

**HEALTH & SAFETY POLICY  
OF  
AMBIENT CONTROL REFRIGERATION & AIR  
CONDITIONING**

**UNIT 3B GLEVUM WORKS  
UPON STREET  
GLOUCESTER  
GL1 4LA**



**9th August 2010**

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## **Introduction**

This document is the Health and Safety Policy of Ambient Control it clearly sets out below our statement on intent and the arrangements we have set in place for the adequate health and safety for employees, clients any subcontractors we may use on occasion and visitors to our premises.

Ambient Control Air Conditioning and Refrigeration supply, install repair and maintain air conditioning systems and commercial refrigeration equipment. The Company is owned by partners Richard Bartlett and John Kimbrey. Richard Bartlett undertakes the role of Health and Safety lead person and has overall responsibility to co-ordinate and draft the policy through consultations with the staff. The Company employees 7 people, (4 engineers who are mobile and 2 office based staff one of whom works part time, the Company also employs 1 part time semi-retired consultant technical engineer who is a wheel chair user and is office based, partner John Kimbrey).

The Company premises are located at Unit 3B, Glevum Works, Upton Street, Gloucester GL1 4LA which consists of a small workshop and office. The office is open from 08.30 to 17.00 daily. However this is a 24 hour business with one engineer on call out of hours on a 24hour emergency number.

In this document you will find our obligations and responses are covered as below:

**Section 1:** Statement of Intent: what, who and when

**Section 2:** Organisation and Responsibilities – appendix – Organisation Chart

**Section 3:** 2010 Training Matrix

- Tool box talks
- Date for review
- Appendices

## Section 1 – Statement of Intent

Ambient Control regards the Health, Safety and Welfare of the company's employees and those who may be affected by its activities as being of prime importance. The following statement recognises our obligations under the Health and Safety at Work Act 1974, including all relevant regulations and approved codes of practice additional to the Act.

<b>Statement of Policy</b>	<b>Responsibility of</b>	<b>Action and Arrangements</b>
Provide adequate control of the Health and Safety risks, accident prevention and work related ill health	Richard Bartlett (Lead)	Full yearly risk assessments which are reviewed monthly at toolbox talks and as work conditions change, with any implementation as required, sometimes implementation is delegated to the Office Manager. Staff are also encouraged to have health checks at their GP if concerned about any pain for example
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Richard Bartlett (Lead)  All Staff  Engineers (COSHH)	Office area, toilets and kitchen area are free of hazards and risks and are comfortable and safe for all.  Workshop: Clear of hazards, adequate circulation of fresh air, clear exits, safe storage of harmful and hazardous substances, machinery and equipment.
To provide adequate H&S information, instruction and supervision for employees	Richard Bartlett/John Kimbrey (Tool box talks)  Anita Smart (Office Manager)	Given through tool box talks, the various communication channels in and out of the office, on notice boards, staff hand books, staff induction training, method statements, email and intranet systems
To ensure all employees are competent to do their tasks and to give them adequate training	Richard Bartlett/John Kimbrey	Staff given necessary health and safety induction and provided with appropriate training Toolbox talks to include:

		1.Risk Assessment 2. Method Statement 3. P.P.E 4. Office Safety 5. Asbestos 6. C.O.S.H.H 7. Noise at work 8. Slips and trips 9. Manual Handling 10. Electrical Safety 11. Lone Workers 12. Working in Confined spaces
To consult with our employees on matters affecting their health and safety	Richard Bartlett/John Kimbery/ Anita Smart	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required. Staff advised to have physical checks at GP if they are concerned about pain for example

To review and revise this policy as necessary at six month intervals.

This policy is supported by an Organisation & Responsibilities Chart, Full 2010 Training Matrix, Tool Box Talks and Managers Qualification. This policy is to be applied to all activities carried out by Ambient Control.

Ambient Control recognises that this safety policy cannot be successful without the active participation of all staff and must be observed by all members of staff at all times.

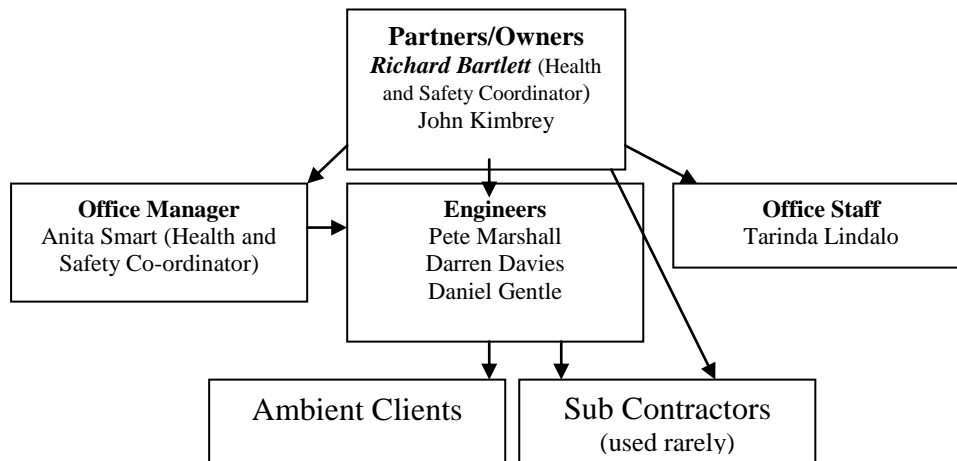


**Signed**

**Date: 9th August 2010**

**Review Date: February 2011**

## Section 2 – Organisation and Responsibilities – appendix – Organisation Chart



### 2.1 Head of Company

Head of Company (Partners/Owners) has overall responsibility for health and safety in the Company, and will :

- ensure suitable financial provision is made for health & safety obligations
- provide appropriate information and instruction to employees
- ensure work is planned to take into account health & safety issues
- ensure that staff at all levels receive appropriate training
- monitor and assess risk to health and safety
- understand Ambient Control's policy for health and safety and ensure it is readily available for employees
- set a personal example when visiting site by wearing appropriate protective equipment
- actively promote at all levels Ambient Control's commitment to effective health and safety management

### 2.2 Health and Safety Representative and Co-ordinator

RICHARD BARTLETT is responsible for H&S

Experience / qualifications : Skill Card Platinum (attached)

Richard Bartlett will undertake and be responsible for :

1. monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces.

2. investigating accidents and implementing corrective action reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking.
3. liaising with managers, employees, sub-contractors and specialists as and when appropriate.
4. Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995

ANITA SMART is the Office Manager and deputises Health and Safety in Richard's Absence. Anita oversees all the implementation of policy and follows up any recommendations or training plans as required. Anita is also the designated representative for first aid and keeps records of accidents and incidents.

### 2.3. Employees

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work -

“ to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

1. Reading and understanding Ambient Control's health and safety policy and carry out their work safely and in accordance with its requirements. **The H&S policy is located on the shared hard drive. It is summarised in the staff handbook issued to new starters and also on the Staff Notice Board in the office.**
2. Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy. This is further expanded in PPE/Personal Protective Equipment and COSHH /Control of Substances Hazardous to Health Regulations 2002 training (see matrix for dates of training or Richard Bartlett or Anita Smart to arrange training)
3. Reporting any defects to work equipment immediately to the Site Supervisor at Ambient Control this is either Richard Bartlett or Anita Smart in his absence. If on site this would be the client site manager and a full report to be copied to Richard Bartlett
4. Reporting to the management any incidents, which have led or might lead to injury or damage

5. Reporting any accidents or near misses however minor to the Site Supervisor also as point 3 if on client site.
6. Using the correct tools and equipment for the job in hand and in accordance with training and instructions.
7. Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

## **Section 3 – 2010 Training Matrix**

### **3.1 Communication**

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, Ambient Control will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meetings, tool-box talks, e-mails and memo's posted on the staff notice board.

### **3.2 Training**

all employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

1. induction training for new employees (Health and safety awareness, company procedures etc)
2. The introduction or modification of new/existing machinery or technology

### 3. A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice. This will generally take place once a year.

### **3.3 Risk Assessments**

Richard Bartlett will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from Richard Bartlett if required. The Head of The Company ensures operators are provided with appropriate instruction and training on risk assessments.

### **3.4 Method Statements**

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

### **3.5 Co-operation with Clients**

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

### **3.6 Welfare Facilities**

Where ever possible arrangements will be made with the Client and / or Principal Contractor for the use of welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet / washing facilities accessible on site
- Eating / rest facilities accessible on site

### **3.7 Work Equipment**

all work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment

Regulations (P.U.W.E.R.). Before new equipment is introduced into the working environment, an assessment will be made by Richard Bartlett in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

### 3.8 Personal **Protective Equipment (P.P.E.)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to Richard Bartlett

### 3.9 **Hazardous Substances**

the risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by Richard Bartlett, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

An inventory of all substances and materials hazardous to health is held at Ambient Control.

### 3.10 First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by Ambient Control

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

In Ambient Control the first aid box is located with the Accident Report book on the bottom shelf under the fm clock in the office.

Qualified First Aider / Appointed Person Anita Smart

On Project Sites wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents **MUST** be reported to your Site Supervisor and the details recorded in the accident book (held at Ambient Control). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident. Where this happens at client site you will need to report directly to the site supervisor.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the **HSE's Incident Contact Centre – 0845 300 99 23**. Richard Bartlett must be notified as soon as practicable after incidents causing the following injuries:

any **work related injury** that leads to an employee being absent from work for more than 3 working days.

fracture other than to fingers, thumbs or toes;

amputation;

dislocation of the shoulder, hip, knee or spine;

loss of sight (temporary or permanent);

chemical or hot metal burn to the eye or any penetrating injury to the eye;

injury resulting from an electric shock or electrical burn leading to

unconsciousness or requiring resuscitation or admittance to hospital for more than 24

hours;

any other injury: leading to hypothermia, heat-induced illness or unconsciousness;

or

Requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

### **3.11 Asbestos**

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact Richard Bartlett for further instruction.

Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos. If, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- evacuate the immediate area and prevent access by others e.g. the public
- inform those responsible for the premises and Richard Bartlett, so that the necessary sampling can be arranged
- do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

### **3.11 Manual Handling**

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

### **3.12 Fire Safety & Emergency Procedures**

It is Ambient Control's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Ambient Control's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff is trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is Richard Bartlett & Cleeve Fire Protection Ltd, Unit 2, Oxmead Close, Bishops Cleeve, Cheltenham, GL52 8YS.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point at the far side of the car park over by the school fence. In the case of fire and fire escape procedures are clearly displayed on the Staff Notice Board in the office and again in the workshop next to the fire extinguisher and First Aid advice.

### **3.13 Public safety**

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access. This is identified through method statements and on site risk assessments which seek to identify and illuminate hazards.