



Occupational Health & Safety Policy Manual January 2015

Section 1 -- Clause 4.1

INTRODUCTION

This Occupational Health & Safety Policy Manual has been designed to satisfy Clause 4 of the OHSAS 18001:2007 Specification with regard to Occupational Health & Safety Management Systems and provides the overview of the management systems relevant to the activities operated by the Organization along with the relevant responsibilities incumbent upon members of staff for ensuring continuing system compliance.

Specific management and operational procedures, that address issues of compliance with current Health & Safety legislation and industry best practice, are contained in a separate procedures manual that operates to support this Policy Manual. Reference to these procedures from this Policy Document refer to the respective reference of the procedure which is prefixed OHSP followed by sequential numbering.

All references reflect the clause of the OHSAS 18001:2007 Specification applicable to it.



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OCCUPATIONAL HEALTH & SAFETY POLICY
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Issue 1.0 – January 2015 Version No: 1.0

Section 2 – Clause 4.2

HEALTH AND SAFETY POLICY STATEMENT

January 2015

APPROVED ACCESS SCAFFOLDING recognises its responsibilities as an employer to ensure the “Health, Safety and Welfare” of all employees whilst at work and that the rights of other individuals are not adversely affected by our work activities.

APPROVED ACCESS SCAFFOLDING is committed to a system of continual improvement with regard to its Health & Safety performance that is based upon the setting, achieving and reviewing of objectives and targets which ensure that, at least, they achieve compliance with the statutory obligations incumbent upon them. In so doing, they recognise the importance of the Hazard Identification and Risk Assessment processes in the objective-setting activities and a pro-active Health & Safety management approach.

APPROVED ACCESS SCAFFOLDING also recognise the importance of involving their staff in the management processes and undertake both to involve them in issues that affect Health & Safety and inform, train and supervise them with regard to their responsibilities under current Health & Safety Legislation.

Overall responsibility for the maintenance and development of the Management System however rests with senior management of the Organisation and the regular setting and reviewing of objectives and the provision of adequate resource to allow those objectives to be achieved.

All aspects of APPROVED ACCESS SCAFFOLDING’s Health & Safety Policy are subject to regular management review and all related processes and procedures are subject to on-going audit .

In this way, each and every individual has a vital and specific role in maintaining Approved Access Scaffoldings safety standard.

Where necessary, APPROVED ACCESS SCAFFOLDING will seek professional and competent advice on the conduct of its Health & Safety programme. APPROVED ACCESS SCAFFOLDING will ensure that its Health & Safety Policy is relevant to the purpose of the business, including a commitment to comply with all relevant Legislation and

any other requirements that the company may subscribe, match industry best practices and to continually improve its Occupational Health & Safety Management System’s effectiveness.

Michael Wagg



Managing Director



Section 3 -- Clause 4.3

PLANNING

4.3.1 Planning for Hazard Identification, Risk Assessment and Risk Control

In ensuring that sufficient resources are made available for the Safety Plan to be achieved, it is the aim of this Organisation to first identify the extent of the risks that are posed by routine and non-routine activities undertaken as part of its work processes.

The basis for identifying these risks is the process of hazard identification, risk assessment and risk control. These activities are cumulatively referred to in this document as the "Risk Assessment Process".

The Risk Assessment Process is completed on an annual basis unless there is a change in the activities, equipment or fabric of the building, which demands that an interim or new assessment is completed.

Similarly, interim assessments are completed where changes in personnel occur involving tasks of specific risk, or individual personal circumstances change which have an affect on the level of risk to that individual whilst carrying out their routine tasks (e.g. pregnancy). The nature of the relevant Risk Assessment Processes are contained in the Procedure Manual with the results of the processes being entered onto an action plan which forms the basis of the health & safety objectives.

All action plans identify the task to be completed, the person responsible for ensuring that the task is completed and a deadline date for its completion.

4.3.2 Legal and Other Requirements

Many of the operations that are subject to the Risk Assessment Process have guidance that assists in complying with Health & Safety Legislation.

APPROVED ACCESS SCAFFOLDING has produced a Legal Register that contains the relevant legislation and associated guidance notes along with the activities that are subject to these legislative demands.

Procedures for the maintenance of this Legal Register are contained in the Procedure Manual.

4.3.3 Objectives

APPROVED ACCESS SCAFFOLDING's Health & Safety Management System allows for three levels of objectives:-

1. System Development Objectives (Derived from Management Review – Set annually)
2. Development Implementation Objectives (Derived from System Development Objectives – Set annually)
3. Re-active Objectives (Derived from one Risk Assessment Process, accident investigations, new projects, changes in processes etc. – Set as required)

In each instance, the objectives are recorded on an action plan document that contains the information described in 4.3.1 above.



4.3.4 Occupational Health & Safety Management Programme(s)

Progress with the completion of the nominated tasks against the target dates is reviewed on a regular basis, though more frequent reviews may be delegated to the Health & Safety Officer who may co-opt assistance from other members of staff or contractors as required.

Where tasks are falling behind the time-scales set at the outset, a joint decision between the Managing Director, the Health & Safety Officer and the Consultants will be made concerning the most appropriate corrective action with regard to that specific task.

Procedures for the monitoring and maintenance of the Action Plans and Objectives are contained within the Procedure Manual.

Where appropriate, operating procedures (in compliance with Clause 4.4.6) are generated and publicised to all relevant staff, to ensure that the appropriate part of the Health & Safety Programme is maintained.

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Section 4 -- Clause 4.4

IMPLEMENTATION AND OPERATION 4.4.1 Structure and Responsibilities

Notwithstanding the fact that all members of staff have a responsibility for their own safety and that of others who may be affected by their actions on an operational level, specific responsibilities have been assigned to certain key individuals within the Organisation for ensuring that the Management System operates effectively.

An Organisation chart is provided within the policy document, which outlines the structure within the Organisation for the maintenance and development of the Management System and other specific responsibilities and authorities are contained within various procedures, but main system responsibilities have been assigned as follows:-

1 Managing Director – Michael Wagg

- Has overall responsibility for ensuring that the Health & Safety Plan is formulated, reviewed annually, and provided with sufficient resources in terms of financial, human, time and materials to ensure that it can succeed.
- Attends the Annual Management Review Meetings and approves the System Development Objectives.
- Approves the Organisation's Health & Safety Policy and appoints a management representative to implement the Management System in line with the Policy.
- Ensuring that statutory, mandatory and other Health & Safety related training is identified, organised and delivered in a timely manner so as to ensure the maintenance of any necessary licensing / certification of individuals.

2 Health & Safety Officer (Appointed Person) – Michael Wagg

- Is responsible for identifying training needs and for ensuring that training is sourced or provided internally to satisfy the training needs.
- Has overall responsibility for ensuring the success of the Development Implementation Objectives, through regular review of the Action Plan activities and reporting to the Managing Director any variations from the original target dates.
- Overall responsibility for ensuring that re-active objectives are identified documented and monitored through the use of action plans.
- Ensuring that the Risk Assessment Process is completed on an annual basis, or more frequently where changes in the normal activities occur.
- Ensuring that any non-routine work is effectively controlled through the inspection of method statements and risk assessments where appropriate, or by other measures that are from time to time implemented.
- Has overall responsibility for ensuring the document and data control procedures used within APPROVED ACCESS SCAFFOLDING are included in the safety management system and that the procedures are followed at all times.
- Has overall responsibility for ensuring that the records and record management system used within APPROVED ACCESS SCAFFOLDING are included in the safety management system and that the procedures are followed at all times.



3 Health & Safety Consultant Representative

- Has overall responsibility for ensuring that the Health & Safety Management System is regularly audited and that any non-conformances are reviewed by senior management and corrective action taken.
- Ensuring that the annual Risk Assessment Process is completed in a timely fashion and any issues arising are entered onto the Re-active Objectives Action Plan.
- Developing and Maintaining the Legal Register and advising management on any changes that affect the information contained therein.
- Advising on all other relevant aspects of Health & Safety.

4 Foreman/Supervisor Jeremy Wagg will be responsible for:-

In accordance with the requirements of the APPROVED ACCESS SCAFFOLDING's Health & Safety Policy, will ensure that safe methods of work and safe working conditions exist within their section. Whilst the Director and Manager's are available to advice on matters regarding Health & Safety, this does not in any way detract from the Supervisor's primary responsibility for Health & Safety within their section or department.

Therefore, the Supervisor is responsible for:-

- Ensuring that all staff under their control are fully aware of their requirements and responsibilities under the Company's Health & Safety Policy.
- Undertaking Health & Safety Inspections, therefore ensuring that all necessary preventive and/or corrective measures are being implemented.
- Ensuring that all employees under their control are trained and competent to carry out their work in a safe manner; are fully aware of known hazards and risks to health and safety and that the necessary precautions in place.
- Ensuring that any unsafe tool or machine is removed from use or immobilised and is made safe/repaired or replaced before use.
- Ensuring that any instructions given to employees take full account of the employee(s) individual capabilities and their Health & Safety.
- Ensuring all employees under their control are aware of the procedures to be followed in the event of fire/emergency or accident and the action to be taken.
- Ensuring that adequate supervision is available at all times, particularly where young or inexperienced workers are concerned.
- Ensuring that individuals clean as they go and good housekeeping is maintained at all times.
- Ensuring that all defects concerning Health & Safety are rectified without delay.
- Appraise, assess, discuss and action Health & Safety matters with relevant personnel.
- Ensuring that any dangerous or potentially dangerous situations are immediately rectified or, if this is beyond their scope of responsibility, the matter is reported immediately to their Manager.
- Ensuring that employees for whom they are responsible immediately report any "accident", "incident" or "near miss" occurring whilst at work.
- Ensuring that their areas of responsibility are frequently examined to identify any hazards and implement remedial action as necessary.



5 Employees' Responsibilities

- In accordance with APPROVED ACCESS SCAFFOLDING's Health & Safety Policy, all employees have an individual responsibility and duty for the following:-
- Making themselves familiar with, and conforming with, Approved Access Scaffolding Health & Safety Policy at all times.
- Conform to the Safety Rules and Safe Systems of Work Procedures at all times, including permit to work systems, inspection and testing etc.
- Wearing appropriate safety or protective equipment, personal footwear or clothing and using appropriate safety devices, as specified, at all times.
- Make suggestions to improve Health & Safety within the Company to the Manager. Report without any delay all risks or hazards, including defects to machinery, unsafe practices, and "near miss" situations directly to his / her Manager.
- Report without any delay any injury suffered as the result of any accident during the course of their work to their immediate supervisor or First Aider as appropriate.
- Ensure that a good level of housekeeping at and around their work area is maintained at all times
- Take reasonable care of themselves and other persons who may be affected by their acts or omissions whilst at work.

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4.4.1 Structure and Responsibilities (Cont.)

ORGANISATIONAL STRUCTURE

This Structure is for HEALTH & SAFETY PURPOSES ONLY:

Mr. MJ Wagg
Managing Director

Mr. MJ Wagg & Mr. JP Wagg
Project Management,
Safety & Estimator

Mrs. D Brooks
Office Manager/ Company Secretary

Mr. R Branch Accountant

Mr. R Lyons
(Optima LLP)
Design Engineer

Mr. J Wright
Charge hand Scaffolder/Supervisor

Scaffold Operatives and Labour only Contractors

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4.4.2 Training, Awareness and Competence

Training provision divides into three main areas:-

1 - Induction Training – an internal programme covering the general Health & Safety issues and items of specific importance to the role for which the employee has been recruited.

2 - Job / Task Specific Training – internal or external programmes relating to specific functions required of job functions or Health & Safety specific functions where a specialist skill or knowledge is required.

3 - Refresher Training – Internal or external programmes relevant to maintaining or updating a job specific or Health & Safety specific skill.

The Health & Safety Officer is responsible for identifying training needs and for ensuring that training is sourced or provided internally to satisfy the training needs.

4.4.3 Consultation and Communication

Due to the size of the Organisation and the nature of the work, consultation and communication of Health & Safety issues is generally on an informal daily basis between the management and other staff.

However, where more formal means of communication are required (e.g. objectives achievement, accident / incident reports, buildings maintenance etc.) formal reporting procedures exist.

Notwithstanding the generally informal nature of the lines of communication, objectives are publicised to all staff that may be involved in monitoring the progress of the tasks to completion.

Where changes in the activities of the Organisation demand, the need to convene a formal Health & Safety committee will be raised by the consultant and discussed at an interim management review meeting.

4.4.4 Documentation

A two tier Health & Safety Management System is established, namely:-

1 - This Occupational Health & Safety Manual; and

2 - The related Procedures Manual The Health & Safety Officer is responsible for retaining the “Master” copy of these documents and for ensuring that the necessary numbers of copies are issued to the employees or other interested parties as directed by the Managing Director.

Responsibility for the review of these documents along with any related registers, guidance or standard documentation rests with Michael Wagg.



4.4.5 Document and Data Control

Procedures exist for the issue, review and revision of all documents and data forms central to the overall Health & Safety Management System.

Within this procedure, there is a list of documents to be controlled along with their respective location, scheduled frequency for review and the demands for storage of the information contained upon them.

4.4.6 Operational Control

Procedures and, where appropriate, related safe working practices have been produced that outline the operational and managerial controls relevant to:-

- All routine operations that carry a significant risk.
- All non-routine operations which require specific attention to be paid to Health & Safety issues.
- All operations that require outside contractor involvement.
- Building and equipment monitoring and maintenance.
- Violence at work.
- Traffic management.

In most instances, the production of such procedures follows the completion of a suitable and sufficient risk assessment, or where appropriate, the procedure demands that risk assessments are completed before any of the identified activities can commence. Where the latter applies, it is usual to require risk assessments and method statements from a third party that are then reviewed.

4.4.7 Emergency Preparedness and Response

The nature of the work undertaken at APPROVED ACCESS SCAFFOLDING's site is such that protracted emergency plans are not necessary and the provisions of COMAH (Control of Major Accident Hazards) do not apply.

Accordingly, procedures and where appropriate, safe working practices have been developed to address the potential emergency situations that could arise from breakdowns in:-

1. Fire Safety; and
2. Accidents / Incidents Prevention.



Section 5 -- Clause 4.5

CHECKING AND CORRECTIVE ACTION 4.5.1 Performance Measurement and Monitoring

APPROVED ACCESS SCAFFOLDING's Health & Safety Management System allows for both proactive and re-active monitoring.

Pro-active monitoring is achieved by way of a number of performance review mechanisms, e.g.:-

- Risk Assessment.
- Workplace Inspections.
- Fire Inspections.
- Periodic Statutory Inspections (e.g. Portable Appliance Tests, Fire Equipment, Landlord's Certificates etc.).
- Compliance with the various action plans.

Re-active monitoring is undertaken following serious accidents or incidents, reports of ill health or property damage.

The Health & Safety Officer and the Health & Safety Consultants review both aspects of monitoring on a regular basis.

There is no measurement equipment used by APPROVED ACCESS SCAFFOLDING that affects the performance of the Health & Safety Management System.

Measurement of performance therefore focuses on an on-going evaluation of achieving the action plans within the time-scales agreed and from review of the relevant inspection documentation.

4.5.2 Accidents, Incidents, Non-conformances and Corrective and Preventive Action

Procedures exist to ensure that variations from the Policy and uncontrolled activities are investigated and where appropriate remedial action planned and implemented.

Accident, Incident and Non-conformance Investigations

Accidents, incidents and non-conformances are divided into three main categories:-

1. Major Injuries / Incidents (always investigated and where appropriate reported to the enforcing authorities);
2. Minor Injuries / Incidents (only investigated where sufficiently serious to warrant investigation);
3. Substantial variations to working practices resulting in dangerous occurrences arising (always investigated);

All such investigations are undertaken by the Health & Safety Consultant and any remedial action arising is entered onto a remedial action plan for implementation by the Health & Safety Officer.



4.5.2 Accidents, Incidents, Non-conformances and Corrective and Preventive Action (Cont.)

Corrective and Preventive Action

The need for corrective action is identified from inspection documentation, accident/incident reports and internal system audits. Where remedial action is required this action is divided into specific measurable tasks and entered onto the Remedial Action Plan. Preventive actions are identified from the Risk Assessment Process and are also implemented via the Remedial Action Plan Process.

In both instances, on-going monitoring assesses the suitability of the remedial actions taken and the successes of all remedial activities are reviewed at annual management review.

4.5.3 Records and Records Management

The Health & Safety Officer is responsible for the retention and maintenance of the Health & Safety system records in line with the procedures that have been established. A list of the records that exist along with their minimum retention times has been established and contained within the procedures.

4.5.4 Audit

The Health & Safety Consultant is responsible for producing and maintaining an on-going audit schedule of all aspects of this policy and its implementation across the Organisation. The audit schedule is arranged so that every aspect is audited at least once each year, though the frequency may increase where an audit result or other indicator shows that the aspect should be audited more frequently.

The audit schedule along with an overview of the Audit Process is contained within the Procedure Manual.

Results of the audits are reviewed at management reviews.



MANAGEMENT REVIEW

4.6 Management Review

Purpose of the Review

The Health & Safety Officer will ensure that Health & Safety Review Meetings are conducted at least annually. The persons to be present at these meetings are:-

- a) The Health & Safety Officer;
- b) The Managing Director;
- c) The Health & Safety Consultant;
- d) Employee Representatives;
- e) Any other person co-opted to assist in the maintenance and development of the Management System.

This review meeting is the top-level management consideration of the continuing suitability of the Health & Safety Management System and is the main forum for the creation of the System Development Objectives.

Agenda for the Review Meeting

The Agenda for the meeting will typically include the following agenda items:-

- a) Previous minutes;
- b) Performance review from non-conformances and audit results;
- c) Review of Risk Assessment Processes and results;
- d) Changes in health & safety legislation and its impact;
- e) Review the progress of current targets and objectives;
- f) Set new targets and objectives;
- g) Review the Health & Safety Policy, the Manual and Procedures;
- h) Assess any training needs;
- i) Any other business.

Follow-up

The Health & Safety Officer will issue and distribute minutes, which include copies of all relevant action plans. A copy of the minutes will be communicated to each employee and a further copy is retained for the health & safety records.

