

TCS Tiling Ltd

Health and safety policy

Statement of general policy

This is the statement of general policy and arrangements for: TCS Tiling Ltd

The company is committed to:

- Provide a safe place of work
- Provide safe systems of work
- Provide training, instruction and supervision
- Provide and maintain safe plant and equipment
- Assess the risks to anyone who might be affected by carrying out work activities
- Ensure materials and substances are safely stored, handled and transported
- Work to prevent accidents
- Provide PPE

Responsibilities

Ed Valionis (Director) has overall and final responsibility for health and safety.

Ed Valionis (Director) has day-to-day responsibility for ensuring this policy is put into practice. Responsibilities that are delegated amongst onsite supervisors are monitored regularly to ensure all that is required is being carried out.

Supervisors and managers must provide adequate supervision to ensure the safe systems of work are being followed. It is the supervisor's responsibility to ensure TCS comply with site rules and to attend any DAB meetings. Supervisors monitor operatives on site to keep their work areas clean/ tidy and place all rubbish into receptacles provided by MC ensure all materials are kept together and tidy and in a segregated area.

Ensure that the RAMS are read to or given to operative to read and understood and signed.

Ensure that all works can be carried out safely as specified in TCS RAMS

Carry out weekly tool box talks and all site H&S specific requirements. It is the supervisor's responsibility to ensure all workers are supplied with the correct PPE / RPE and are wearing at all times when necessary.

Employees have a responsibility to take care of the health and safety of themselves and those around them, to follow safe systems of work and report any concerns to supervisors and managers.

Supervisors report to contract managers who also oversee all of the above which is then reported to the Director. Any orders re H&S are filtered down to the Contracts supervisors via the contracts manager and or the Director.

Our External H&S advisor is Watson & Watson Safety.

Training

All staff and subcontractors are given a health and safety induction and provided with appropriate training, manual handling – these are also reinforced in weekly TBT and any DAB meetings held with the MC is reported back to workers where necessary.

Supervisors and managers are responsible for identifying training needs.

We will complete relevant risk assessments and take action. We will review risk assessments when working habits or conditions change. House Keeping, Material usage, walkways, basic onsite safety, slips and trips, fire hazards/drills, Dust control and PPE are all topics addressed in weekly TBT on site.

Carrying out risk assessments

A written risk assessment will be carried out by the supervisor for all work activity, prior to it starting. Hazards will be identified and control measures implemented to eliminate risk, or reduce to an acceptable level and the risk assessments will be provided to operatives.

Accident reporting

All employees will report accidents to their supervisor or manager. Any accidents will be investigated to prevent recurrence and ensure safe work practices are being carried out. All accidents will be recorded in the accident book which is kept by Ellie Willis and is located in the office / HQ.

Emergency procedures

Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested periodically and updated as necessary. Any emergency escape routes on site of course are particular to each site – it is the supervisor's responsibility to be aware of the MC plan and relay to all staff on site.

Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Group/Organisation may publish from time to time.

Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Groups/Organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Group/Organisation in relation to fire. Fire Extinguisher supplied is annually assessed / replaced if need be.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Group/ Organisation and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs.

First Aid and Accident Reporting

Fire Drills and Evacuation Procedures

First Aid Boxes are provided in the kitchen.

Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable;
- All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Organisation’s Management Committee to consider the actions necessary to prevent recurrence.

Fire Drills and Evacuation Procedures

Fire Drills

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by The Fire Officer/Health and Safety Officer during the first week of each month and entered in the log book provided.
- The Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the log book. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

in the event of Fire

- Persons discovering a fire should sound the nearest alarm;

- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for the building is at the
- No-one should leave the assembly point without the permission of a member of staff;
- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialling 999 and asking for "Fire";
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.
- **First aid**
- Adequate first aid provisions will be available. All first aid incidents will be recorded. All Site staff are provided with a portable first aid kit.
- **Fire Precautions**
- All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Group/Organisation in relation to fire. Fire Extinguisher supplied is annually assessed / replaced if need be.

Position: Ed Valionis Director

Date: 05.08.2019

Signature:

A handwritten signature in black ink, appearing to read 'Ed Valionis', written in a cursive style.