

HEALTH AND SAFETY POLICY

Tudor Living Ltd



FEBRUARY 25, 2021

TUDOR LIVING LTD

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1.0 Introduction

Tudor Living Ltd is committed to providing a work environment that is safe and healthy for all employees and those affected by our activities. Tudor Living Ltd operations shall be carried out so as to ensure, so far as is reasonably practicable, that the Health, Safety or Health, Safety or Conditions of any person or property will not be adversely affected.

It is important that everyone related to Tudor Living Ltd fully understand that any failure to comply with the contents of this policy could expose the company to criminal liability. As such, any blatant or willful disregard of the standards and arrangements set out in this policy could be viewed as gross misconduct and result in appropriate action.

2.0 General Statement

- Identify hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures
- Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and a safe system of work
- Ensure that effective planning, control, and monitoring of all sites are maintained
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment
- Recruit and appoint personnel who have the skills, abilities and competence commensurate with their role and level of responsibility

- Ensure that tasks given to employees are within their skills, knowledge and ability to perform
- Ensure that technical competence is maintained through the provision of refresher training as appropriate
- Promote awareness of health and safety and of good practice through the effective communication of relevant information
- “So far as reasonably practicable” ensure that they will provide satisfactory financial resources and support needed to meet these objectives and the systems that are in place.

Employees and sub-contractors have a duty to co-operate in the operation of this policy by fulfilling the responsibilities placed upon them.

As stated, the operations of the company and this policy will be reviewed at regular intervals or in light of changing company circumstances, procedures and legislation. These changes will be brought to the attention of employees and others whose health and safety might be affected by such changes.

Signed: **Tudor Tepelus (Managing Director)**

Date: **February 2021**

Review Date: **March 2022**

3.0 Organization and Responsibilities

The Managing Director of Tudor Living Ltd, will make available adequate resources for the implementation and monitoring of the company Health and Safety Policy, and holds overall and final responsibility for health and safety at work. He shall also be responsible for putting in place of structures through which safety matters can be dealt effectively.

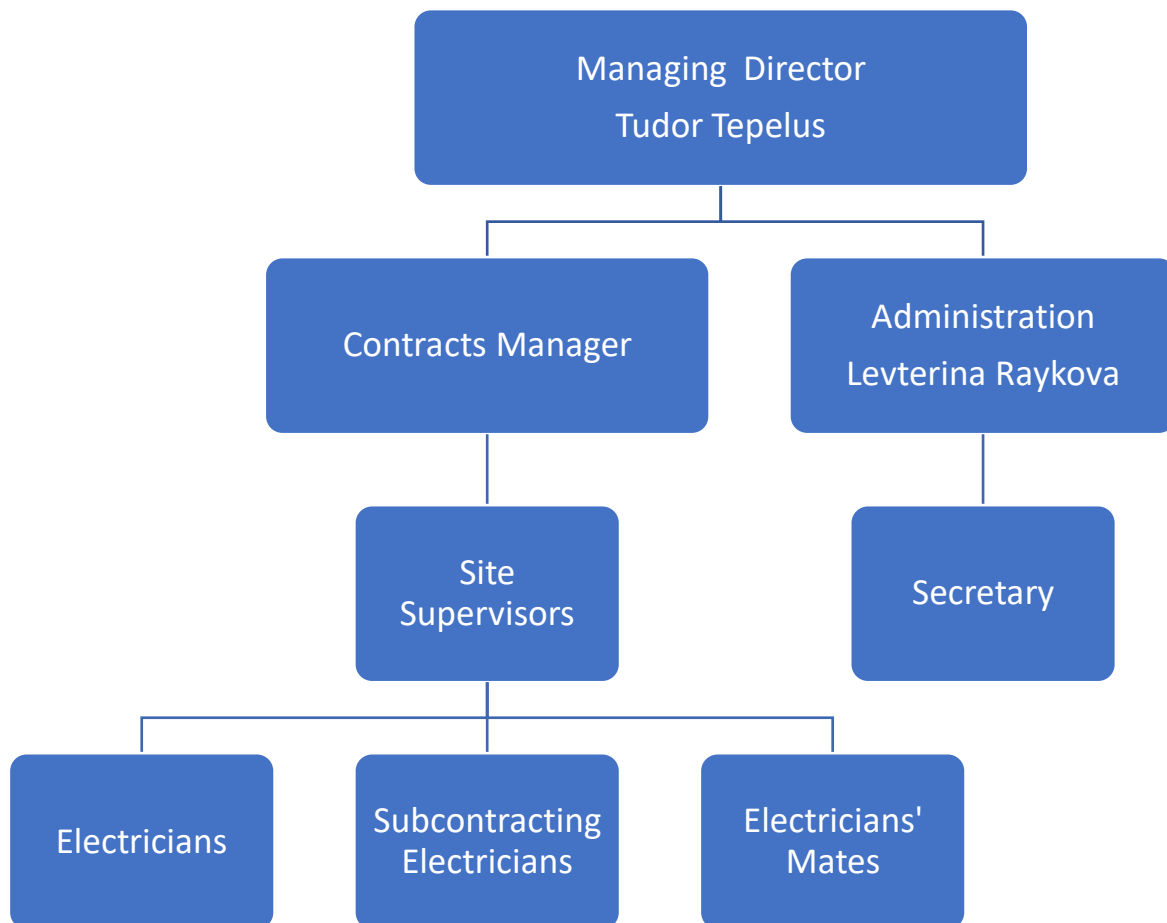
To help him achieve the health and safety standards, then maintain or improve these principles, the Managing Director has the help of all employees including;

All employees have to co-operate with supervisors and managers by:

- Complying with all health, safety, environmental and quality matters,
- Not interfering with anything provided to safeguard their health and safety,
- Taking reasonable care of their own health and safety, and
- Reporting all health, safety, environmental and / or quality concerns to an appropriate person.

The expected lines of communication are expressed on the following chart however all workers have direct access to the external safety advisers who operate a strict confidentiality policy.

3.1 Company Structure



3.2 Managing Director

The Managing Director will initiate and administer the Health and Safety Policy. He will make adequate provision of resources for the successful implementation of the health and safety management system, including finance, time, logistics and commitment. He will also put the Health and Safety Policy into practice on a day-to-day basis to help achieve the health and safety standards. He is:

- To set a personal example at all times.
- To initiate the Company Health and Safety Policy for the prevention of injury and damage, and to set targets for the reduction of accident and incident rates.
- To know the requirements of the relevant legislation and ensure they are observed whilst carrying out Company activities.
- To arrange for funds and facilities to meet the requirements of the Company Health and Safety Policy.
- To ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- To initiate proper reporting procedures in the event of injury, damage and loss and to promote action to preclude re-occurrences.
- To reprimand any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.
- To encourage the distribution of relevant safety information to all persons concerned.
- To promote and maintain Tudor Living Ltd on-going determination to improve its performance in health, safety and welfare.
- To arrange for periodic audits of the health and safety management system through Tudor Living Ltd independent safety advisers.

- Discuss with others in Tudor Living Ltd management structure methods of preventing injury to any persons connected with Tudor Living Ltd and possible improvements in existing working methods that effect health, safety and welfare.
- Carry out risk assessments of any operations deemed necessary prior to commencement of work and communicate the findings to personnel involved.
- With the co-operation of the Client and Principal Contractor, lay down specific site rules.
- Whilst on site, to ensure that work is carried out as per agreed method statements.
- Ensure that COSHH assessments are carried out on all new substances used on behalf on Tudor Living Ltd, and the actions that are identified in these assessments will be implemented and monitored for effectiveness.
- Arrange the storage of materials to avoid possible hazards.
- Ensure that protective clothing and equipment is used correctly.
Check equipment used on behalf of Tudor Living Ltd is in good condition and fit for purpose.
- Ensure that all plant and equipment is suitable for the work it is intended for.
- Check appropriate test certificates.
- Ensure first aid and emergency equipment that is required is available.
- Report all accidents and incidents in line with Company procedures and legal requirements.
- Organize workstations / areas so that work is carried out to the required standard with minimum risk.

- Ensure that personnel working for Tudor Living Ltd keep the workplace well organized and tidy.
- Accompany HSE Inspectors of health and safety on any visits and arrange compliance with all recommendations made by them.

3.3 Contracts Manager

Along with the Managing Director, the Contracts Manager will put the Health and Safety Policy into practice on a day-to-day basis to help achieve the health and safety standards. He will also maintain and improve these standards.

The Contracts Manager will:

- Discuss with the Managing Director, and others in Tudor Living Ltd management structure, methods of preventing injury to any persons connected with the Company and possible improvements in existing working methods that effect health, safety and welfare.
- Know the requirements of the relevant legislation and ensure they are observed whilst carrying out Tudor Living Ltd activities.
- Promote and maintain the Company's on-going determination to improve its performance in health, safety and welfare.
- Carry out risk assessments of any operations deemed necessary prior to commencement of work and communicate the findings to personnel involved.
- With the co-operation of the Client and Principal Contractor, lay down specific site rules.
- Whilst on site, to ensure that work is carried out as per agreed method statements.
- Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- Ensure that COSHH assessments are carried out on all new substances used on behalf on Tudor Living Ltd and the actions that are identified in these assessments will be implemented and monitored for effectiveness.
- Arrange the storage of materials to avoid possible hazards.
- Ensure that protective clothing and equipment is used correctly.

- Check equipment used on behalf of Tudor Living Ltd is in good condition and fit for purpose.
- Ensure that all plant and equipment is suitable for the work it is intended for.
- Check appropriate test certificates.
- Ensure that any necessary training is provided prior to use.
- Initiate proper reporting procedures in the event of injury, damage and loss. Promote action to preclude re-occurrences.
- Ensure first aid and emergency equipment that is required is available.
- Report all accidents and incidents in line with Company procedures and legal requirements.
- Organise workstations / areas so that work is carried out to the required standard with minimum risk.
- Ensure that personnel working for Tudor Living Ltd keep the workplace well organised and tidy.
- Accompany HM Inspectors of health and safety on any visits and arrange compliance with all recommendations made by them.

3.4

As required by Regulation 7 of The Management of Health and Safety at Work Regulations, Tudor Living Ltd will advise and assist all related health, safety and welfare issues related specifically to our business undertakings.

- Further improvement in existing safe working methods;
- Legal requirements affecting safety, health and welfare;
- Provision and use of protective clothing and equipment;
- Suitability from a safety viewpoint, of new and hired plant and equipment, and validity of all appropriate test certificates;
- Potential hazards on new contracts before work starts on the site and safety organization and fire precautions required;
- Changes in legislation;
- Advise the Director of each department, Responsible for Safety, on an annual plan sufficient to meet the company's needs;

- Advise on the application and maintenance of the Company Health, Safety and Welfare Policy arrangements;
- Encouraging a high profile for Health, Safety and Welfare within the company at all levels and review health and safety suggestions received from employees;
- Advise the SMT on training needs of employees and ensure they are competent to carry out their delegated duties;

TTD Electrics will perform the following function:

- Maintain and review the Health and Safety Policy to ensure compliance with all current legislation;
- Maintain and assist with the issue of Health & Safety documentation to all personnel as appropriate;
- Maintain Health and Safety records and reports;
- Present a summary Health and Safety report upon request by each Director who is Responsible for Health and Safety
- Determine the cause of accidents or dangerous occurrences and recommend means of preventing recurrence;
- Liaise with the fire authority to ensure adequate fire precautions. Advising that such precautions are maintained and that staff are trained in the use of fire precautions and are familiar with the fire emergency procedure. He will review and ensure that Fire Drills are being carried out on a 6monthly basis and record they have taken place.
- Keep up to date with all Health and safety issues and inform all employees as appropriate
- Maintain an up-to-date knowledge in matters of legislation and regulations as they affect the Company and its Health, Safety and Welfare Policy;
- When requested, the Safety Adviser will visit sites and premises at regular intervals in order to monitor the effectiveness of the Company Safety Policy and to advise the SMT and each Director on all aspects of Health and Safety;
- Investigate and report accidents and dangerous occurrences and recommend means of prevention;
- Maintain a close liaison with the Health and Safety Executive, its Inspectors and other relevant departments, personnel and other relevant organisations;
- Assist and carry out the identification and arrangement of employee training requirements
- Review accident statistics, carry out investigation and create campaigns to promote awareness of injury prevention and damage control

3.5 Administration Staff

Although we might not consider the office environment to be as potentially hazardous as the other activities of Tudor Living Ltd, the people who work here have an important role in ensuring the success of our safety management system.

Their duties in respect to health and safety include the following:

- Dress appropriately for work ensuring that clothing, particularly the footwear is suitable for a working environment. Consider the floor coverings, stairs and tasks such as carrying mail or stationery.
- Not to use and report any defects in equipment immediately to a Working Foreman or Managing Director.
- Ensure that the following information is displayed in an appropriate location;
 - o The Health and Safety Law Poster
 - o Action to take in the event of evacuation
 - o Current Employers and Public Liability Insurance Certificate
 - o Name of the First Aider and location of the first aid kit.
- Ensure all access routes and doorways about the office areas are kept clear and free from obstruction.
- Do not lift or carry anything that might be too heavy or awkward. This includes not over stretching to place or retrieve stock or materials from on top of high shelves or cupboards.
- If appropriate, suggest ways of eliminating hazards and improving working methods to Working Foreman, Managing Director or the Safety Advisers.
- Warn new employees, particularly young people, of known hazards.
- Keep records of the following in a safe and retrievable manner;

Documents

o Accident Book	Keep for 7 years
o Employers and Public Liability Insurance Certificate	40 years
o Individual Training Records	10 years
o Risk Assessments	Until revised
o COSHH Assessments	Until revised
o Manual Handling Assessments	Until revised
o Method Statements	3 years after end of job

○ Scaffold Inspection records	3 years after end of job
○ Workplace Health, Safety and Welfare Inspections	3 years
○ Test Certificates of Plant and Equipment	3 years
○ PPE Issue register	3 years
○ Inspection registers	3 years
○ List of 'Approved' suppliers	Ongoing

3.6 Site Supervisors

The Supervising Electricians are responsible for securing health and safety relating to their particular contract, planning, designing and ensuring compliance with statutory requirements, and for ensuring that instructions issued by the Client are complied with.

The Electrical Supervisors will:

- Implement the Company Health and Safety Policy to promote a healthy and safe working environment and incorporate safety instructions when issuing directions.
- Carry out risk assessments of any operations deemed necessary prior to commencement of work and communicate the findings to personnel involved.
- Liaise with other management in order to maintain and monitor safe working methods.
- With the co-operation of the Client and Principal Contractor, lay down specific site rules including the correct use of protective equipment.
- Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- Arrange the storage of materials to avoid possible hazards.
- Check equipment used on behalf of Tudor Living Ltd is in good condition and fit for purpose.
- Ensure that any necessary training and appropriate test certificates are provided prior to use.
- Discuss with other management methods of preventing injury to any persons connected with Tudor Living Ltd and possible improvements in existing working methods that affect health, safety and welfare.
- Initiate proper reporting procedures in the event of injury, damage and loss and promote action to preclude re-occurrences.

- Ensure first aid and emergency equipment that is required is available, and when necessary report all accidents and incidents in line with Company procedures and legal requirements.
- Ensure that protective clothing and equipment is used correctly.
- Whilst on site, ensure that work is carried out as per agreed method statements.
- Organise work stations / areas so that work is carried out to the required standard with minimum risk.
- Ensure that work is carried out with the proper equipment and that there is sufficient equipment on site for the safe working of the site, reporting any shortage or defects to the Managing Director and Contract Managers.
- Ensure that any necessary information on known hazards and the need for taking safety precautions is passed on to all relevant employees.
- Maintain a system of "good housekeeping" to ensure that work areas are kept as clean and tidy as possible to reduce hazards in an endeavor to maintain a safe place of work.

4.0 CONFIRMATION OF EMPLOYEE READING POLICY

4.1 Everyone at Tudor Living Ltd is aware that there are risks to health and safety arising from work activities. To help control these we formally assess risks arising from our activities. We undertake and retain risk assessments as either generic that cover our routine working practices and would apply anywhere or specific to a more unusual task, activity or site. Refer to Procedure 1 to make sure that both of these are performed using the risk assessment format in the appendices by a responsible person or team.

