

*SGC Glass Ltd*

**HEALTH AND SAFETY POLICY  
FOR HEALTH AND SAFETY MANAGEMENT**

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## **2.1 STATEMENT OF GENERAL POLICY**

2.1.1 It is the policy of SGC Glass to comply in full with all the legal obligations that relate to the health, safety and welfare at work of all our employees and to take all reasonably practicable measures to further improve their working conditions.

In particular the Company will:-

- a) provide and maintain equipment and machinery that is safe and without risks to health;
- b) ensure safety and the absence of risk to health in connection with the use, handling and storage of articles, equipment and chemical substances;
- c) provide and maintain working environments and all means of access to and egress from which are safe and without risks to health;
- d) provide and maintain services to our Clients that, so far as is reasonably practicable, are safe and without risks to health
- d) provide necessary information, instruction and training to ensure the health and safety at work of all its employees and sub contractors.

2.1.2 It is recognised that this policy cannot be implemented without the full co-operation and support of all SGC Glass personnel and everyone is therefore strongly encouraged to play a full and active part in both developing this policy and putting it into practice.

Every individual in the Company has a legal and moral responsibility for the safety of themselves, the people they work with and the public who could be affected by their work.

We all have a duty to co-operate with the Company and its health and safety management systems. Safe working is a team effort with everyone playing a vital part.

2.1.3 SGC Glass will ensure that adequate management and administrative resources are provided to put this Policy into effect in full recognition of all its obligations in respect of the safety of the personnel the Company controls, as well as our clients and the public whom our activities may affect.

2.1.4 When the risk of an activity undertaken by SGC Glass could be significant a written assessment is prepared to provide clear information to manage and control that risk.

2.1.5 As a matter of policy, responsibility for the management of health and safety rests with the Equal Partners of the Company, Mr Chris Robert Cottage and Mr Chris Cottage.

1.6 This Policy will be regularly reviewed and modified accordingly.

1.7 We would always welcome comments to improve and refine this Policy.

Signed:- ..... *.Chris Robert Cottage*

Signed:- ..... *.Chris Cottage*

For:- SGC Glass Ltd

Date:- 15<sup>th</sup> September 2009 .....

## **2.2 SAFETY ORGANISATION**

### **2.2.1 Introduction**

This Policy states the arrangements for the on-going Health and Safety Management of SGC Glass for all our employees whether engaged in the office, sales and marketing, project work for our clients, or other operations of SGC Glass.

### **2.2.2 SGC Glass**

SGC Glass undertakes to meet all its statutory responsibilities for the health and safety of its employees, its clients and the public under the Health and Safety at Work etc. Act 1974 and the regulations applicable to the Company made under it.

SGC Glass will ensure that adequate resources are made available to manage effectively the health and safety risks associated with its activities.

### **2.2.3 The Partners**

The Partners of SGC Glass have the ultimate executive responsibility for health and safety in the Company. Specific responsibilities include:

- to encourage consideration of health and safety in all work activities by staff, clients and sub contractors
- to ensure that Health and Safety is addressed at internal meetings as a standing item on the agenda
- to seek to encourage and promote the operation of this policy with all employees and sub contractors
- to ensure that every accident is investigated to an appropriate level given the nature of the risks in the company. As a principle any accident or incident reported to the enforcing authority under RIDDOR 95 must be investigated and actions identified. In addition, to ensure such accidents or incidents are reported
- to maintain an awareness of relevant, current safety legislation, Codes of Practice, British and European Standards, and industry codes
- to monitor the health and safety performance of SGC Glass

- to make arrangements for an annual audit of the Health and Safety Management Policy to ensure that it reflects accurately the needs of the Company and the current legislation
- to co-ordinate and arrange the delivery of appropriate information, instruction, and training for all employees of the Company
- to assess risks to the health and safety of all SGC Glass personnel and SGC Glass sub contractors
- to assess health and safety training and information needs and the provision of adequate training and information
- to provide and make available all health and safety equipment necessary for safe working
- to ensure that staff are consulted over health and safety risks and to ensure that staff are kept informed of revised risk assessments, safety initiatives and safety performance
- to ensure that information on health and safety incidents and accidents is collated and an accurate record kept
- to ensure that all work equipment (including electrical equipment and company vehicles) is suitable for the purpose, assessed, routinely inspected and maintained
- to support the activities and responsibilities of site supervisors in their role
- to ensure that employees are not put at unnecessary risk; to support withdrawing from an activity if that is the only way the Company can ensure safety
- To ensure that the selection procedures for sub contractors are followed in respect of the health and safety management requirements and the necessary exchange of information on risks
- To set a personal example.

#### **2.2.4 Site Supervisors**

- To ensure that all operations under their control are carried out safely to comply with this Policy and relevant health and safety legislation both at the planning/tendering stage as well as during site operations
- To ensure that necessary written instructions, method statements and risk assessments are provided for the works and that adequate instruction, training, information and supervision is provided for the tasks being carried out, including sub contractors on behalf of SGC Glass
- To ensure compliance with the requirements of any Health and Safety Plan for any operations under their control
- To ensure that all employees under their control are adequately instructed, trained and supervised in accordance with this policy
- To ensure that prompt action is taken against sub contractors who fail to comply with their duties and responsibilities for health and safety
- To report any deficiencies in the health and safety arrangements on site to SGC Glass so that appropriate action can be taken
- To set a personal example

#### **2.2.5 Contractors**

- To comply with the requirements of this Policy and any Health & Safety Plan
- To undertake their activities in accordance with their responsibilities under the Health & Safety at Work etc Act 1974 and all other relevant health and safety regulations to ensure that their employees and others, are not harmed by these activities

#### **2.2.6 Employees**

- Any person working for SGC Glass, whether as an employee, self employed, or as a contractor, has a duty to take reasonable care of themselves as well as the other people they work with in respect of any SGC Glass service or activity
- The safety or risk element of any task must be reduced by careful planning and the use of a safe system of work. This to include matters such as use of correct tools that are maintained in good working order, use of plant and equipment for which appropriate and relevant training has been received, and use of necessary protective clothing and safety equipment provided

- Employees must not take unnecessary risks of any kind and must refrain from 'horseplay'
- All employees must share the responsibilities of the Company to ensure that all other employees, particularly new employees and young persons, are aware of procedures for safe systems of work and any hazards created by the works
- Safe working procedures must be followed by all to ensure that the business activities of the Company are not affected by accident, incident or injury. The identification of control measures will stem from the use of the risk assessment process.
- Any safety issue can, and must be raised with the Partners. **Always** inform the Partners if there is a problem or that there could be one. **Never** accept an unsafe method of working
- In working together and following the safety systems and approach laid down by SGC Glass we can continue to work safely and promote our services in as risk free an environment as possible.

## **2.3 SAFETY ARRANGEMENTS**

### **2.3.1 Common Procedures**

#### First Aid

Provision for first-aid training and for treatment will be maintained in accordance with the current Regulations.

A First Aid kit will be readily available on all sites. All SGC Glass staff carry a mobile phone to summon the emergency services if necessary.

The Partners will ensure that a designated person is responsible for maintaining the contents of the first aid boxes on site. The Partners will ensure that the first aid equipment and assistance provided is suitable and adequate for the needs of the staff and review the arrangements periodically.

#### Accident Reporting

A system for recording and, when necessary, reporting and notifying all accidents and cases of ill-health arising from work activities is maintained in accordance with the current Regulations 'RIDDOR 95'. All accidents on site, no matter how minor, should be reported to the Site Supervisor who will report to one of the Partners. It is the role of the Partners to ensure that any reportable accidents, incidents or dangerous occurrences are reported promptly to the enforcing authority as appropriate (refer to Appendix 1). An accident book will be maintained in the shop to record each incident and action taken. Staff working off site should ensure that they report all incidents occurring off site to the Partners as soon as possible.

#### Emergency Procedures

Flammable materials and substances will be kept to a minimum in company vehicles and on clients' premises. Such materials will be properly stored at all times. Company vehicles will carry a suitable fire extinguisher if necessary.

SGC Glass employees are instructed through this policy to ensure they understand and comply with any fire safety arrangements and procedures whilst on clients' premises. They must also comply with any Site Rules or Health & Safety Plan with regard to fire safety and procedures on clients' premises or on site, including the need for observing any permit to work systems. They must report any fire safety concerns either directly to the Client if applicable or to SGC Glass.

#### **GENERAL FIRE PROCEDURE:**

All staff must ensure that the risks of fire are prevented through safe working methods,

including good housekeeping to keep combustible materials to a minimum, adopting safe practices when carrying out activities which generate heat or use a naked flames, and the use and storage of flammable and highly flammable substances.

**All staff must:**

- be familiar with fire exits and fire escape routes
- keep fire exits and walkways clear at all times
- be familiar with the fire routine and obey fire notices
- be careful with all sources of heat; including smoking, heating, electrical appliances
- ensure that work areas are thoroughly checked after hot work has been carried out and at the end of each working day
- only smoke in designated areas and use purpose provided ashtrays
- be familiar with safe use and storage of flammable and highly flammable substances, and any welding equipment : if you don't know, ask for advice rather than guess

**SHOULD YOU DISCOVER A FIRE:**

- raise the alarm by shouting 'fire' loudly
- make sure the fire brigade is called immediately (dialing 999)
- warn people in the vicinity of the fire, particularly visitors who may not be familiar with the premises
- ONLY try to extinguish the fire IF IT IS SAFE TO DO SO using the nearest suitable fire extinguishers DO NOT TAKE PERSONAL RISK
- Leave the building and go to designated assembly point
- Make sure neighbouring companies are warned if necessary

**ON HEARING FIRE ALARM (SHOUT OF FIRE)**

- make sure all those in your area leave the building, offering assistance if necessary
- close doors if appropriate to stop the fire spreading and leave the building by the nearest available fire exit
- go to the assembly point
- make sure all staff and visitors are accounted for
- do not allow anyone to re-enter the building until the fire brigade have declared it safe to do so

**DO NOT USE WATER FIRE EXTINGUISHERS ON ELECTRICAL FIRES**

## Assessment of Risks

To meet the Management of Health and Safety at Work Regulations 1999 SGC Glass uses a standard system for identifying and recording significant risks.

This risk assessment process is used for all SGC Glass activities and may be conducted with the assistance of an external consultant where necessary. The system allows actions to be identified and prioritised. All risks are covered by this system (for example manual handling, and project activities). At regular intervals risk assessments will be reviewed and the effectiveness of controls monitored. Risk assessments will be kept at the point of use and in a central file. The Partners are responsible for ensuring that risk assessments are done, and are actively followed through and monitored.

## Manual Handling

As far as possible SGC Glass will actively avoid unnecessary manual handling. The Manual Handling Operations Regulations 1992 will be complied with, by the assessment of risks due to manual handling operations.

Whenever possible the Company will examine each manual handling task and will identify any possible risk reduction techniques. Where our work gives rise to such risks an assessment will be made to identify any further control measures. All lifting equipment will be regularly serviced and maintained in good working order and only operated by trained users.

Staff will receive information and training on manual handling techniques, particularly when handling sheets of glass.

## Display Screen Equipment

Any staff member working on a computer or with visual display units on a frequent basis will be assessed to comply with the Display Screen Equipment Regulations 1992. The assessment will be recorded and kept in individual staff files and the Partners will be responsible for implementing any controls identified in the assessments.

Significant users of DSE equipment will be eligible for an eye test paid for by the company. Staff who require eye glasses specifically for using their display screen equipment will be eligible for reimbursement for the provision of glasses. Where glasses are required for other, more general uses, only that part of the prescription that is for DSE use will be reimbursed by the company. The maximum reimbursement for the eye test is £20, and for glasses is £75. The frequency of eye tests and glasses to be in accordance with recommendations from the Optician.

Users will be provided with information about how to set up their workstation, use

their furniture, adopt the correct posture, and avoid injury or illness through their use of display screen equipment.

### Transport Safety

All company vehicles will be mechanically worthy and maintained regularly. Appropriate safety and emergency equipment is provided. The Partners will ensure that all drivers of company vehicles hold a valid driving licence through periodic inspection.

All vehicle drivers will share the Company's responsibility to ensure that the vehicles for which they are responsible are maintained in a safe and roadworthy condition, materials and equipment carried in vehicles are secured as necessary, and any statutory regulations relating to the carriage of materials are complied with. In particular, glass panels must be properly secured at all times and vehicles must not be overloaded.

### Electrical Safety

SGC Glass will comply with the Electricity at Work Regulations 1989 and the Partners will implement a suitable Portable Appliances Testing regime for electrical appliances. Fixed electrical equipment will be tested every three years. The Partners are responsible for organising the testing, recording and monitoring the results of tests. Faulty equipment will be decommissioned immediately. Staff have a responsibility to conduct visual inspections of electrical equipment on a regular basis. Electrical work on site will be conducted in accordance with the requirements of any Health & Safety Plan.

### Site Safety

SGC Glass will manage health and safety issues on its site activities through compliance with this policy, risk assessments and method statements. Where Site Rules or any Construction Health & Safety Plan exist, these will be adhered to. Risk Assessments and Method Statements will be produced in consultation with the Client/Planning Supervisor if necessary to ensure both the safety of SGC Glass employees, the employees of its subcontractors and clients and members of the public.

## **2.3.2 Training and Information**

All personnel are given a briefing on the requirements of this Health and Safety Management Policy. The briefing, will give all personnel the necessary information to ensure that they understand the responsibilities of each person in the company, the purpose of the Policy, and how to raise questions and consult over health and safety issues.

## **2.3.3 Induction and Ongoing Training**

All staff will receive health and safety training at induction and at regular intervals as appropriate to their needs. Training will be appropriate to the requirements of staff. Records of training will be maintained.

#### **2.3.4 Monitoring and Review**

Arrangements for monitoring this Policy and its implementation will include audits, periodic inspections of the SGC Glass office, and spot checks on specific hazards or activities out on site.

Annually, SGC Glass will review this safety policy for accuracy, consistency and content. If required a revised or re-endorsed policy will be issued shortly thereafter.

**APPENDIX 1  
GUIDELINES FOR REPORTING  
AN INJURY OR FATALITY**

A form F2508 must be completed and forwarded to the Incident Contact Centre at Caerphilly Business Park, Caerphilly CF83 3GG Tel: 0845 300 9923 in the following situations:

- Fatality (arising out of or in connection with work)
- Any employee who suffers a reportable major injury as a result of an accident arising out of or in connection with work
- An incident resulting in the absence of an employee from work for more than 3 days
- Any non employee who suffers an injury as a result of an accident arising out of or in connection with work and who receives hospital treatment
- A dangerous occurrence

**GUIDELINES FOR REPORTING AN INJURY OR FATALITY**



