



**24 Hour Service
07802 689 464**

Unit 5, Parsons Industrial Estate, Washington,
Tyne & Wear NE37 1HB

Tel: 0191 417 7000

Fax: 0191 419 4114

Email: admin@apollo-doors.co.uk

www.apollo-doors.co.uk

APOLLO DOORS LTD

HEALTH & SAFETY

AT

WORK ACT 1974

HEALTH AND SAFETY POLICY

POLICY STATEMENT

It is the policy of Apollo Doors Ltd to ensure, as far as it is reasonably practical, the health, safety and welfare of all its employees, visitors and others who may be affected by the activities of the Company in pursuance of its business.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for the purpose. We also accept our responsibility for the Health and Safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed every year.

Signed:

Ian Topliff (Managing Director)

Date: 7th December 2024

1. Introduction

The Health and Safety Policy is a requirement of Health and Safety at Work Act 1974 Section 2(3) and is integral part of the Companies procedure to ensure that only the highest standards are adhered to.

The Health and Safety Policy is continuing commitment of the Company to its employees and others.

The Health and Safety Policy will be updated and amended when necessary as legislation and other circumstances dictate but will not exceed one year.

2. Aim

To prevent accidents in so far as is reasonably practicable, and to maintain the Health and Safety of all employees and others by ensuring that:

- a) All offices, workshops, construction sites and other workplaces are maintained in a health and safe condition.
- b) The provisions of the major statutes for Health and Safety e.g. Health and Safety at Work Act, Provision and Use of Work Equipment Regulations. Construction (Design & Management) Regulations. Management of Health and Safety at Work Regulations. Work at Height Regulations etc. and any other subsequent enactments together with the policies and procedures laid down by the Company are complied with.
- c) Where applicable, Safety is incorporated in the design of all new plant processes and products.

3. Organisation

- 3.1. The ultimate responsibility for implementation of the Health and Safety Policy rests with Mr Ian Topliff, the managing director.
- 3.2. The engineer takes overall responsibility for co-ordinating and implementing the Safety Policy at Construction sites / place of work.
- 3.3. The Managing Director Mr Ian Topliff is responsible for maintaining Health and Safety standards for all buildings and services and is also Emergency Controller in the case of fire or other emergency situations.
- 3.4. Management at all levels will be responsible for ensuring that the aims identified are fulfilled as far as is reasonably practicable. In order to minimise confusion either individually or in groups, specific responsibilities are identified in the Appendix to the Policy Statement.
- 3.5. All employees have a legal obligation under the Health and Safety at Work Act to exercise personal responsibility for their own safety and safety of others, and to co-operate with management in the implementation of the Health and Safety Policy.

4. Safety, Induction and Training

Health and Safety Training will form part of the general training programme for all employees.

The content of the Company Health and Safety Policy will be brought to the attention of all new employees during their Safety Induction. This will normally be during the first week of their employment and before the employee is put to work.

All employees will be given such information and training as is necessary to enable them to work in a safe efficient manner.

It is the responsibility of the Managing Director to ensure that the Safety Induction Training is carried out and the responsibility of Engineers to ensure that the employees adhere to the safe working practice in their area of control, and that on the job training is suitable and enough.

4.1 Work Equipment

Apollo Doors Ltd has a legal responsibility under the Provision and Use of Work Equipment Regulations to ensure that the equipment we provide is fit for purpose and is regularly serviced and maintained.

All equipment needs to be checked regularly to ensure it is working correctly, does not pose a risk to people who may come into contact with it and that all safety related features are functioning. The frequency and type of checks and maintenance will depend on the type of machinery, the frequency of use, the risks posed by the equipment and the environment it is used in.

Maintenance on equipment may be planned preventative (e.g. servicing), internal upkeep or as a response to breakdown.

Safety checks can range from a simple users visual check to an Insurance Report or Written Scheme of Examination. Apollo Doors Ltd will ensure that all plant and equipment is maintained in a safe condition, on a planned basis, and in accordance with the manufacturers' instructions. This will ensure its safe operation and that it remains without defects that are likely to cause a risk to the health and safety of any employee.

All employees will receive the necessary information, instruction, training and supervision to ensure the safe operation of work equipment in line with procedures and safe working practices.

4.2 Manual Handling

Employees must not attempt to handle loads that are beyond their individual capability. Individuals undertaking manual handling tasks will be given suitable instruction, training and information to undertake the task with minimum risk.

4.3 Accident / Incident Recording

All accidents and dangerous occurrences will be recorded in accordance with the requirements. Subsequent investigations will also be recorded along with the agreed actions to prevent recurrence of the accident or incident.

All injuries, dangerous occurrences, and cases of ill health will be notified through the workplace line manager as soon as they occur.

Where reportable injuries, incidents, or diseases and conditions apply, the Line Manager will notify the enforcing authority using the appropriate documentation (Form F2508 revised).

The Company Accident / Incident records will be held and maintained by the Office Manager.

Line Management will be fully acquainted with the Accident Investigation Procedures in order to fulfil this requirement.

In the event of construction site accidents, the main contractor may conduct their own independent investigation, but this will not affect the Company procedure.

4.4 First Aid

In accordance with the requirements of HASAWA, provision will be made for equipment and facilities to be adequate and appropriate in the circumstances for enabling first aid to be rendered to employees if they are injured or become ill at work.

The identities of the First Aiders and locations of the first aid stations will be brought to the attention of employees during their Safety Induction Training.

First Aid stations will be checked regularly by the nominated first aider and restocked as necessary.

The responsibility for arranging first aid training lies with the Training Co-ordinator, the responsibility for the identification of such training needs lies with the Managing Director.

4.5 Workplace and Welfare Facilities

Apollo Doors Ltd shall ensure that all workplaces meet the health, safety and welfare needs of all members of the workforce. This will include providing where possible due to the nature of our business activities;

- Sufficiently ventilated enclosed work areas
- A reasonable comfortable temperature in work rooms without the need for special clothing
- Suitable lighting
- Adequate space for employees within workrooms
- Suitable floor and traffic routes free from uneven and slippery surfaces
- Sufficient number of sanitary conveniences and washing facilities
- A supply of drinking water
- Provision of accommodation for clothing to store workers own and work clothing
- Facilities for changing to/from work clothes
- Facilities for rest and to eat meals

*For engineers working on site suitable work cloths will be provided

4.6 Consultation

The responsibility placed on employers to provide employment that is safe for employees, clients and visitors can only be achieved with the co-operation of everybody involved in the organisation. In order to facilitate this agreed consultation arrangements have been established to act as a forum for the exchange of views between employers and employees. Where there are difficulties that cannot be resolved between supervisors and employees the issues will be brought to the attention of senior managers who will look to resolve by a wider consideration

4.7 Risk Assessment / Hazard Analysis

In accordance with the requirements laid down in Health and Safety at Work Act, Control of Substances Hazardous to Health Act, Electricity at Work Act, Work Equipment Regulations, Display Screen Regulations, etc., risk assessments will be carried out and periodically updated of work processes, plant equipment, workplace and materials to identify situations that put the Health and Safety of employees or others at risk.

Where assessments indicate the need for control measures, everything reasonably practicable will be done to eliminate or reduce risk. Monitoring procedures may include health surveillance if deemed appropriate.

The assessments, together with the implementation of control measures, will be expressed as the Safe Working Practice for the subject matter.

The Safe Working Practices are laid down in method statements for each task and contract to be carried out.

For all construction site operations, a detailed risk assessment / hazard analysis will be carried out before the commencement of each contract.

Control of Substances Hazardous to Health (COSHH) – Apollo Doors Ltd is required to examine the workplace with a view to ensuring that neither the employer, employees nor any other person (whether at work or not) are exposed to any substance that may be hazardous to their health arising from any of the practices carried out or any substances used. In order to do this an assessment of the risks to health must be made.

4.8 Fire Prevention / Emergency Procedures

Adequate provisions for fire prevention will be made and will include liaison with local fire authorities as to type of fire extinguishers, warning signs and notices, access and egress and other relevant information in accordance with the requirements of the Fire Certificate. Periodic emergency drills will be carried out under the auspices of the emergency controller.

Fire alarms will be tested weekly. In the case of construction site operations, the relevant Project Manager and Site Supervisor will ensure that the main contractor's emergency procedures are fully understood and observed.

4.9 Personal Protective Equipment (PPE)

The company is committed to providing all necessary PPE and ensures wherever possible that individuals wear them at appropriate times.

Safety Footwear

All personnel performing "at risk" operations (i.e. when there is a likelihood of objects dropping onto their feet) must wear safety footwear.

Individuals who have been issued footwear and arrive at work without them will not be allowed to work and will not be paid until such time that they are wearing them.

Safety footwear remains the Company property and care should be taken to ensure they are maintained. If the Company finds that the employee has misused or accelerated the natural wearing of the footwear, the Company will charge for replacements.

Adequate Eye Protection

Is supplied as per "The Protection of Eyes Regulations"

Adequate Ear Protection

Is supplied as per "The Control of Noise at Work Regulations"

Adequate Head Protection

Is supplied as per "The Construction (Head Protection) Regulations"

High Visibility Jackets or Waistcoats

Must be worn at all time whilst on site/place of work.

Gloves

Adequate hand protection (gloves) will be supplied by the company and must be worn when required.

4.10 Design Activities

Where design and development activities of plant, processes and products are necessary, safety will be incorporated into that activity to ensure that the design is without risk to person(s) or the environment.

4.11 Environmental

Every effort will be made to eliminate or reduce at source any emission of fumes, dust, noise, smoke or other nuisance effluvia from all work processes in accordance with the requirements of the Environmental Protection Act.

Good housekeeping practices will be enforced to aid this policy.

The Company operates a “No Smoking” policy with respect to offices and all associated buildings in consideration of non-smokers and as a commitment to improving the health of all employees.

Suitable arrangements are established at each workplace for the control of infestation including rodents, insects and birds.

4.12 Health and Safety Inspections

Periodic inspections will be carried out by Health & Safety Consultant/representative and relevant Line Managers to monitor the implementation of the Health and Safety Policy at all workplaces, including construction sites.

5. CDM Regulations

1) A contractor must not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.

(2) A contractor must plan, manage, and monitor construction work carried out either by the contractor or by workers under the contractor’s control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.

(3) Where there is more than one contractor working on a project, a contractor must comply with—

- (a) any directions given by the principal designer or the principal contractor; and
- (b) the parts of the construction phase plan that are relevant to that contractor’s work on the project.

(4) If there is only one contractor working on the project, the contractor must take account of the general principles of prevention when—

- (a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- (b) estimating the period of time required to complete the work or work stages.

(5) If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.

(6) The construction phase plan must fulfil the requirements of regulation 12(2).

(7) A contractor must not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

(8) A contractor must provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.

(9) The information provided must include—

- (a) a suitable site induction, where not already provided by the principal contractor;
- (b) the procedures to be followed in the event of serious and imminent danger to health and safety;
- (c) information on risks to health and safety—
 - (i) identified by the risk assessment under regulation 3 of the Management Regulations, or

(ii) arising out of the conduct of another contractor's undertaking and of which the contractor in control of the worker ought reasonably to be aware; and

(d) any other information necessary to enable the worker to comply with the relevant statutory provisions.

(10) A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.

(11) A contractor must ensure, so far as is reasonably practicable, that the requirements of Schedule 2 are complied with so far as they affect the contractor or any worker under that contractor's control.

APPENDIX

This appendix to the Company Health and Safety Policy details the responsibilities for Health and Safety at all levels of management. In any case where responsibility is felt to be unclear, the advice of the Managing Director must be obtained.

1.0 Managing Director Will: -

- 1.1 Initiate, interpret and administer the effective implementation of the Health and Safety Policy.
- 1.2 Know the requirements of all relevant statutory regulations, with the assistance of the Health & Safety Consultant/representative.
- 1.3 Establish a proper organisation for Health and Safety at the workplace.
- 1.4 Ensure that all levels of staff receive adequate and appropriate training in safe working practices for the prevention of accidents, together with the action to be taken in cases of emergency.
- 1.5 Arrange for enough funds and facilities to meet the requirements of the policy.
- 1.6 Ensure that at tendering or planning stages, and in production processes, allowance is made for adequate welfare facilities.
- 1.7 Set a personal example.

2.0 All Other Employees Will: -

- 2.1 Understand the Company Health and Safety Policy and that they are responsible for their own personal health, safety and welfare and that of others.
- 2.2 Use the correct tools and equipment for the job including designated personal protective equipment and clothing, as laid down in Safe Working Practices.
- 2.3 Report any defects in tools, equipment, or products as soon as they are noticed.
- 2.4 Report all injuries, dangerous occurrences or disease conditions immediately to their line manager, no matter how slight.
- 2.5 Only operate or use any plant or equipment for which they are competent, trained, certified and authorised to operate or use.
- 2.6 Be constructive and co-operative in helping to prevent accidents and dangerous occurrences.
- 2.7 Refrain from horseplay and other undesirable conduct.
- 2.8 Set a good example for your colleagues and yourself.
- 2.9 **If in doubt – please ask.**