

# Apollo Scaffolding Wales Ltd

## Health & Safety Policy

March 2017

95, High Street, Gorseinon, Swansea SA4 4BL  
Telephone: 07796 861068  
email: apolloscaff@hotmail.co.uk

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## 1. STATEMENT

Apollo Scaffolding Limited will ensure, as far as is reasonably practicable, the health, safety and wellbeing of all persons associated with the Company's undertakings.

We recognise the importance of ensuring a positive health and safety culture and we will conduct our services in such a way, to ensure all employees, trainees, contractors, service users, the general public and businesses are not placed in any foreseeable significant risk of harm.

One of our most essential assets is the people who assist in the delivery of our services to our customers. For this reason Apollo Scaffolding Limited, by being pro-active and innovative, will introduce holistic arrangements to safeguard and promote health, safety and wellbeing.

Apollo Scaffolding Limited have appointed Christopher Jones, Managing Director, as the responsible person for health, safety & wellbeing issues and will ensure that all employees are consulted on health, safety and wellbeing issues.

Apollo Scaffolding Limited has acquired competent person support on health & safety issues from Ceri Rees Grad IOSH, of 'S C Cymru Cyf / C S Wales Ltd'.

Signed: Christopher Jones \_\_\_\_\_ Managing Director

Date: 12th March 2017 \_\_\_\_\_

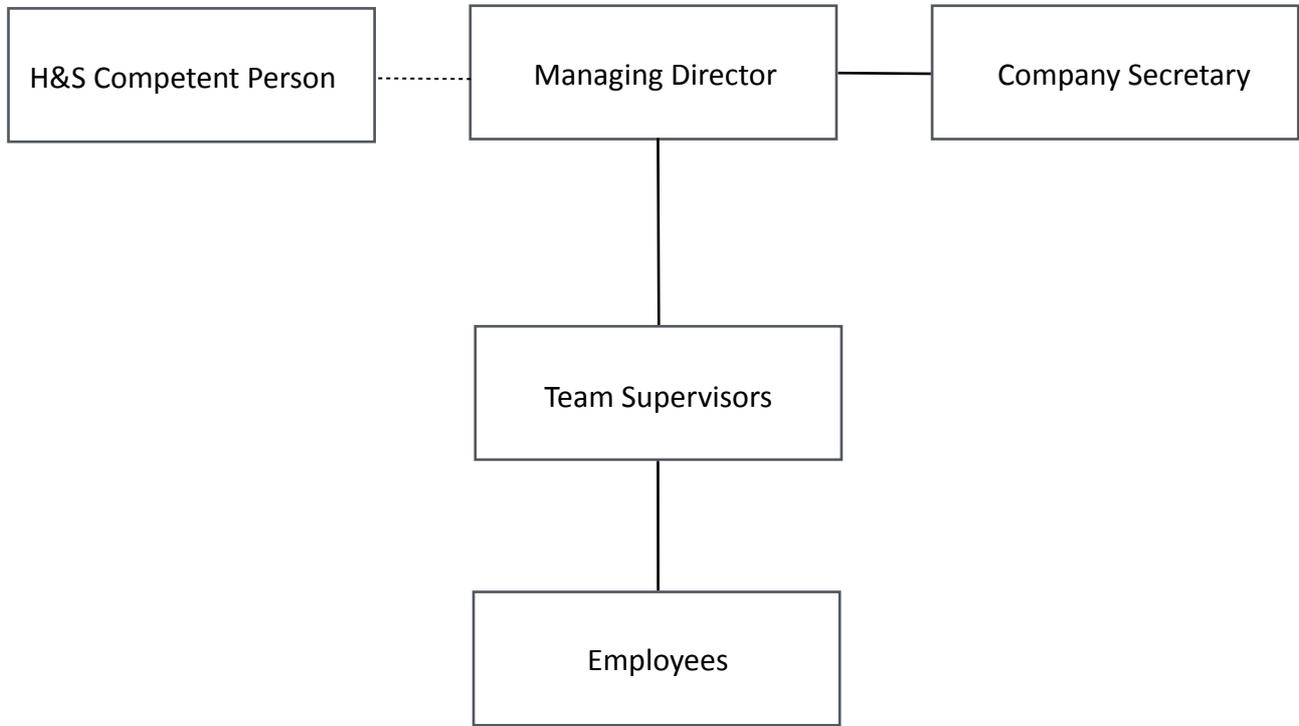
## 2. OBJECTIVES

Apollo Scaffolding Limited will take all reasonable practicable steps to meet the aim of the policy statement by paying particular attention to: -

- the provision and maintenance of plant and systems of work that are safe and without risks to health;
- arrangements for ensuring safety, wellbeing and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances;
- the provision of such information, instruction, training and supervision as necessary to ensure the safety health and wellbeing at work of all employees;
- maintaining all premises and places of work, that are in the control of the company, in a condition that is safe, without risks and maintaining means of safe access and egress;
- the provision and maintenance of a working environment that is safe, without risks to health and adequate as regards facilities and arrangements for welfare at work;
- raising awareness of health issues and promoting health and wellbeing initiatives;
- ensuring that all personnel are competent to carry out any tasks that are asked of them and will provide all appropriate information, instruction, supervision and training

### 3. ORGANISATION AND RESPONSIBILITIES

#### 3.1 Organisation Chart



### 3.2 Managing Director

The Managing Director has the overall responsibility for ensuring compliance with health and safety legislation and that the company's Health and Safety Policy is implemented and maintained. The Managing Director will ensure that:

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- current employers and public liability Insurances are in place and kept on file;
- a good example is set, by complying with all health and safety requirements when visiting site i.e. wearing applicable PPE.
- the company's Health & Safety Policy and supporting working arrangements are regularly reviewed;
- the application of health and safety is monitored across the company & that detailed records are kept;
- participation, commitment and involvement at all levels is promoted across the company in regards to health and safety activities;
- liaise with clients and contractors on health and safety;
- co-ordinate all Health and Safety activities & keep detailed records;
- all accidents & near miss incidents are recorded in accident book and are investigated;
- the HSE is notified in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013);
- adequate stocks of PPE are maintained for site use and that records are kept; all plant & equipment to be used is maintained and in good working order & that maintenance records are kept of all equipment and plant;
- all operatives are provided Health and Safety induction prior to commencement of duties and that records of such are kept;
- all users of plant and equipment are trained and deemed competent before use of such equipment & keep detailed records;
- in line with the risk assessment, that the correct PPE is issued, that operatives are training in the correct use of and the appropriate checks are made periodically that the PPE is being used correctly;
- address manual handling issues on a contract by contract basis, ensuring that appropriate risk assessments are undertaken, understood by all and that records are kept;
- company transport is maintained and in good working order & that maintenance records are kept.

### 3.3 Site Supervisor

The Site Supervisor will assist in the implementation of the Company's Health & Safety Policy and uniform coordination of health, safety, fire safety and wellbeing throughout the Company. The Site Supervisor will ensure that:

- a good example is set, by complying with all health and safety requirements i.e. wearing applicable PPE;
- day-to-day Health and Safety procedures are implemented & that appropriate records are kept;
- site accidents/dangerous occurrences are reported to Managing Director
- workplaces are inspected prior to use, that appropriate records are kept & reported to the Managing Director;
- waste disposal is monitored & that appropriate records are kept;
- correct PPE is used & that appropriate records are kept;
- method statements and risk assessments are being correctly implemented & that appropriate records are kept;
- plant and equipment is used in a safe manner on site & that appropriate records are kept;
- liaise with operatives and Site Manager on Health and Safety issues
- all manual handling issues are addressed & that appropriate records are kept;
- all operatives are aware of the Site Emergency Procedures & that appropriate records are kept;
- will be the appointed person for first aid, undertake appropriate training as necessary, keep relevant records of any first aid treatment provided and ensure that the first aid box is readily available & fully stocked at all times

### **3.4 Employees**

Apollo Scaffolding Limited encourages all employees to co-operate with the implementation, review and monitoring of this health and safety policy, which will involve:

- assisting the development of safe systems for work;
- attending and participating in health and safety training;
- ensuring high standards of housekeeping in their place of work;
- initiating an accident report by immediately reporting an accident or near miss incident to the site Supervisor and/or Managing Director
- compliance failure to this policy and any inadequacy within the health and safety arrangements, procedures and policies;
- assist in the investigation into the causes of incidents and in the process of risk assessment;
- always use appropriate personal protective equipment .

All employees have duties under the Health & Safety At Work Act 1974:

#### **Section 7 of HASAWA states that employees must: -**

- take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do’;
- co-operate with their employer on health and safety.

#### **Section 8 of HASAWA states:**

- no persons shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;

Any failure on the part of any employee to fulfil that responsibility will be considered to be a serious matter, and may be made the subject of disciplinary action.

## 4. General Arrangements

### 4.01 Contract Works

The Managing Director will, prior to any works commencing, communicate the requirements of the Client to all employees who will be working on the site & keep appropriate records of communications. The matters discussed at this meeting will include the following together with any other matters deemed necessary for the proper and safe execution of the contract.

- detailed description of works to be carried out
- appointment of Site Supervisor
- risk assessments & method statement
- PPE requirements
- manual handling issues
- hazardous substances (COSHH Information)
- safe access and egress on site
- storage of material and equipment on site
- noise levels
- plant and equipment to be used
- welfare provisions on site
- other activities being carried out on site
- protection of third parties
- first aid arrangements
- emergency and evacuation procedures
- any special requirements of Principal Contractor
- signing in/out procedure
- employee concerns

The Site Supervisor will report to the Site Manager on arrival at site and it is their responsibility to acquaint themselves with the site and ensure all our requirements are met and that we comply with the site requirements. Any discrepancies should be reported to the Managing Director before work commences in order that they can be resolved and a safe system of work put into practice.

## **4.02 Accident Reporting**

All employees must report any accident, near misses or dangerous occurrences to the Site Supervisor who must then report, to the Site Manager and Managing Director.

The Managing Director will then investigate the accident and record the details in order to monitor and improve the Health and Safety policy of the Company. Any accident or dangerous occurrence that may require reporting to the Health & Safety Executive, will be communicated to the Competent Person immediately, who will then facilitate a full and detailed investigation prior reporting it to the authorities.

## **4.03 Risk Assessments**

Risk Assessments are the first step in controlling the incidence of workplace injury and disease by means of identification, analysis, evaluation and control of health and safety risks that have the potential to cause harm. The Managing Director will ensure that suitable and sufficient assessments of significant health and safety risk are carried out and that arrangements and responsibilities clearly communicated with individuals.

Significant risks are risks that have the potential to cause harm and present a greater risk than a routine activity associated with life in general.

The Managing Director will review and where necessary modify risk assessments and ensure that persons involved in any activity, that has had an assessment review, are made aware of the changes to the original assessment.

## **4.04 Training**

All Employees and labour only Sub-Contractors will undergo induction safety training prior to commencement of duties. Apollo Scaffolding Limited is proud to promote employee development through further training and does so through the Construction Industry Training Board and other professional organisations.

Training in Asbestos Awareness, Manual Handling, First Aid, Abrasive Wheels and Working at Height is carried out & refreshed on a regular basis; Apollo Scaffolding Limited will ensure that site operatives have Safety Passport and/or CSCS cards.

## **4.05 Hygiene**

In order to maintain good hygiene standards, all employees should comply with the following standard:

- inform your supervisor of any medical condition or potential medical condition which could affect the safety of yourself and/or others;
- cover all cuts or abrasions with a clean, detachable waterproof dressing and get medical assistance as required;
- do not smoke when handling food or in prohibited areas;
- ensure additional care is taken with regard to cleanliness when handling lead and use gloves where possible;

#### **4.06 First Aid**

The supervisors are the appointed person for First Aid at Apollo Scaffolding Limited headquarters. First Aid boxes are available at the office and should be taken to sites by the Site Supervisor when no other facility exist. All staff & labour only sub c-contractors will be provided with basic First Aid training and refresher training.

It is the responsibility of all operatives employed by Apollo Scaffolding Limited to acquaint themselves with First Aid facilities of each site that they work at.

#### **4.07 PPE – Personal Protective Equipment**

PPE such as Hard Hats, Safety Glasses, Gloves, Hi-Viz jackets, Wet Weather clothing, Safety Boots, Dust Masks, Ear Protection etc. are kept in stocked at the Company offices and are freely available for issue to all operatives by signature in the register in the office.

Operatives are additionally allowed to collect PPE from any of our suppliers on an 'as needs' basis with the approval of the Site Supervisor.

#### **4.08 Manual Handling**

The Managing Director is responsible for ensuring that the manual handling issues are addressed at the site location and they should consider the E.L.I.T.E. factors (Environment / Load / Individual / Task / Equipment) on a contract by contract basis.

Apollo Scaffolding Limited provides manual handling training (& regular refresher training) to all its employees.

#### **4.09 Plant and Equipment**

All equipment owned by Apollo Scaffolding Limited will be maintained and PAT tested as per manufacturers guidelines, to ensure that only safe equipment is available for use. Any equipment found to be out of maintenance schedule and/or PAT test must not be used & must be reported to the Site Supervisor and/or Managing Director immediately.

It is the responsibility of all individuals to ensure that a pre-use check is carried out prior to use of any plant or equipment; and that should any fault or damage be found that it is put out of use and the Site Supervisor and/or Managing Director is informed immediately.

#### **4.10 Hazardous Substances (COSHH)**

The Control of Substances Hazardous to Health Regulations 2005 (COSHH), places a duty on all organisations to ensure that suitable and sufficient assessments of risk of exposure to hazardous substances have been carried out and appropriate risk control measures implemented that may include the need for health surveillance.

Apollo Scaffolding Limited maintains up-to-date information on the various products used and the Managing Director is responsible to communicate these and other appropriate information where applicable, for any given contract. Care should be taken by all operatives when handling, transporting, installing and disposing of such products.

#### **4.11 Company Vehicles**

All company vehicles are serviced and maintained to manufacturers guidelines, taxed, insured for use and MOT (when required). Only employees that have been approved to drive company vehicles may do so.

#### **4.12 Emergency Procedures**

The emergency muster point at Apollo Scaffolding Limited headquarters is ??? Muster Point ???. In the event of an emergency evacuation all occupants should meet at this point and follow instructions given.

It is the responsibility of all operatives employed by Apollo Scaffolding Limited to acquaint themselves with emergency procedures of each site that they work at.

#### **4.14 Housekeeping**

In order to maintain a safe system of work, the following general rules must be adhered to by all operatives:

- keep all work areas in a clean and tidy condition;
- remove all waste materials to a designated skip/disposal area;
- keep access and egress pathways clear of any materials and debris;
- report any defective equipment immediately to your Supervisor, so that it can be repaired or replaced;
- at all times use the PPE provided for the purpose it was provided;
- use the lifting equipment provided and/or get assistance when lifting heavy loads;
- always co-operate & communicate with Site Management and other trades on site.

## **5. Specific Activities**

### **5.1 Working at Height**

- ensure a safe means of access and egress;
- ensure edge protection is available to all areas where a fall of 2 metres or more may occur;
- ensure the surrounding area is adequately protected from falling objects/debris.

### **5.2 Scaffolding**

- during the erection & take down of a scaffold, employees must check all components to ensure that they are free from defects and fit for the purpose required;
- report any defects found on any components, must be reported to the supervisor immediately and put aside for repair or salvage;

### **5.3 Ladders**

- ladders must be tied at all times;
- pre-inspection of all ladders prior to use, ensuring they are free from defects and are safe to use;
- be aware of electric cables when handling ladders;
- roof ladders should be used where fragile roof surfaces exist;
- do not over reach while working from a ladder;
- users must keep three points of contact with the ladder at all times whilst using them;

## **6. Resources**

Apollo Scaffolding Limited will ensure that adequate resources will be made available to secure compliance with all statutory obligations as an employer and the successful implementation of this and supporting procedures.

## **7. Audits and Inspections**

Health and Safety auditing and inspections are only part of several essential aspects of health and safety management. All audits will measure the effectiveness of the complete system. The more effective the Apollo Scaffolding Limited can make its health and safety management systems the more cost-effective becomes its development through the control of loss. Nominated employees together with the Competent Person will conduct audits/inspections with the objective of measuring health and safety performance.

## **8. Revision Of Policy**

Apollo Scaffolding Limited will ensure that this Health and Safety Policy is prepared and revised as necessary.

Any changes to this policy or any other supporting arrangements will be preceded by the process of consultation.