

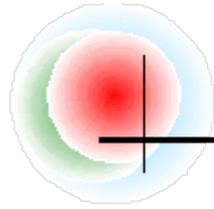
Mechanical Services UK Ltd

[www.servicesgroup.co.uk](http://www.servicesgroup.co.uk)

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# Mechanical Services UK Ltd

## Health and Safety Policy 2018



## Health and safety statement of Intent

Mechanical Services UK Ltd are actively involved in the safety of its Sub-contractors, customers and members of the public. The company takes an active role in health and safety and in providing a safe place of work for all.

Our health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months or whenever changes are required.

Company Managing Directors will ensure, with support from Heatherwood Risk Management who act as competent person (Dave Wood) that all health and safety requirements of this policy are met, including provision of funding, training, insurance, and all PPE provided at no cost to the worker. It is the duty of the director to ensure this policy is implemented and that everything practicable is done to support its continued operation.

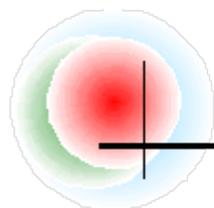
All contractors are expected to work to the requirements of risk assessments and take all necessary precautions to avoid accidents, if there are any concerns these must be addressed before work is started. On arrival at a new site contractor will receive a site induction.

All workers must read the health and safety policy and all risk assessments and be aware that they are also responsible for their health and safety of themselves and co-workers. It is a legal requirement that they use the protective equipment issued to them for the specified purpose and to sign to say they have accepted the PPE; this must be kept by the company as a record.

Signed:

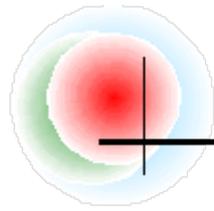
Date: 25<sup>th</sup> May 2018

Director



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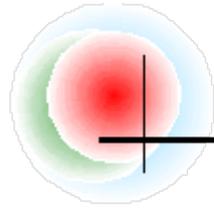


## Document preparation and Distribution

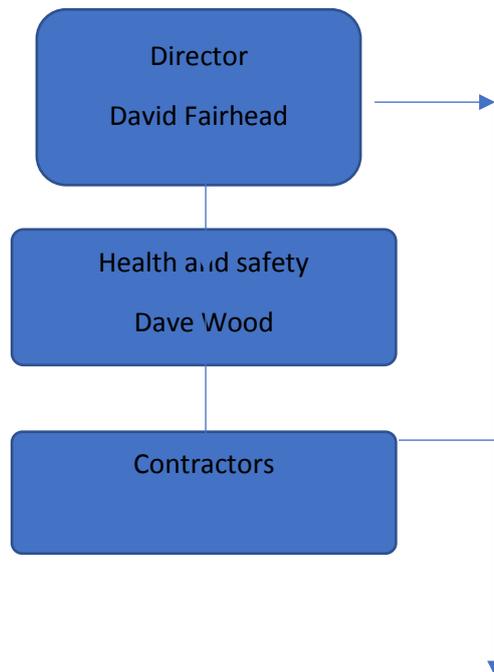
	Initials	Date	Organisation
Author(s)	HW	24/05/2018	HWRM
Checked by:	DW	24/05/2018	HWRM
Distribution		25/05/2018	Mechanical services UK Ltd and Contractors

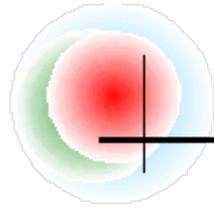
## Version Control

Version	Date	Change
Client Draft	24/05/2018	
First Issue	25/05/2018	Reviewed
Second Issue		



## Organisation and Management System





## Responsibilities

### **Overall and final responsibility for health and safety is that of the director:**

David Fairhead

The director of the Company has overall responsibility for health and safety in the Company, and will

- Take ownership of the Company Policy for health and safety and ensure it is readily available for Contractors to read.

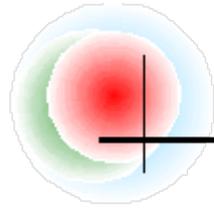
- Ensure suitable financial provision is made for health and safety obligations

- Provide appropriate information and instruction to Contractors

- Ensure work is planned to take account of health and safety issues

- Monitor and assess risk to health and safety

Actively promote the Company's commitment to effective health and safety at all levels.



## Arrangements

### Introduction

Mechanical services UK Ltd is a small installation and service company for air conditioning systems, therefore working takes place on various sites. The company has up to twelve sub-contractors who have worked with them for several years.

This Health and Safety policy is prepared in accordance with requirements from the Health and Safety at work Act 1974, The Management of Health & Safety Regulations 1999, COSHH 2002 (amended), Construction Design Management 2015 and Working at height 2005. The Company will always, as a minimum, comply with all legislation relevant to our activities.

This safety policy indicates the responsibilities of Mechanical services UK to their sub-contractors in the execution of their work. All contractors will be made aware of their responsibility to health and safety issues.

All workers must ensure specific training to their profession is maintained and updated in line with their professional guidelines and practices. They must ensure they work to their professional standards and codes of practice at all times.

The company retains an external consultant (Dave Wood) Heatherwood Risk Management Ltd who acts as competent person and ensures health and safety is monitored and updated as required.

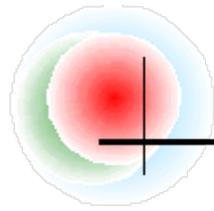
### Objectives

The Company recognise and accept their duty to protect the health and safety of all their contractors. They will ensure all contractors have full access to the Health and Safety policy, risk and COSHH assessments ensuring they are all valid and up to date.

Before starting work at a new site all workers will have a full induction covering fire procedure, access, site rules and any other information necessary to ensure a safe working environment.

All contractors are involved and expected to play a positive part in health and safety matters, the risk assessment process and highlighting any concerns or difficulties connected with their work activities.

All sub-contractors are required to complete a Pre-questionnaire which will be vetted by the Director.



## Health and Safety Standards

Ensure full membership and qualifications are maintained

Ensure all paperwork is in place.

Mechanical services UK will ensure all housekeeping is continually maintained, all work areas will be cleared, and any debris removed at the end of the working day.

Training for all contractors is up to date with toolbox talks carried out on a regular basis.

Ensure contractors are fully trained and competent on using tools/appliances.

Ensure all contractors comply with all safety regulations, legislation and site rules.

Ensure a positive and active role for health and safety is maintained.

## Construction Design Management (CDM) 2015

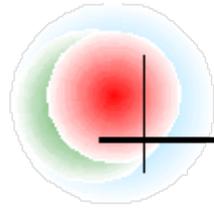
We will ensure communication between all parties is maintained, all paperwork is in place as required and our duties as a contractor are fully carried out.

## Subcontractors

The Company has a system in place to select sub-contractors based on their safety record, training and skills and recommendation. All sub-contractors must abide by rules set by Mechanical services UK and any other companies they are working with.

## Lifting and Handling

If mechanical aids are available they must be used, contractors will receive training in the correct use. All contractors will receive lifting and handling training and must use the appropriate techniques taught. Relevant risk/method statements must be followed.



## Working at height

Working at height regulations 2005 provide for the safe working at height. The correct appliance must be selected for the work undertaken. Qualified persons must erect scaffolding in order to meet applicable regulations. Contractors must not alter or remove any part of the scaffolding.

## Plant and Machinery

Mechanical services UK Ltd use a wide range of access equipment, which is often hired. The contractor will ensure that all the relevant equipment and machinery used in connection with the works has current statutory inspection certificates and maintenance records to ensure safety and fitness for purpose. Relevant documents will be kept and will be available for inspection.

All work equipment will be inspected and maintained in line with manufacturers guidelines, any defective equipment will be taken out of use immediately.

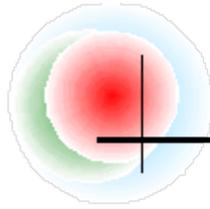
## Risk assessments

The Director will ensure all risk assessments are up to date with all staff being aware of the contents and necessary procedures to be followed. These are to be reviewed and updated as necessary with all workers aware of any changes.

## COSHH

These regulations set out the legal requirements to protect staff from hazardous substances at work. Under COSHH 2002 (Amended), employers have a duty to carry out a suitable and sufficient risk assessment and take steps to ensure they prevent or adequately control exposure.

All contractors are to be made aware of risk and must abide by any recommendations to minimize risk, such as the use of PPE.



## Fire Procedures

Mechanical services UK Ltd must ensure all workers are aware of the fire procedure, the actions to be taken in the event of a fire and the fire evacuation policy. As they work on different sites this must be undertaken prior to starting work on a new site.

Fires should only be tackled if it safe to do so after raising the alarm, if the fire is considered too difficult the area must be evacuated.

**Stop work immediately and leave by the nearest exit to the assembly point.**

**Do not stop to collect belongings.**

**Dial 999 from a mobile or landline.**

**Do not re-enter site until authorised by a fire officer.**

## Accident reporting

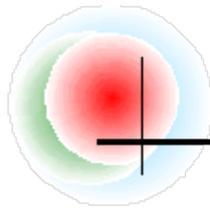
The company maintains an accident book with all incidents being recorded in full. Any major/serious accidents must be thoroughly investigated and reported under RIDDOR if anyone is off injured after 7 days. David Fairhead (responsible person) will report via <http://www.hse.gov.uk/riddor>. Any relevant paperwork, documentation and recommendations will be held on record. The company will fully comply with any investigation by any authority following an accident.

## Personal Protective Equipment

Some of the work will require PPE to be used, all contractors must have received training in the correct procedures and these records will be kept on file with other training records and documentation in the office.

All contractors must be made aware of the risks and the legal requirements and recommendations of complying with PPE. Mechanical services UK will ensure that all PPE is available and recorded and will ensure they have signed for it keeping a record.

## Welfare Arrangements



Our company will ensure all workers have appropriate welfare facilities wherever they are working. All facilities will be clean, provide hot water, changing room and a place for staff to eat and drink comfortably away from working area.

## Drug and alcohol

Drugs and alcohol can seriously affect a person's ability and make them unfit to continue their job. Certainly, it can be an important factor in the cause of accidents. Mechanical services UK will not tolerate anyone being under the influence of either. Disciplinary action will be taken against any person found to be under the influence of drugs/alcohol, this may also lead to the refusal of them on any site.

If anyone is taking prescription drugs, talk to your pharmacist regarding effects/side effects and inform the company regarding any concerns.

## Consultation, Co-operation and communication

Participation, commitment and involvement of all workers or other affected parties in health and safety activities are essential, not only to fulfil legal obligations, but also to achieve effective risk control in all our activities.

To achieve this, effective and open communication of health and safety matters is practiced and involves information flowing within and going out from the organisation to customers and other interested parties.

All contractors are actively encouraged to make and raise comments and suggestions regarding any concerns regarding working practice and health and safety.

## Monitoring and review

Our policy will be monitored and reviewed following any changes but at least annually. Site inspections and work equipment will be on-going to ensure a safe working environment.