

# Wilkins Safety Group

## Weekly Update Newsletter



Welcome to this issue - Friday 1st April 2011 - of our Update Newsletter

**Please feel free to forward this newsletter to colleagues and friends.**

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## ***Policies and Responsibilities***

**How can we make sure everyone within our organisation knows their responsibilities under our Health & Safety policy?**

This week we thought we would highlight some of the main areas of responsibility and procedural guidelines necessary in any size of company, have a read and implement those that are missing from your own company health & safety guidelines.

If you require any assistance with the content of this weeks newsletter, drop a line to [jon@jonwilkins.co.uk](mailto:jon@jonwilkins.co.uk) or call the office 01458 253682

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## **Responsibilities**

### **Managing Director-Trustees**

The Managing Director must ensure that:

- A meaningful, effective and up to date Health and Safety Policy is in place.
- Competent people are appointed who are responsible for establishing systems which will plan, organise, control, monitor and review all health and safety matters.
- Adequate resources are provided to enable health and safety to be effectively managed and monitored.

- Health and safety issues appropriate to the company's operations are discussed at board and senior management meetings.
- Health and safety objectives are set on an annual basis which reflects changes in the company's operations. The objectives are to be monitored at regular meetings and progress reported at board meetings.
- A pro-active culture towards health and safety is strongly encouraged.

### **Health and Safety Director/Manager**

The Health and Safety Director/Manager will ensure that:

- The Health and Safety Policy document and procedures relating to effective health and safety management are authored and kept up to date.
- That Competent people are appointed to manage and monitor health and safety systems and performance.
- Information is provided to the board of directors to enable them to assess health and safety performance.
- A pro-active culture towards health and safety is encouraged by example.

### **Company Directors**

The Company Directors must:

- Be aware of the health and safety management systems and procedures that affect their area of responsibility and to ensure they are implemented.
- Be aware of their responsibilities in ensuring health and safety is effectively managed.
- Request and understand the performance levels relating to accident prevention on a regular basis and at every board meeting.
- Ensure that adequate resources are available for effective health and safety management.
- Set a personal example by conforming to company procedures and the encouragement of a pro-active culture towards health and safety.



### **External Health and Safety Consultant/Advisor**

The appointed Health and Safety Consultant/Advisor's responsibilities are to:

- Produce and provide advice, information and guidance on all health and safety matters to Directors and all those employed by the Company.
- Keep up to date with all statutory legislation and all other relative information in order to ensure up to date health, safety and welfare systems and controls.
- To assist in the Inspection and monitoring of premises and areas controlled by the company in order to determine compliance to agreed procedures.
- Identify, recommend and provide health and safety training.
- Liaise with internal and external bodies in order to maintain systems that are controlled, effective and efficient.
- Assist with all matters relating with the management of health, safety and welfare.

### **Employees - Sub contractors**

Employees and Sub-contractors of the Company are responsible for:

- Familiarising themselves with the company health and safety procedures and controls.
- Conforming with the company health and safety procedures and controls when they apply to the working situation.
- Acting with reasonable care so as not to affect the health, safety and welfare of themselves and others.
- Co-operate fully when carrying out operations, taking responsible care to comply with agreed procedures and controls, including the use of personal protection equipment.
- Take care of all equipment provided for health, safety and welfare and do not abuse or misuse such equipment. Report any defective or damaged items.
- Attend training courses as required.
- Notify directors of any potential health and safety risks or shortcomings.
- Show a personal pro-active approach to health and safety.
- Not undertaking activities with unplanned risks.

### **Arrangements**

The detailed arrangements for the management of health, safety and welfare are contained within the company's procedural documentation and this system manual. These procedures will be communicated to those with a need for such information and will also form the basis for health and safety training courses. However, the following general arrangements apply to the company's activities and will be applied in all circumstances. References are provided where more detailed procedures exist.

### **Employee Consultation**

Consultation with employees will take place on a direct basis, either by geographical location or employment type. Where an issue relating to health and safety arises which will affect any group of staff, they will be contacted either directly by email, to advise of the issue and request comment. All staff will be encouraged to raise health and safety issues with their Line Manager and Health and Safety Manager at any time.

### **Fire and Emergency Evacuation**

Emergency evacuation arrangements will be posted in the office, staffroom and in the key thoroughfares of the head office. A Fire Warden will be appointed who has the responsibility for undertaking a roll call following the evacuation and informing the emergency services of the any personnel (including visitors) unaccounted for. A sign in/out book for both staff and guests will be maintained at reception.

All premises will be fitted with fire detection and alarm systems maintained by the landlord. Extinguishers will be provided, clearly signed and maintained on an annual basis at each office.

### **Information, Instruction and Training**

Information, instruction and training will be provided with regard to the company health and safety management system; controls will be implemented by staff and rules and procedures to be applied. The Health and Safety Law poster is displayed in each company office. All staff will receive adequate information, instructions, and training to provide them with the knowledge and experience to undertake their role in a safe and healthy fashion.

All staff will be shown the location of the Health and Safety Policy upon commencement with the Company. Their Manager will take them through this Policy as part of their induction. Specific instruction and training will be provided in house and by use of external courses as appropriate to the type of work required by the individual. All staff shall sign the relevant sheet to acknowledge they have been shown and have understood the health and safety policy documents.

### Housekeeping

All staff are responsible for maintaining a good standard of housekeeping in company offices and when on site. Walkways, corridors, and fire exits must be kept clear at all times. Storage around workstations is to be avoided and all aged documentation should be kept at the designated archive area. Trailing cables are to run behind the workstations or covered as not to obstruct walkways. Damaged equipment should be notified to your line manager immediately. Monthly facility audits will be undertaken by an appointed member of staff and the findings recorded, with formal external office audits including housekeeping will be undertaken annually.

### Display Screen Equipment

All personnel assessed as 'Users' within the Display Screen Regulations, 1992 will be subjected to a yearly assessment of their workstation or upon change of workstation. The aim of assessment is to create the safest and most ergonomic work environment possible. 'Users' will be entitled to an eye test and free spectacles subject to the result of the eye test for the correction of any visual impairment attributed to the use of display screen equipment.

### Accident Reporting and First Aid

Employees are responsible for entering any injury incurred at work into the Accident Register or ensuring that it is recorded on their behalf. The report will be passed on to the office manager for filing in the injured person's personal file. In the case of site work and any subcontractors a separate file will be maintained and a copy forwarded to their Company Manager.

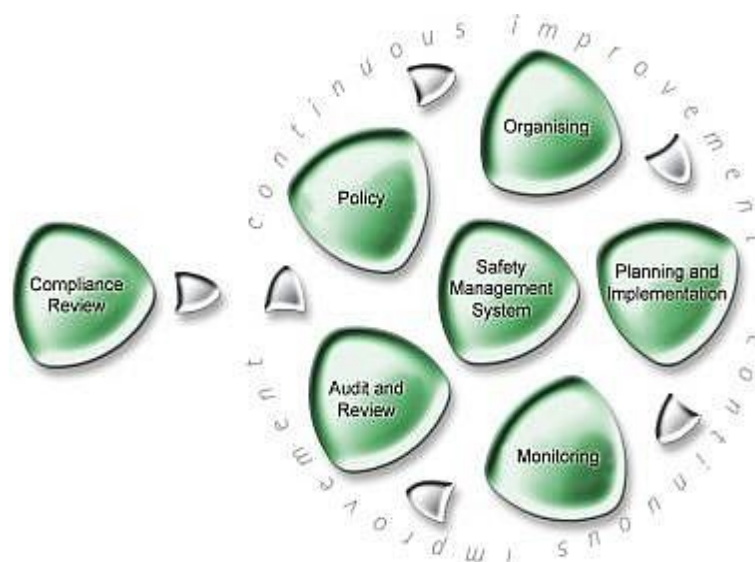
Accidents resulting in a person being detained in hospital for more than 24 hours, or a person for not being available for work for more than 3 days will be reported to the Safety Advisor who will investigate the matter at report to the Health and Safety Executive on F2508.

### Personal Protective Equipment

All staff will be issued with personal protective equipment suitable to the work that they are required to undertake. This must be maintained in a suitable condition, and will be replaced by the company as required following general wear and tear.

#### **The following equipment is to be issued as required - if applicable:**

- Hard hat, safety boots and high visibility jacket/vest for those requiring to access rooftops, farmland and construction sites.
- Additionally a waterproof jacket, trouser, hat and gloves will be provided to those accessing exposed open moor land, farmland, and exposed construction sites.
- Additional PPE equipment (e.g. dust masks, safety goggles) will be issued as required and requested. Issue of all PPE equipment is the responsibility of Line Managers.



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## TRAINING COURSES



### ASBESTOS AWARENESS HALF DAY COURSE

#### Asbestos training is a legal requirement

If you work on buildings built or refurbished before the year 2000, asbestos could be present. You will need awareness training so you know how to avoid the risks. If you employ these people, you **must** train them

**Each week, approximately eight joiners, six electricians and four plumbers die from asbestos-related diseases.**

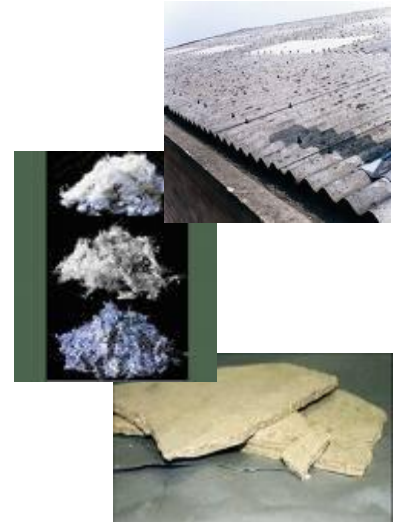
#### Who Is This Course Suitable For?

The main groups of workers that are deemed to be at risk from asbestos exposure and therefore the groups' most requiring asbestos awareness training are as follows:

- General Maintenance Staff.
- Electricians, Plumbers & Gas Fitters. Painters & Decorators.
- Construction & Demolition Workers. Joiners and Plasterers.
- Computing & Telecommunications Engineers.
- Heating & Ventilation Engineers.
- Roofers.
- Architects & Building Surveyors
- Fire & Burglar Alarm Installers

#### SYLLABUS

- Asbestos- a history of use
- What is Asbestos
- Amosite (Brown) - Chrysotile (White) - Crocidolite (Blue)
- Asbestos Containing Product Examples
- Asbestos Properties and the hidden legacy of asbestos
- Control of Asbestos Regs. and Requirements
- Exactly who is at risk
- Action to take on discovery and Survey and Recording



This ½ day Course will be held at **THE CLEVE HOTEL & COUNTRY CLUB, Mantle Street, WELLINGTON, Somerset** on **Wednesday 20<sup>th</sup> April 2011**. The morning will include tea/coffee on arrival and mid-morning, Comprehensive notes will be provided to all delegates.

**The all-inclusive rate of £60.00 + vat per delegate will be payable at the time of booking.**

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## CITB SMSTS Training

### SMSTS Training - 5-Day CITB Site Management Safety Training Scheme

The CITB Site Safety Plus Site Management Safety Training Scheme (SMSTS) health and safety course is one of the most highly regarded training courses within the construction industry available for site managers and supervisors, taken by more than 10,000 people each year.

The SMSTS training course helps site managers (and anyone wanting to become a site manager) to develop a better understanding of the legal, moral and social responsibilities of their role, and to manage health and safety on site in accordance with current legal provisions.

The course lasts five days. During the SMSTS training course, candidates must pass core exercises. At the end of the training course, candidates sit an examination in order to qualify for the CITB certificate.

The industry recognised SMSTS training course is ideal for companies that need to meet the ever increasing demand for evidence of health and safety compliance.

### Course Content

The SMSTS training course covers The Health & Safety at Work Act and the regulations relevant to the Construction Industry (and other workplaces), including;

- Site Set Up
- CDM
- Risk Assessment
- Method Statements
- Scaffolding
- Electricity
- Excavations
- Demolition
- Confined Spaces

### Who will benefit from attending the course?

The SMSTS training course is intended for project managers, site managers and site supervisors as well as proprietors of small to medium sized companies. Client-based personnel would also benefit from attending the SMSTS training course. Possession of the CITB SMSTS qualification is listed in the Approved Code of Practice for the construction (Design and Management) (CDM) Regulations as a demonstration of competence in the role of site manager.

### Course Duration:

5-days

### Location:

COURSE REF	DATE(s)	LOCATION
SMSTS 1102	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 12 <sup>th</sup> & 13 <sup>th</sup> May 2011	Unit 8, Mendip Business Park, Rooksbridge, Somerset, BS26 2UG

### Fee:

£645 all inclusive of registration and books (Fees subject to VAT)

N.B It must be stressed to all course attendees the need to attend ALL sessions since without full attendance the examining body will not award the CITB SMSTS Construction Site Managers Safety Certificate. This Course is run in association with TQ Exel Ltd and includes tea, coffee and lunch

Space is limited with a maximum of twelve attendees, so please book your place now by emailing **Jon Wilkins** on [jon@jonwilkins.co.uk](mailto:jon@jonwilkins.co.uk)

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If you would like to discuss any of the issues highlighted in this newsletter, then drop an email to Jon on [jon@jonwilkins.co.uk](mailto:jon@jonwilkins.co.uk) or call the office 01458 253682



Your Business is Safer  
Your Business is Safer in Our Hands