



Health & Safety Policy

Empire Glass And Glazing Limited

Unit 7, Manor Farm, Laddingford

Kent

ME18 6BX

Registered Company Number: 11877781

Policy Date: 24th April 2021

Contents Page

- 1.0 General Statement of Intent**
- 2.0 Roles and Responsibilities**
- 3.0 Arrangements**
- 3.1 Safety Audits and Monitoring**
- 3.2 Guidance**
- 3.3 Hand Arm Vibration Syndrome (HAV)**
- 3.4 Health & Safety Records**
- 3.5 Asbestos**
- 3.6 Personal Protective Equipment**
- 3.7 PAT Testing**
- 3.8 Equipment Inspections & Records**
- 3.9 Welfare**
- 3.10 Accident Reporting & Investigation**
- 3.11 Transport & Company Vehicle Safety**
- 3.12 Machinery Operation**
- 3.13 Machinery Maintenance**
- 3.14 Lone Working**
- 3.15 First Aid Arrangements**
- 3.16 Pregnant Workers**
- 3.17 Communication with workers**
- 3.18 Health & Safety Training**
- 3.19 Fire Safety**
- 3.20 Young Workers**
- 3.21 Display Screen Equipment (DSE)**
- 3.22 COSHH Assessments**
- 3.23 Noise**
- 3.24 Manual Handling Assessments**
- 3.25 Method Statements (Safe Operating Procedures)**
- 3.26 Working at Height**
- 3.27 Serious or Imminent Danger**
- 3.28 Risk Assessments**
- 3.29 Contractors and Sub-Contractors**
- 3.30 CDM Regulations**
- 3.31 Environmental Protection**
- 3.32 Alcohol and Controlled Drugs**
- 3.33 Health Surveillance**
- 3.34 Environmental Waste Management & Pollution Control**
- 3.35 Electricity at Work**
- 3.36 Purchase Policy**

1.0 General Statement of Intent

Empire Glass and Glazing Ltd are committed to ensuring the safety of its employees, customers, members of the public and anyone else who are affected by our operations.

Empire Glass and Glazing Limited commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice, so far as is reasonably practicable.

Empire Glass and Glazing Limited will ensure that significant risks are assessed and suitable and sufficient measures are adopted to allow all parties to carry out their duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

Empire Glass and Glazing Limited shall strive to achieve continuous improvement in Health & Safety performance.

Empire Glass and Glazing Management will provide all necessary resources including time to ensure that all Health and Safety matters are adequately funded. This includes, training, personal protective equipment, adequate equipment/tools, maintenance for this equipment, external advice where necessary and any other resource necessary to ensure the Health and Safety of our staff.

Each employee/contractor will be made aware of their responsibility for own their health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.

Empire Glass and Glazing Limited will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of health and safety rest with the directors of the company or their nominated representative. This duty is of no less importance than any of the responsibilities attached to the position of director or nominated representative.

The monitoring of all issues relating to this policy is the responsibility of the Directors or their nominated representative.

Reviews of this Health and Safety Policy will take place not more than 1 year from the below date

Signed:

Date: 24th April 2021

The Directors

Empire Glass And Glazing Ltd

2.0 Roles and Responsibilities

Organisation and Managerial Responsibilities;

Empire Glass and Glazing Limited is owned and managed by its directors and nominated representatives who are jointly responsible for Health and Safety matters within the company. The directors and its nominated representatives will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

Organisation of the workforce is the responsibility of the directors and its nominated representatives who are jointly responsible along with all members of the workforce to ensure that Empire Glass and Glazing Limited Health & Safety Policy and associated procedures are implemented by all site operatives.

The day to day management of company operations is the responsibility of the directors and its nominated representatives who are jointly responsible and may be supported by other members of staff, each responsible for various elements of health and safety that could be office, works or site based. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of Empire Glass and Glazing Limited operatives.

Employee/Contractor Responsibilities;

Each and every employee/contractor has a statutory duty to take reasonable care in relation to their own health & safety, and the health and safety of any other person who may be affected by their acts or omissions.

Therefore, it shall be the duty of all Employees/Contractors whilst at work:

To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work

To co-operate with the directors and its nominated representatives who are jointly responsible to ensure compliance with all the company Health & Safety policies and procedures

To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment

To co-operate with the directors and its nominated representatives who are jointly responsible on such things as accident prevention and all procedures with regards to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs

To maintain good standards of housekeeping in both ours and on client premises

To report any accident or incident including near-misses (whether or not personal injury results) to the office

To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor

To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

To undergo any Health, Safety, Environmental and operational training deemed necessary by Empire Glass and Glazing Limited.

Staff Consultation;

If an employee or sub-contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices they must notify the site manager, directors of the company or its nominated representatives immediately.

If an employee/contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, they will be encouraged to discuss any suggestions with the directors or nominated representatives.

Specific Safety Functions and Named Responsibilities;

The Directors	Equipment inspection Records
The Directors	Risk Assessments'
The Directors	Method Statements
The Directors	COSHH Assessments'
The Directors	First Aid
The Directors	Equipment Inspection
The Directors	Vehicle Inspection

This section defines our company arrangements and policies for dealing with our activities.

3.1 Safety Audits and Monitoring

At regular intervals the companies nominated representatives will carry out a health & safety audit. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the MD considers it necessary in order to maintain the desired level of health & safety, they may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

3.2 Guidance

The company commits to operating to the very highest standards of Health Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations. This best practice will be reviewed on an annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner. Guidance documents are kept at head office and will be made available to staff and other interested parties.

3.3 Hand Arm Vibration Syndrome (HAV)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more common forms of HAV.

The company will ensure that staff are not subjected to excessive vibration through power tools etc, the company will endeavour to source low vibration tools and limit exposure to such tools the company will also provide adequate information instruction and training to its staff and contractors on the risks of HAV

3.4 Health & Safety Records

All records will be kept by Empire Glass & Glazing Ltd, in written form indicated in the various appendices.

Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract.

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.
- Accident Record Book

3.5 Asbestos

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site staff and contractors will assume any suspicious material is asbestos unless there is conclusive evidence to the contrary. No drilling, breaking or cutting shall be carried out to any material suspected of containing asbestos fibres. Any suspicious material shall be reported to the site or building manager immediately. A Management Survey should always be made available. Its purpose is to

locate, as far as reasonably practicable, the presence and extent of any suspect Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work. Refurbishment and demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out. Empire Glass And Glazing Ltd policy is that we will not generally work on asbestos products. Under limited circumstances and when authorised, Empire Glass And Glazing Ltd employees with an appropriate current training certificate will be allowed to work on non-licensed asbestos products as prescribed by the HSE, this type of work will be risk assessed separately from other tasks. Notifiable non-licensed work (NNLW) must be notified to the HSE before commencement of work. A copy of the RAMS must be signed by all employees when working with asbestos. Empire Glass And Glazing Ltd will record all projects involving NNLW and keep records of employee health surveillance as applicable (every 3 years for NNLW).

3.6 Personal Protective Equipment

The need for Personal Protective Equipment will be determined through risk assessment and will be provided by Empire Glass And Glazing Ltd free of charge. The relevant PPE must be worn at all times whilst carrying out work and in compliance with any mandatory requirements of specific sites. Details of the correct PPE will be made available to employees within the risk assessments and method statements relevant to the works. No employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each contract manager and his site foreman to monitor the wearing of PPE on sites under their control. Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures which may include ejection from site.

3.7 PAT Testing

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the site manager to ensure that all equipment provided is suitable for the task, including any provided by a Customer.

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager.

3.8 Equipment Inspections & Records

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager. The Manager will carry out 6 monthly inspections of all company equipment, ladders, PPE, tools, etc, and will keep a record of such inspections. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the MD/ Site Manager to ensure that the equipment is not used until such time as a suitable repair has been effected. If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

3.9 Welfare

In most cases company employees/subcontractors will be able to use toilet/washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities.

Where work is carried out in people's homes we will make a verbal request to use their washing facilities if required.

3.10 Accident Reporting & Investigation

It is the policy of Empire Glass And Glazing Ltd that all accidents, incidents and near misses are reported to the site and recorded into the company's accident record book which is kept online in our Safety First Package.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will be the responsibility of the directors or its nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

Any accident resulting in more than minor injuries or an incident which might have resulted in serious injury will be investigated by the directors and/or its nominated representatives. Depending upon the circumstances of the accident the directors or its nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes.

- When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- All accidents and incidents resulting in injury to employees and/or to any other persons or near misses on the premises or sites that Empire Glass And Glazing Ltd employees are working on must be reported immediately to Empire Glass And Glazing Ltd site foreman and or to the site Duty holder or PC and be recorded in the company Accident book and reporting systems.
- Where there is more than one person injured in the accident a separate page should be used for each person.
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should be taken in completing the Accident Report Form and the Empire Glass And Glazing Ltd Supervisor wherever possible should ensure that the injured person reads the entries recorded on his behalf.
- Care should also be taken when stating the nature of the injury. Unless a medical certificate has been submitted.

3.11 Transport & Company Vehicle Safety

It is the policy of Empire Glass And Glazing Ltd to only employ drivers who are competent.

Driver approval and competence

A person may only operate company vehicles if he or she;

1. Has held a full UK license for a minimum of 2 years
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct license for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties.

Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

All drivers will be asked to present their licenses to the office these will be photocopied and returned.

3.12 Machinery Operation

All employees/contractors who are required to operate machinery or plant will have the appropriate training and be assessed to determine competency. Where required, the individual will hold a current license to operate such machinery or plant. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

3.13 Machinery Maintenance

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by the contract managers, who will withdraw damaged or unsuitable equipment from service immediately. All machinery shall also be subject to maintenance and service as per the manufacturers instruction and maintenance schedule OR at least annually and records held.

3.14 Lone Working

Where work is carried out at a customer's premises the directors and/or its nominated representatives will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all company employees/contractors required to work in or on such premises.

3.15 First Aid Arrangements

Empire Glass and Glazing Limited will ensure that, as a minimum, the company has an Appointed Person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary. Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises.

Empire Glass And Glazing Limited first aid names will be displayed on the office notice board

3.16 Pregnant Workers

The company recognises that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy. Such assessments will consider the worker's duties, working conditions and hours. Where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced to minimise that risk.

3.17 Communication with workers

The company uses a variety of methods to communicate information with employees and sub-contractors. A monthly informal meeting is held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods;

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues.

3.18 Health & Safety Training

Empire Glass And Glazing Ltd will provide training and refresher training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in Health & Safety matters to a level appropriate to their responsibilities.

Induction Training

Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, arrangements for first aid, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in our online system. Copies of training records are available for clients upon request.

3.19 Fire Safety

In the event of a fire at Empire Glass And Glazing Ltd premises the Responsible Person (RP) will take charge and in their absence the most senior person on site will assume the responsibility

On a clients site where Empire Glass And Glazing Ltd are responsible for the site, it is the responsibility for Empire Glass And Glazing Ltd RP or the nominated person on site to ensure that all fire safety procedures are implemented in client buildings and on client sites and are communicated to staff.

Where a hot work permit is raised all Empire Glass And Glazing Ltd site operatives are expected to adhere to its requirements.

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

Means of Escape

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises.

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum) and employees must observe any line markers to indicate areas which must be kept clear.

Stairways in buildings must be free from any risk of fire or spread of fire eg unauthorised portable heater, combustible material etc.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

3.20 Young Workers

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations 1999 and the Health & Safety (Young Persons) Regulations 1997. In line with the Health & Safety (Young Persons) Regulations 1997, young persons are defined as those full or part-time employees under the age of 18 years. This includes young person's experience working within the firm.

There are also special provisions for young people in the Working Time Regulations 1998 concerning limits of hours of work, rest from work and annual holidays.

There are particular definitions of people by age in Health & Safety Law:

A young person is anyone under 18 years of age

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The responsible person will therefore:

- Assess risks to young workers
- Take into account their inexperience, lack of awareness and immaturity
- Prohibit certain activities where higher risks are identified
- Not allow the young person to operate any machinery or equipment without proper supervision and training
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken
- Provide suitable supervision at all times
- Not employ any person under the age of 14 years for any paid or non paid employment

3.21 Display Screen Equipment (DSE)

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health. Empire Glass And Glazing Ltd will carry out risk assessments and provide information, instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience.

3.22 COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the directors or their nominated representatives. A register of hazardous substances shall be kept at the head office along with all relevant Manufacturers Safety Data Sheets. A copy of relevant COSHH Assessment(s) will be communicated to the operative(s) providing instruction for safe use.

3.23 Noise

Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out whenever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives likely to be affected. Information and advice to use hearing protection will be issued.

Where noise levels are at 85db (a) or above, where possible, the company will take measures to reduce the exposure of noise to its employees by means other than hearing protection. The wearing of suitable hearing protection shall also be enforced.

3.24 Manual Handling Assessments

The directors or their nominated representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Where practical, manual handling should be avoided by utilising mechanical means to minimise the risks arising from manual handling.

Manual handling assessments will consider the load to be handled, e.g. tools, equipment, materials etc, its size and weight, the individual, the task and the environment in which the task takes place.

The assessment will also consider the possibility of kinetic lifting techniques to assist the movement of an object and to minimise the risks arising from manual handling.

3.25 Method Statements (Safe Operating Procedures)

Work Instructions (Method Statements) will be developed for all the company's operations, information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written using our online system and are made available to customers prior to works commencing.

3.26 Working at Height

It is the policy of the company to comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible, where work at height cannot be avoided; the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

Where the risk of a fall cannot be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

3.27 Serious or Imminent Danger

These procedures are in line with Regulation 8 of the Management of Health & Safety at Work Regulations 1999.

It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Managers, supervisors and employees are reminded that they must not under any circumstances undertake

work or instruct others to undertake work where there is a risk of imminent danger without adequate controls, safety procedures, training and personal protective equipment being in place to minimise that risk.

Empire Glass And Glazing Ltd authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the risk has been minimised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of fire fighting equipment etc prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

3.28 Risk Assessments

The directors or their nominated representatives will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff.

The directors and/or its nominated representatives will carry out site specific risk assessment for new site which the company's employees/ contractors are obliged to work. Such assessments will consider the health and safety of employee/ contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. All members of Empire Glass and Glazing Limited will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced using our online management system and are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

3.29 Contractors and Sub-Contractors

All contractors and sub-contractors who are working for the company will comply with the companies

- 1. Health & Safety Policy.**
- 2. Emergency procedures.**
- 3. Hazard/accident reporting procedures.**

All accidents and near misses need to be reported and recorded in the Accident Book located in main office.

The company's health and safety policy can be found on company notice boards which are situated in the office.

All contractors must complete the contractor's competence form before commencing work.

The directors and/or its nominated representatives are responsible for assessing and controlling subcontractors working for or on behalf of Empire Glass And Glazing Ltd.

3.30 CDM Regulations

(Construction Design Management)

Empire Glass And Glazing Ltd recognises the requirements of these regulations and makes every endeavour to comply.

The regulations call for:

Competence of all - A person must be capable of carrying out duties placed on him / her and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless he is either,

- **Competent**
- **Under supervision of a competent person**

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained and personnel are encouraged to take on additional training in order to improve skills. Additional “in-house” training refresher sessions are provided in order to keep personnel up to date with current regulations.

Co-operation of employees, contractors and others

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely.

Similarly, he must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of himself or others.

Supervisors have been appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with Others allows arrangements to be made that enable all to continue.

Co-ordination of activities

All persons must co-ordinate their activities with one another in a manner such that “so far as is reasonably practicable”, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

Prevention of accidents

Every person must ensure general principles of prevention are applied “ so far as is reasonably practicable”, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

Duties of Contractors

All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply.

The regulations spell out these requirements for both Contractors and Principal Contractors

The business is fully aware and endeavours to comply so far as is reasonably practicable. All personnel have been made aware of these duties through “in-house” training

The CDM Regulations apply to most common building, civil engineering and engineering construction work. The CDM co-ordinator must notify HSE of the site if the construction work is expected to either: last longer than 30 days; or involve more than 500 person days of construction work; HSE should be notified on-line before construction work starts using form F10.

3.31 Environmental Protection

Empire Glass And Glazing Ltd has a policy to comply with the Environmental Protection Act 1990, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the firm's environmental policy and complying with the control measures in place. This may include compliance with the requirements of a Site Waste Management Plan where relevant. The policy is on display on the Company Main H&S notice board and is also available to interested parties on request.

3.32 Alcohol and Controlled Drugs

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager.

3.33 Health Surveillance

All employees of Empire Glass And Glazing Ltd are encouraged to carry out and record weekly personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should Empire Glass And Glazing Ltd have any concerns regarding the well being of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues Empire Glass And Glazing Ltd will pay for conducting relevant medical surveillance were appropriate.

3.34 Environmental Waste Management & Pollution Control

The directors recognise the importance of meeting their legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible

Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes:

Building and demolition materials; Substances/chemicals (toxic or otherwise); Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

Empire Glass And Glazing Limited directors shall identify potential waste disposal requirements of a project and make adequate provision to ensure its suitably managed disposal in accordance with The Controlled Waste Regulations 1992.

Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken, that appropriate safe working procedures are devised and suitable containment of waste confirmed.

Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998) Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

Empire Glass And Glazing Ltd shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To coordinate each activity within the waste management chain.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site
- Provide appropriate training for staff, on waste management issues.
- Where the site waste is the responsibility of the principal contractor the company will cooperate with the site rules as applicable.

3.35 Electricity at Work

All work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations.

Only competent and qualified electricians are permitted to work on electrical equipment and systems including changing of fuses, carrying out repairs or maintenance of electrical equipment and installation of accessories.

A Permit to Work will be required when live working or testing and must only be carried out by competent and trained persons. Lone working is not allowed when live work takes place.

3.36 Purchase Policy

The Health and Safety at Work Act 1974 imposes duties upon Empire Glass And Glazing Ltd and those providing goods and services to the company. Health & Safety legislation affects purchasing decisions including the use of sub-contractors or out-sourced activities. This also includes the purchase of new or hired equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations (amended in 2011), The Provision and Use of Work Equipment Regulations (PUWER) 1998 and The Control of Substances Hazardous to Health Regulations. When purchasing or hiring machinery/equipment Empire Glass And Glazing Ltd will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; it will be maintained in line with current legal requirements, and manufactures/suppliers guidance or ACOPS ruling at the time of use.