

# Health and Safety Policy



<b>Guardtech Cleanrooms Ltd recognises that the protection of health and safety of its employees and others involved in or affected by its operations, are an integral part of the Company's business performance and a prime responsibility of management at every level.</b>	
<b>Overall responsibility for health and safety</b>	Conor Barwise <i>Director</i>
<b>Day to day responsibility for ensuring this policy is put into practice</b>	Joe Murphy <i>Operations Manager</i>

Statement of Policy	Arrangements	Responsibility of
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Compile and collate relevant and updated Risk Assessments and Method Statements for each and every activity.	Conor Barwise;
To provide adequate training to ensure employees are competent to carry out the tasks assigned to them.	Assess all the skills and training required to complete tasks as required to carry out the company business. Using the continuous development plan ensure the right people attend all relevant training courses and attend refresher courses at identified frequencies.	Conor Barwise
Ensure all staff members are clear on Guardtech Cleanroom's commitment to implementing this policy	Conduct inductions outlining this policy, company procedures, what the company will provide them by way of training and support. Provide direction, training and where appropriate, supervision to enable employees to meet their obligations to work safely and with due consideration for the health and safety of others	Conor Barwise; Joe Murphy
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Provide clear Project Management and direction and a defined plan of works and communication route for each individual project in project briefings	Conor Barwise; Joe Murphy
To implement emergency procedures - evacuation in case of fire or other significant incident.	Each site attended for work will be assessed for emergency procedures. Generally the existing site procedures will be adhered to, in the event there are none in place, an individual site procedure will be communicated during a site	Conor Barwise; Joe Murphy

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	induction. This will also be reflected within any Construction Phase Health and Safety Plan.	
To maintain safe and healthy working conditions, provide and maintain plant, equipment, and machinery, and ensure safe storage / use of substances	All electrical equipment is to be subject to regular PA Testing. All ladders are to be regularly inspected and replaced as necessary. All substances used are to have an accompanying COSHH assessment. All logs and assessments are to be maintained and all equipment and materials are to be used only if they can be identified and handled as specified.	Conor Barwise; Joe Murphy
Guardtech Cleanrooms Ltd will identify and provide the correct PPE for the tasks to be carried out.	The risk assessments for the work will identify the PPE requirements. These risk assessments are to be read and signed by the operatives carrying out the task to ensure that the requirements are understood. The Project Manager will ensure the correct PEP is available and utilised correctly for all tasks undertaken.	Conor Barwise; Joe Murphy
Guardtech Cleanrooms Ltd is responsible for ensuring that all staff carry out manual handling tasks in a manner that maintains the safety of the operatives and those around them.	Specific method statements will identify tasks that involve manual handling elements. The related Risk Assessments will highlight the risks and required actions and PPE and handling equipment. Training will be provided to the relevant staff as part of their training plan.	Conor Barwise; Joe Murphy
Comply as a minimum with legislation and associated codes of practice	Health and Safety law poster will be displayed in the site office and awareness raised during the induction.	Conor Barwise; Joe Murphy
Ensure that staff are provided with suitable first aid.	A first aid kit and accident reporting book will be available at every site. This will be audited regularly. First aid kits will be provided in the company van and made available in the site welfare setup. At all sites there will be a trained first aider.	Conor Barwise; Joe Murphy
When assuming the role Contractor, Guardtech Cleanrooms Ltd will comply as a minimum to the duties imposed under the Construction (Design & Management) Regulations 2015.	As a Contractor on any project Guardtech Cleanrooms Ltd must: <ul style="list-style-type: none"> <li>• Make sure the client is aware of the client duties under CDM 2015 before any work starts</li> <li>• Plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them</li> </ul>	Conor Barwise; Joe Murphy

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	<ul style="list-style-type: none"> <li>• Check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them</li> <li>• Make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor</li> <li>• Provide appropriate supervision, information, and instructions to workers under their control</li> <li>• Ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access</li> <li>• Ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work</li> </ul> <p>In addition to the above responsibilities, when working as a contractor on projects involving more than one contractor Guardtech Cleanrooms Ltd must:</p> <ul style="list-style-type: none"> <li>• Coordinate their work with the work of others in the project team</li> <li>• Comply with directions given by the principal designer or principal contractor</li> <li>• Comply with parts of the construction phase plan (PDF) relevant to their work</li> </ul> <p>When Guardtech Cleanrooms Ltd is working as the sole Contractor on a project they must ensure a construction phase plan (PDF) is drawn up before setting up the site.</p>	
<p>When assuming the role of Principal Contractor, Guardtech Cleanrooms Ltd will comply as a minimum to the duties imposed under the Construction (Design &amp; Management) Regulations 2015.</p>	<p>As the principal contractor we must:</p> <ul style="list-style-type: none"> <li>• Plan, manage, monitor, and coordinate the entire construction phase</li> <li>• Take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them</li> <li>• Liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed</li> </ul>	<p>Conor Barwise; Joe Murphy</p>


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	<ul style="list-style-type: none"> <li>• Prepare a written construction phase plan (PDF) before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose</li> <li>• Have ongoing arrangements in place for managing health and safety throughout the construction phase</li> <li>• Consult and engage with workers about their health, safety and welfare</li> <li>• Ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase</li> <li>• Check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health</li> <li>• Ensure all workers have site-specific inductions, and any further information and training they need</li> <li>• Take steps to prevent unauthorised access to the site</li> <li>• Liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase</li> </ul>	
<p>Ensure that all staff are familiar with company procedures relating to Asbestos and the actions to be taken on discovering asbestos within the workplace.</p>	<p>All staff are required to carry out Asbestos Awareness Training, this training is to be reviewed annually. Toolbox Talks to be carried out periodically, Asbestos registers to be inspected if Asbestos has previously been evident onsite. Staff are to stop work immediately if ACMs are found or suspected and report to their Line Manager/Site Manager.</p>	<p>Conor Barwise; Joe Murphy</p>
<p>Ensure compliance of this policy</p>	<p>Through a process of continued revision, education and audit every 12 months, or sooner if processes or activities change</p>	<p>Conor Barwise</p>
<p>Accident reporting under RIDDOR and investigation</p>	<p>Fatalities and major injuries (as defined in RIDDOR) must be reported immediately. Those accidents where employees have been absent from work (or moved to other duties as a result of the accident) for greater than seven days must be reported within fifteen days from the time of the incident. All incidents will be investigated to qualify root cause and mitigate risk of reoccurrence.</p>	<p>Conor Barwise; Joe Murphy</p>

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<p>We are obliged to make and maintain arrangements for welfare and the provision of a safe and healthy working environment for our workforce whilst they are at work. This includes a duty to provide restrooms where work is arduous or conducted in a hostile environment and for the welfare of new and expectant mothers.</p>	<p>Maintaining our workplace including buildings and fixtures in good order and according to required standards.</p> <p>Providing welfare facilities that are fit for purpose and include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for meal breaks, sufficient light, heat and ventilation.</p> <p>Implementing housekeeping, cleaning and maintenance regimes.</p> <p>Providing and recording relevant instruction and training.</p> <p>Regular monitoring and review of our arrangements and facilities to ensure that they remain sufficient and are adequately maintained.</p>	<p>Conor Barwise; Joe Murphy</p>

Signed (employer):		Date:	06 Nov 2023
		Review Date:	06 Nov 2024

