diseases including occupational asthma and asbestosis; and
- Infections such as legionellosis, tetanus and hepatitis and tuberculosis

Dangerous Occurrences include (but not exclusive):

- Collapse, overturn or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming in to contact with over-head power lines;
- Electrical short circuit or overload causing fire or explosion;
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- Explosion or fire causing suspension of normal work for over 24 hours.

## 7 Manual Handling

Prevention and control of manual handling injuries, has been identified as a priority by the Health and Safety Commission. Taking the action described in this section will help prevent these injuries.

All employees engaged in manual handling of heavy goods must follow the following actions:

- Seek advice on suitability from suppliers/hirers.
- Request equipment on trial basis, if possible, to check it solves the problem, again
- involve employees who will be expected to use it.
- Ask suppliers about other customers so you can see it in use.
- Check lifting equipment is CE-marked.

- Does it suit the area it will be used in? Is there enough room to maneuver, enough headroom etc?
- Does it suit the terrain in terms of stability and ground surface?
- Consider other risks associated with introducing the lifting aid, eg site safety and driver training, concerning use of a fork lift truck.

### **7.1 The Duties of Diligent Developments to employees**

The Regulations require employers the company to:

- avoid the need for hazardous manual handling, so far as is reasonably practicable;
- assess the risk of injury from any hazardous manual handling that can't be avoided; and
- reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

### **7.2 Employee duties.**

Employees are required to:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform the employer if they identify hazardous handling activities;
- take care to ensure that their activities do not put others at risk.

**Employees can refer to H&S Executive** INDG398 section How Do I avoid lifting Published by the Health and Safety Executive INDG143(rev2)

## **8 Fire**

### **8.1 Fire Safety Policy Statement**

It is Diligent Developments' policy to protect all persons on its premises from the hazards of fire by ensuring safe premises and systems of work as far as is reasonably practicable. The company will operate in accordance with statutory duties.

Fire is a potential hazard in all Diligent Developments premises. A fire at our site would pose a major threat to the lives of everyone in it.

Fire safety is dependent on taking account of two principle factors:

a) Physical factors:

- i) All initial building design and construction should conform to the relevant regulations and codes of practice.
- ii) A thorough review of fire precautions when planning alterations in the use, layout or design of any part of a building is essential.
- iii) An appropriate choice of fire alarm and detection systems with proper lifetime maintenance must be made.
- iv) A sufficient and suitable provision of fire fighting equipment with an effective maintenance regime should be installed.
- v) The provision and ongoing upkeep of fire retardant furnishings, textiles, fixtures and fittings must be ensured.

b) Human factors:

- i) Effective management systems must be in place that constantly displays a commitment to fire safety.
- ii) Suitable safety policies and programmes of staff training etc need to be adopted and kept under constant review

iv)The policies and procedures set out in this document are mandatory. Non-compliance could result in disciplinary action.

## **8.2 Applicable Legislation**

The principal Acts/guidance impinging on fire safety in Diligent Developments premises are:

- a) The Fire Precautions Act 1971
- b) The Fire Precautions (Workplace) (Amendment) Regulations 1999
- c) The Fire Safety & Places of Sport Act 1987
- d) The Fire Services Act 1947
- e) The Office, Shops and Railway Premises Act 1963
- f) The Factories Act 1961
- g) The Health & Safety at Work Act 1974
- h) The Building Act 1984
- i) The Building Regulations 1985 and approved document 1992
- j) The Petroleum Consolidation Act 1928
- k) Highly Flammable Liquids Regulation 1972
- l) The Licensing Act 1964
- m) The Local Government (Miscellaneous Provisions) Act 1992
- n) The Housing Act 1985
- o) The Housing Act 1985 (NHS Housing in the Community)
- n) Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1985
- o) The Construction Act
- q) Fire code
- r) COSHH
- s) DDA

## **9 Typical Hazards**

### **9.1 Vibration-induced white finger**

The vibrations from portable pneumatic drills and hammers can produce a condition known as white finger or Raynaud's phenomenon in which the tips of the fingers go white and feel numb as if the hand was cold. Anyone showing these symptoms should be taken off work involving the use of these drills or hammers and found alternative employment.

### **9.2 Compressed air work**

The health hazards of work in compressed air and diving are compression sickness ('the bends') and aseptic bone necrosis ('bone rot'). Both these illnesses can have long-term effects varying from slight impairment of mobility to severe disablement. The protective measures, including compression procedures, are laid down in the Work in Compressed Air Special Regulations and these should be observed in conjunction with the medical code of practice for work in compressed air. Where diving work is involved, the Diving Operations at Work Regulations apply.

### **9.3 Dust and fumes**

Despite the general outdoor nature of the work, construction workers are not immune from the hazards of airborne contaminants. Although natural wind movement will dilute dust and fumes throughout the site, operatives engaged on particular processes may have a dangerous concentration in their immediate breathing zones unless suitable extraction is provided.

## **10 Health Surveillance**

### **Employer Responsibilities**

As an employer we encourage Employees to report early signs of health risk with long term effects. Employees should contact the officer responsible for Health and Safety named in this document and report any early signs or symptoms of illness relating to issues raised in this section.

### **Objectives**

1. Protect the health of individual employees by detecting as early as possible, adverse changes which may be caused by exposure to substances and agents hazardous to health.
2. Identify and implement specific surveillance requirements for employees requiring statutory health surveillance
3. Collect, keep up to date and use data and information for determining and evaluating Hazards to health
4. Demonstrate fitness to undertake specific tasks where specific health criteria need to be met

### **Substances Hazardous to Health (COSHH)**

Statutory health surveillance where a COSHH risk assessment indicates that health surveillance is requisite for ensuring the maintenance of adequate control of exposure of employees to substances hazardous to health and it is otherwise requisite for protecting the health of the employee who have significant exposure to:

#### **Noise**

Statutory health surveillance where required for the protection of the hearing of workers exposed to high levels of noise as required by the Noise at Work Regulations 2005.

Applicable to:

- all employees working in defined hearing protection zones or regularly exposed to an averaged exposure over 85 dBA
- those employees regularly exposed to between 80 and 85 dBA identified as being sensitive to noise induced hearing loss

#### **Asbestos**

Statutory health surveillance for workers exposed to asbestos at a level requiring surveillance under the Control of Asbestos at Work Regulations

Non-statutory asbestos surveillance – surveillance appropriate to workers who are not currently exposed at levels requiring surveillance, but may have been so exposed in the past. For further guidance see the Company policy, Working with Asbestos.

#### **Hand-arm vibration syndrome**

Statutory health surveillance for employees exposed to levels of hand-arm vibration as indicated in the Vibration at Work Regulations

- Hand held vibrating tools (grinders, jack hammers)
- Chain saws
- Pneumatic drills

#### **Ad-hoc exposure incidents**

Where required occupational health will advise on the health surveillance requirements following accidental and ad-hoc exposure incidents occurring at work.

This will include the necessary clinical investigations and medical follow-up as deemed necessary.