



# The Cubicle Centre Health & Safety Policy

This document forms The Cubicle Centre Ltd' Health & Safety Policy, intended to ensure safety is considered and controlled in a structured fashion, throughout all company activities.

The policy has 3 sections:-

- 1 The Policy Statement – which sets out our commitment to safety.
- 2 The Organisation – which details The Cubicle Centre Ltd' structure and responsibilities for safety.
- 3 The Arrangements – which comprises our company safe working procedures, stating how we will actually manage each aspect within the business.

**If In Doubt.....ASK!**

<u>Date</u>	<u>Revision</u>	<u>Description</u>	<u>Author</u>	<u>Approved by</u>
21 April 2016	3	Re-write	Fox Risk Management Services Ltd	
27th April 2018	4	General Updates.	Hytech	
September 2018	5	Post Audit	Hytech	

September 2019      6      Post Audit      Hytech





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# Section 1

## The Policy Statement



## The Cubicle Centre Health & Safety Policy

### Health & Safety at Work Etc Act 1974

#### Safety Policy Statement

The Cubicle Centre Ltd are committed to discharging their obligations under the Health & Safety at Work Etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and all other relevant statutory legislation.

We will seek to provide a healthy & safe working environment for all of our employees and will endeavour to ensure the safety of all others who could be foreseeably affected by activities under our control.

In particular, attention will be given to the provision and maintenance of:-

1. Plant, equipment and systems of work that are safe and without risk.
2. Safe arrangements for the use, handling, storage & transport of articles, goods and substances.
3. Sufficient information, instruction, training & supervision to enable all employees to avoid hazards and contribute positively to their own safety & health at work.
4. Places of work that are safe and without unacceptable levels of risk.
5. Adequate welfare facilities.

To achieve a high standard of health & safety, the active co-operation of all employees is essential.

Employees are reminded of their own duties under the law,

1. to take care of their own safety and that of other persons,
2. to co-operate fully with their employer so as to enable them to carry out their responsibilities successfully.

The Organisation, Responsibilities and Arrangements to enable the Policy on Health & Safety to be effective are contained in the attached documents.

This policy and associated documents will be revised annually, or after any significant change to The Cubicle Centre Ltd or legislation likely to affect the Policy.

Signed:  
Andrew Thorpe, Managing Director

A handwritten signature in black ink, appearing to be 'Andrew Thorpe', written over a circular stamp that has been crossed out with a large 'X'.

Date: **September 4th 2019**

Review Date: Annually



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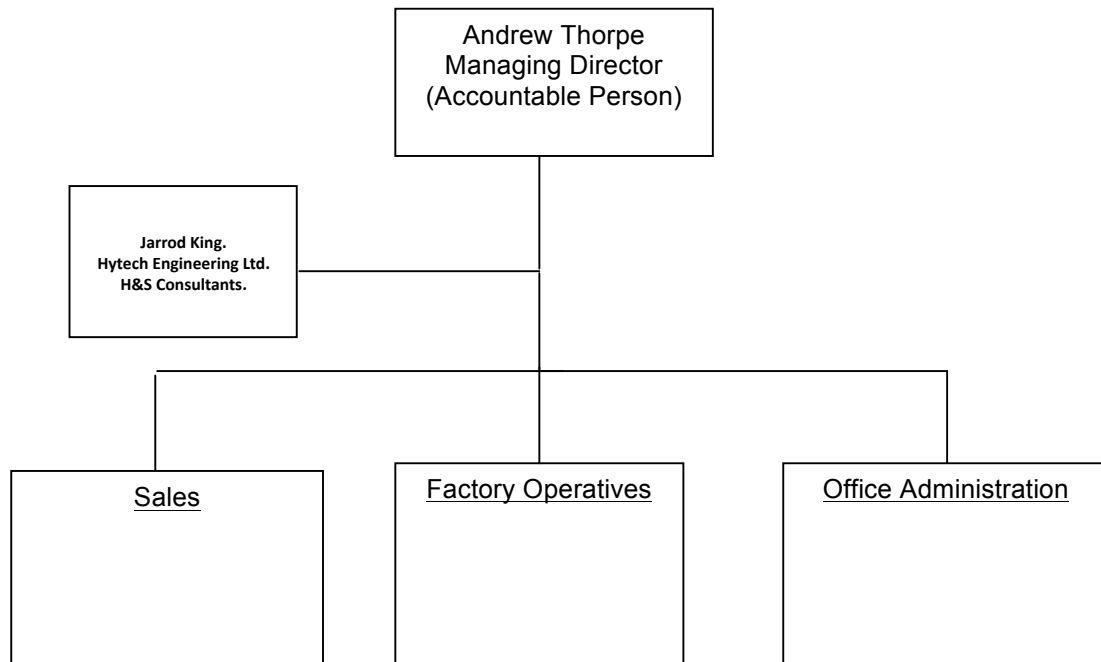
## Section 2

# The Organisation and Responsibilities



# The Cubicle Centre Health & Safety Policy

## Safety Organisation Chart





## The Cubicle Centre Health & Safety Policy

### HEALTH AND SAFETY AT WORK Act 1974 RESPONSIBILITIES FOR HEALTH AND SAFETY

**Andrew Thorpe (Managing Director)** has overall responsibility for health and safety within The Cubicle Centre Ltd. He will ensure that:

- ◆ The Health and Safety Policy is updated as and when required and is made known to the Employees of The Cubicle Centre Ltd.
- ◆ The Policy, Arrangements and Safe Working Procedures as written are implemented.
- ◆ Employees are trained, instructed, informed and supervised to enable them to carry out their work safely and without risks to their safety or health.
- ◆ Adequate financial provision is made for foreseeable items of expenditure associated with health and safety.
- ◆ Safe systems of work are established where the degree of risk indicated as a result of the Risk Assessments merits such action.
- ◆ Matters brought to their attention of a health and safety nature are dealt with, and where professional advice or assistance is required suitable resources are made available.



## The Cubicle Centre Health & Safety Policy

**The Contracts/Project Director** has responsibility of day-to-day activities for operations/contracts within the company. General duties include ensuring:

- ◆ The Cubicle Centre Ltd' safety policy, arrangements and procedures are in line with current legislation and good practice and implemented on every project, as required.
- ◆ Required changes in operating procedures due to legislation updates or risk assessment findings are communicated to all operational staff for action.
- ◆ Job-specific risk assessments and method statements (including COSHH assessments) are drafted, monitored, updated, reviewed and implemented accordingly.
- ◆ All employees are provided with information, instruction and training required to implement the safety policy requirements, including First Aiders and Fire Wardens.
- ◆ Safe systems of work are established where the degree of risk indicated as a result of the Risk Assessments merits such action.
- ◆ Compliance with The Cubicle Centre Ltd' safety policy and procedures is monitored across the business.
- ◆ The Cubicle Centre Ltd' is conversant with current legislation and is made aware of any relevant commencement dates.
- ◆ Fire safety procedures are established within The Cubicle Centre Ltd' premises and sites where work is undertaken.
- ◆ A good standard of housekeeping is maintained in The Cubicle Centre Ltd' premises and sites where work is undertaken.
- ◆ Such Personal Protective Equipment as is necessary is provided.
- ◆ All injury accidents and dangerous occurrences are investigated, reported and notified, if appropriate, to the Health and Safety Executive in accordance with the Accident Reporting Procedure.
- ◆ Advice is sought from Fox Risk Management Services Ltd as and when required, however The Cubicle Centre Ltd' is strongly committed to managing safely internally.



## The Cubicle Centre Health & Safety Policy

**The Office Administrator** shall ensure:

- ◆ They are familiar with The Cubicle Centre Ltd' Health and Safety Policy, the Organisation and Arrangements for Health and Safety and implement them within the office environment to the best of their ability.
- ◆ Necessary information and instruction is passed on to employees under their control and where appropriate training needs are identified.
- ◆ Where any injury occurs, the appropriate treatment is provided, the details recorded in the accident book and in accordance with The Cubicle Centre Ltd' Accident Reporting Procedure.
- ◆ Matters brought to their attention of a health and safety nature, are dealt with, and where they have not the authority to take action, the Director is informed.
- ◆ Established systems of work are properly followed and supervised.
- ◆ Appropriate standards in housekeeping and waste management are maintained in workplaces and sites for which they are responsible.
- ◆ Adequate welfare facilities are provided and maintained and employees are familiar with the emergency and fire procedures relevant to the location they are working in.





## The Cubicle Centre Health & Safety Policy

**All Employees** shall ensure that they:-

- ◆ Co-operate with The Cubicle Centre Ltd to enable it to meet its legal obligations in terms of health and safety.
- ◆ Co-operate with the Contracts Director to enable him to carry out his duties under the policy.
- ◆ Carry out their work with due regard to their own safety and the safety of others who could foreseeably be affected by their acts or omissions.
- ◆ Bring to the attention of management matters relating to health and safety causing them concern.
- ◆ Use Personal Protective Equipment provided for them and keep maintained in good condition.
- ◆ Carry out work activities in accordance with the instruction and training received by them.
- ◆ Report all accidents, injuries and incidents and ensure that they record details in the accident book.
- ◆ Keep their place of work tidy and free from accumulation of rubbish or materials.
- ◆ Use any guards or protective devices provided on appliances and machinery and report any defects identified.
- ◆ Are familiar with the fire procedure and means of escape from every part of the workplace to which they have access.



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## Section 3

# The Arrangements



## The Cubicle Centre Health & Safety Policy

### **ARRANGEMENTS FOR HEALTH & SAFETY**

#### **Management Arrangements**

##### **Risk Assessments**

Where required under regulations such as The Management of Health and Safety at Work Regulations 1999, general risk assessments and specific risk assessments are carried out for all work activities and areas where we carry out work, with the objective of assessing the risks and of taking appropriate measures to control, reduce or remove the risk factors identified.

All risk assessments shall be reviewed annually as part of the general health & safety/quality review. Risk assessments shall be reviewed if an activity or process changes; a new procedure is introduced into the workplace, or following a near-miss, incident or accident.

The Contracts/Project Director shall be responsible for identifying any new activities or processes, which require risk assessments, whilst the Office Manager remains responsible for risk assessments in their area.

##### **Information, Instruction, Supervision & Training**

Employees are employed for certain tasks and the Directors will ensure that they have the necessary competence for those tasks. The specific task risk assessments are then used to identify any additional training required for the contract.

Where new Health and Safety legislation is introduced which has a direct bearing on The Cubicle Centre Ltd and the work activities, training as appropriate will be provided. Reference should be made to the training Matrix.

A 'Health & Safety – What you should Know' poster, fully completed with all contact details, will be displayed in each workplace.

##### **Sub-Contractor Competence Assessment Arrangements**

Every person Sub-contracted to work for The Cubicle Centre Ltd on site will have direct supervision by a The Cubicle Centre Ltd employee.

Prior to engagement on site the contractor will be asked to complete a Sub-Contractor Assessment and to provide evidence as required of the necessary experience, capabilities and resources.

It is an essential condition of their contract that they adopt the same standards of work and safety in their activities as that of The Cubicle Centre Ltd.



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The Cubicle Centre Ltd will provide adequate monitoring and supervision of sub-contractors and they will be subject to the same disciplinary procedures.

This process will be repeated annually or when a significant change requires update.

### **Safe Working Procedures**

The Cubicle Centre Ltd arrangements for safety are based on company safe working procedures, to ensure a structured, uniform approach can be taken across The Cubicle Centre Ltd.

The arrangements do not seek to detail methods of work; they are designed to set the companies approach for dealing with risk and legal requirements.

Where a hazard is identified and there is a significant risk associated with the work activity or where there is a need for information and guidance Safe Working Procedures will be prepared and issued for action by those with related responsibilities.

These Safe Working Procedures will be based on interpretation of legal requirements and will be designed to ensure the provision and maintenance of safe and healthy working practices for our employees and to ensure the safety of other persons who foreseeably could be affected by the work activities.

### **Accident Reporting & Investigation**

All injury accidents must be reported and recorded in the Accident Book, located in the administration office, and thereafter, at the earliest opportunity, notification made to the respective Director and to Fox Risk Management Services Ltd.

All Reportable (over seven days' absence) and Notifiable serious injuries must be notified to the Health and Safety Executive. All such accidents must be investigated, reported on and action taken to prevent a recurrence.

Serious injury accidents and dangerous occurrences will be subjected to an in depth investigation at the discretion of the Directors.

### **Fire Safety**

A suitable fire risk assessment will be undertaken for our premises, and arrangements put in place to ensure that adequate fire precautions are taken and maintained.

All employees will receive training related to fire safety with particular reference to means of escape in case of fire and in the use of fire fighting equipment.



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### **First Aid**

Fully trained First Aiders and First Aid Appointed Persons are available to provide help in the event of injury.

First Aid Boxes and equipment is provided within each building and is in the charge of the appointed persons.

In cases of serious injury or illness, employees are taken to the nearest hospital or medical help sought with the minimum of delay.

In the case of employees working out with the main workplace, an assessment will be carried out by the nominated employee in charge of the work, in consultation with the Director with administrative responsibility.

First Aid Kits will be carried in all Cubicle Centre Ltd' vehicles.

### **Personal Protective Equipment (PPE)**

Where hazards exist in the work activity and there is a need to provide protective equipment, such equipment is provided free of charge.

P.P.E. is provided to offer protection from the hazards perceived to pose a risk to health and safety. Employees have a statutory duty to use such equipment. P.P.E. is purchased to comply with the appropriate British/European Standards currently in force.

Employees and sub contractors must wear the required site PPE at all times. Failure to do so may lead to removal from site.

Standard PPE for our workplace includes Safety footwear, high visibility clothing and hearing protection. Task specific risk assessments will identify any PPE required over and above this.

### **Control of Substances Hazardous to Health**

We will ensure assessment and control of any substance which is by definition "hazardous to health".

Consideration will always be given to the provision and use of safer substances and/or where appropriate, the introduction and maintenance of control measures.

With specific reference to dust, it is our policy to suppress or contain rather than protection by PPE, which is used as an additional measure only where necessary.



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Assessments have been carried out by competent persons and the information made available to the employees concerned. Reference should be made to The Cubicle Centre Ltd' COSHH Assessments.

### **Electrical Safety**

Unqualified persons are not permitted to carry out any work to electrical fittings, including removal of screws to fit tiles behind sockets, under any circumstances, only competent electricians are permitted to carry out electrical work.

Employees have a duty to ensure they visually check the condition of any electrical appliance prior to use. Employees must stop; report and put out of use any electrical item they suspect to be faulty or unsafe.

Electrical installations must not be switched on by anyone other than the electrician. The electrician must never leave any installation capable of being energised where there may be a risk of electrocution.

A nominated contractor will undertake regular testing of fixed electrical installations at our premises and regular testing of portable electrical appliances.

### **Gas Safety**

Where gas cylinders are used for hot work purposes, a suitable risk assessment will be carried out and hot work safety procedures implemented. Only suitably trained/experienced persons will undertake this type of work.

### **Noise / Vibration**

Noise exposure within The Cubicle Centre Ltd' premises is produced by both fixed machinery and portable electric tools. Warning signage is displayed where the use of hearing protection is required. Various types of hearing protection has been made available for employees. The operations carried out in the workshop are intermittent.

Noise issues will assessed by Directors/employees in the workplace, and in consultation with any pre-existing assessment/requirement.

The use of vibrating tools is carried out on site. Tools are selected for their low vibration characteristics. Adequate rest breaks are allowed, and staff are trained in their use.



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### **Consultation With Employees**

To comply with the Health and Safety (Consultation with Employees) Regulations 1996, The Cubicle Centre Ltd has established systems where meaningful discussion can take place on matters relating to health and safety between the Management and Employees.

At The Cubicle Centre Ltd, consultation with employees is carried out through daily/weekly discussions, monthly tool box talks and day to day discussions with all employees.

### **Young Persons**

The Cubicle Centre Ltd recognises the additional risks to which young persons are exposed in the working environment due to their immaturity and lack of experience. Where such persons are employed suitable risk assessments will be undertaken, work carefully monitored and additional supervision provided.

### **Work Equipment**

All such equipment will comply with the requirements of relevant legislation, will be of sound construction, suitable for purpose and the appropriate certification and documentation will be readily available.

Such inspections as are required under statutory legislation will be carried out by insurance companies or competent contractors.

### **Work at Height**

All work at height will be carried out in compliance with the Work at Height Regulations 2005. Suitable access equipment will be provided and where the work is of short duration and it is necessary to use ladders suitable precautions shall be taken to ensure their stability and the safety of operatives. All work at height activities will be subject to risk assessment and implementation of controls prior to commencement.

### **Drugs & Alcohol**

All employees are required to present themselves for work unimpaired by the effects of alcohol or drugs. The use of drugs and alcohol at work is expressly forbidden and it is a requirement that anyone using prescribed drugs under medical supervision notifies The Cubicle Centre Ltd.

Breaches of these requirements will render the person/s liable to Company discipline.



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### **Display Screen Equipment**

All 'users' as defined by the regulations and others deemed to be at risk will be subject to a display screen equipment assessment to ensure their workstation is arranged to minimise the risks to their health.

### **Stress**

The Cubicle Centre Ltd are aware of the dangers of work related stress and are committed to the ongoing reduction of unhealthy work related stressors.

### **Smoking**

Smoking is only permitted in designated areas. Smoking is not permitted in or within 10 metres of any building, storage container, storage compound, van, company car or any other internal or substantially enclosed space owned by The Cubicle Centre Ltd or any customer of The Cubicle Centre Ltd.

In all cases smoking is strictly prohibited within 10 metres of any combustible solid, liquid or gas.

### **Mobile Phones, Radios & CB Radios**

The use of mobile phones and CB Radios in company vehicles whilst driving is strictly prohibited unless hands free. Even hands free conversation must be kept short and limited to answering incoming calls only.

Mobile phones must not be used whilst walking around site, using tools or working at heights.

Radios are only permitted on site if they have been PAT tested. Where used, radios must be kept at a level which will not damage hearing or cause nuisance to others.

### **Security**

All work areas will be adequately protected to ensure the safety of visitors and members of the public. Where work is in progress suitable protection shall be provided and only authorised personnel allowed within the area.

### **The Environment**

The Cubicle Centre Ltd is committed to the protection of the environment and will actively seek to control all adverse impacts due to their activities in the workplace. This will include the control of noise, dust, waste, etc. and where reasonably practical the reduction of energy consumption and re-cycling.





## The Cubicle Centre Health & Safety Policy

### **Monitoring of Health & Safety Standards**

Annual Health and Safety Audits are carried out with the objective of ensuring that the arrangements and standards are being complied with. Workplace inspections are carried out by the safety consultant regularly and by managers on an informal basis at least twice weekly.

### **Enforcement of Health & Safety Standards**

Employees who are in breach of safe working procedures or safety rules will be dealt with in accordance with The Cubicle Centre Ltd' Disciplinary Procedures. In cases of serious breaches the Employee(s) concerned may be instantly dismissed.

### **Health & Safety Advice**

The Cubicle Centre Ltd engages an external consultant as and when required to provide health and safety advice and assistance as is required under The Management of Health and Safety at Work Regulations.