Global Access Platforms Ltd

GENERAL STATEMENT OF INTENT

The Directors of Global Access Platforms Ltd are committed to continuously improving the Health, Safety and Welfare of all employees, through a visible commitment to support, equipment and training across the organisation.

Global Access Training Ltd therefore undertakes to meet or exceed the requirements of the Health and Safety at Work etc. Act 1974 to achieve this goal.

In order to achieve this, the Directors undertake to ensure that all staff within the business are provided with a safe working environment, suitable and sufficient risk assessments and associated safe systems of work. In addition, the Directors are committed to providing adequate, sufficient and timely training along with suitable information, instruction andsupervision.

Good Safety is Good Business, and as such Health and Safety is a vital part of all activities carried out by the business. Safety is never and add-on, or a secondary consideration

Whilst the Directors have a role in setting an example, and providing the resources to achieve this objective, every member of staff is responsible for their own safety and the safety of those affected by their activities. As such, it is essential that all employees cooperate with the company and in particular the Directors to ensure that Global Access Platforms Ltd successfully achieves its Health and Safety goals.

Through the commitments listed above, the Directors of Global Access Platforms Ltd are seeking to provide a supportive Health and Safety culture, where all employees can raise Health and Safety concerns openly, and are consulted on Health & Safety issues including this policy, Health & Safety Training and the introduction of new equipment. This consultation will be in staff meetings with the Directors

If accidents, incidents and ill health do result from Global Access Platforms Ltd activities, the company recognizes, that these are often as a result of a failure of management control rather than the fault of an individual employee. As such, accidents, incidents and ill health events are investigated in a way as to find the root causes and prevent it reoccurring, rather than apportioning blame.

On occasions, however, where an accident, incident or event of ill-health has resulted from a neglect of Health and Safety or an infringement of law, then these will be treated by the company as a disciplinary matter, and may lead to prosecution of the Individual(s) concerned, the Directors or the Company as a whole

As part of the commitment to continuous improvement, this policy is reviewed every year, to ensure that it remains valid and appropriate for the company, and it is made available to all staff.

Signed

Date 01/01/2016

# Organisation and Responsibilities

## Managing Director

Whilst Health and Safety is everyone’s responsibility, the Managing Director has a number of other key responsibilities which support the continuous improvement of Health and Safety across the organisation, and contributes an open and positive Health and Safetyculture.

As such the Managing Director’s additional responsibilitiesare:

1. Ensuring that there is sufficient financial provision for (not an exhaustivelist)
	1. Health & Safety obligations
		1. Provision of access to Health and Safety Advice
		2. Provision of suitable equipment, for example access equipment
		3. Maintenance of equipment and vehicles
	2. Training
	3. Personal Protective Equipment
2. Ensuring that work is properly planned including:
3. Provision of Suitable and Sufficient Risk Assessments
4. Provision of Suitable Safe Systems of Work
5. Ensuring that staff are properly trained prior to undertaking atask
6. Setting a personal example by:
	1. Wearing PPE on sites
	2. Actively promoting the Company’s commitment to Health and Safety at all levels of the organisation.
	3. Encouraging Near Miss, Accident and Incidentreporting.

## Competent Person – Health and Safety

Every employer shall, appoint one or more competent persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions (MHSWR 1999, Sec 7)

The Competent Person for Global Access Platforms Ltd is

David Thurston MIIRSM Capo-Services Ltd Cinnamon House

Crab Lane Warrington WA2 0XP

The Competent Person is engaged on a retainer basis and as suchprovides:

1. Health & Safety advice & support including
	1. Investigation of accidents and implementation of corrective actions
	2. Collating and reporting all events covered by RIDDOR 2013 to the appropriate authority
	3. Reviewing legislative requirements which may occur due to a change in the company’s activities
2. Proactive monitoring, through audits and inspections of the appropriateness and implementation of the Health and Safety Policy.
3. Liaison with Directors, Managers, Employees, Sub-Contractors and Specialists as and when required

## All Employees

All employees are responsible for their own safety, and the safety of those affected by their actions.

In order to enable employees to do this, it is important that everyone cooperates with the Directors and the Company to help the business manage Health and Safetyeffectively

Employees should also ensure that they do the following:

1. Take reasonable care of themselves and others in the workplace
2. Read and confirm that you understand the Company’s Health and Safetypolicy
3. Carry out work safely, and in accordance with the Health and Safetypolicy
4. Wear any Personal Protective Equipment which has been providedproperly
	1. Report any defects immediately
5. Use only the correct equipment for the task
6. Operateequipment according to the training and instruction that has been provided
	1. Report any defects immediately
7. Report any incidents to the Managing Director, these should include:
	1. Near Misses – events which could have caused injury
	2. Incidents – events which caused damage but no injury
	3. Accidents – events which caused injury
8. Cooperate with any investigations following an accident or incident in order to try to identify the root causes to prevent the event happening again

# Arrangements

## Risk Assessment

The Management of Health & Safety at Work Regulations 1999 states that

*Every employer shall make a suitable and sufficient assessmentof—*

1. *the risks to the health and safety of his employees to which they are exposed whilst they are at work; and*
2. *the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of hisundertaking.*

Irrespective of the risk, the method by which these are assessed should always follow the five steps process outlined by the HSE

1. *identifying what can harm people in your workplace*
2. *identifying who might be harmed and how*
3. *evaluating the risks and deciding on the appropriate controls, taking into account the controls you already have in place*
4. *recording your risk assessment*
5. *reviewing and updating your assessment*

Step by Step guidance is provided at<http://www.hse.gov.uk/risk/faq.htm>

The Managing Director is responsible for carrying out the risk assessments, and associated Safe System of Work for each job undertaken by Global Access Training Ltd & Surveillance. In cases where he does not have sufficient knowledge about a particular hazard, he will consult with the Competent Person for further advice.

Risk Assessments are live documents, and must be readily available to all staff who are exposed, or potentially exposed to the risk which has beenidentified.

Where, in the opinion of an employee, the Risk Assessment is no longer valid as conditions have changed or no longer required, that employee must notify the Managing Director so that it can be changed or withdrawn from use.

The Competent Person will sample risk assessments on a periodic basis, to ensure that they are suitable and sufficient.

A number of hazards have specific regulatory requirements to carry out particular risk assessments. These include:

* Control of Substances Hazardous to Health (COSHH) Regulations 2002 asamended
* Manual Handling Operations Regulations 1992 (as amended in 2002)
* Control of Asbestos Regulations 2012
* The Health and Safety (First-Aid) Regulations 1981
* The Regulatory Reform (Fire Safety) Order 2005

## Control of Substances Hazardous to Health (COSHH)

Before Global Access Platforms Ltd uses any hazardous substances, a risk assessment must be carried out. In order to achieve this, a Material Safety Data Sheet must be requested from the supplier or manufacturer. The MSDS provides details of the hazards associated with the material, and as such is used by the Competent Person, along with details of how the material will be used, to produce a risk assessment in line with the Control of Substances Hazardous to Health Regulations 2002 as amended.

As part of the risk assessment process, the Competent Person will seek to suggest less harmful substances which could be used as an alternative.

The control measures which are included in the risk assessment will following the recognised Hierarchy of Control for Hazardous Substances:

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product, e.g. paste rather than powder
3. Change the process to emit less of the substance
4. Enclose the process so that the product does not escape
5. Extract emissions of the substance near the source
6. Have as few workers in harm’s way as possible
7. Provide personal protective equipment (PPE) such as gloves, coveralls and a respirator. PPE must fit the wearer.

Hazardous Substances have the potential to do harm depending on how they are used, this also includes storage. The risk assessment will include any control measures necessary to ensure that, for example, incompatible hazardous substances are not stored in a way which may lead them to mix.

Global Access Training Ltd will hold an up to date list of hazardous substances, which includes the precautions (including first aid measures) for each substance. This information will be made readily available to all staff.

Where required by the COSHH assessment, Global Access Platforms Ltd undertakes to provide appropriate Health Surveillance.

## Manual Handling

Manual Handling operations including lifting, pushing, pulling and setting down. Many such operations do not require a specific risk assessment, as the risk is negligible. However, a risk assessment is required if there is a risk of injury. As a guide if the weight is approaching or exceeds those given below a risk assessment should be undertaken



These risk assessments will be undertaken by the Managing Director, in consultation with the Competent Person.

The Regulations require employers to:

1. avoid the need for hazardous manual handling, so far as is reasonably practicable (for example using mechanical means);
2. assess the risk of injury from any hazardous manual handling that can’t be avoided;and
3. reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable (for example by dividing up the load)

Four elements will be considered when assessing a Manual Handling Risk

1. Load: This includes the nature and weight of the load, where the centre of gravity is, whether the load is hot, cold, and awkward shape
2. Individual: This includes whether the person carrying out the task has any pre-existing medical conditions which affect their ability to lift
3. Task: This includes whether the task is a one off, or whether it is repetitive, whether it includes carrying, and the route to be taken
4. Environment: This includes whether the task is being undertaken indoors or outdoors, in hot or cold conditions, in bright light or darkness.

As with all risk assessments, these will be made readily available to all staff who are undertaking this task.

## Asbestos

Asbestos is a hazardous material which can cause chronic (long term) health conditions including cancer if the fibres are inhaled.

Asbestos which is stable (i.e. no fibres) will not cause ill health, but if it is disturbed by being damaged, for example being drilled, and the fibres are inhaled, there is a risk that the affected person could develop Asbestosis later in their lives.

The location of any asbestos containing material must be established during the initial risk assessment, by consulting the Asbestos Register on the Client’s premises.

All staff receive an annual asbestos awareness training session delivered by the Competent Person

If staff arrive at a premises, and the task requires them to drill or otherwise disturb what they believe to be Asbestos Containing Material, they must NOT disturb the material but contact the Managing Director and Competent Person immediately.

## First Aid

A First Aid risk assessment is carried out by the Managing Director in conjunction with the competent person.

This First Aid risk assessment will determine the total number of First Aid trained staff across the company based on the nature of the work, the injury rate and the types of hazards which are encountered.

As part of the risk assessment of each task, the First Aid provision will be included. This may conclude that any First Aid treatment will be provided by a member of the Company trained either to the First Aid at Work or Emergency First Aid at Work standard, or there is an agreement with the host site, or Principal Contractor for one of these organisations to provide First Aid cover.

## Fire

Under the Regulatory Reform (Fire Safety) Order 2005, every employer must carry out a Fire Risk Assessment of the workplace. This is no longer the responsibility of the Fire Service.

The Managing Director will ensure that a Fire Risk Assessment is completed for the company workplaces.

Smoking in workplaces, or vehicles used for business is prohibited, and may lead to the prosecution of both the individual and the company.

All employees undertake to:

* Minimise the fire risk resulting from their activities
* Report any Fire Risk concerns, for example overloaded plugs, frayed wires or blocked Fire Exits to the Managing Director
* Cooperate with any Emergency Fire Drills
* Not use any equipment provided for safety or fire protection, for any purpose other than that which it was intended for.

## Work Equipment

The Managing Director will ensure that all equipment used as part of the work undertaken by Global Access Training Ltd will comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

This means that all equipment must be:

* suitable for use, and for the purpose and conditions in which it is to beused;
* maintained in a safe condition for use so that people’s health and safety is not at risk; and
* inspected, in certain circumstances, to ensure that it is and continues to be safe foruse.

Inspections can be carried out by an employee who is competent to do these checks (if they have the necessary skills, knowledge and experience to perform the task) and a record kept until the next inspection.

The Managing Director will also ensure that risks created by using the equipment are eliminated where possible or controlled as far as reasonably practicableby:

* taking appropriate physical measures, e.g. providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
* taking appropriate procedural measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc.), and providing adequate information, instruction and training about the specificequipment.
* ensuring that work equipment is maintained at a frequency recommended by the manufacturer.

A combination of these measures may be necessary depending on the requirements of thework

Employees undertake to:

* Never use equipment for which they have not received specifictraining
* Always follow the training that they have received
* Never misuse equipment
* Always report any defects or faults in equipment to the Managing Director, and to immediately stop using the faulty equipment
* Never remove guards or ignore other safety measures

## Personal Protective Equipment

The Directors of Global Access Platforms Ltd undertake to

* Provide appropriate Personal Protective Equipment (PPE) free of charge to employees as and when necessary for work activities
* Provide training in the safe use, storage and maintenance of PPE [prior toissue]
* Keep a written record of the PPE that has been issued

All employees undertake to

* Wear the PPE which is issued to them where site rules, risk assessments or methods statements require them to do so.
* Store, use and maintain the PPE issued to them in accordance with the training that they

have received

* Sign for the receipt of PPE
* Report any loss, defects, damage or malfunction of PPE to the Managing Director

## Welfare

The Directors of Global Access Platforms Ltd undertake to ensure that wherever staff are working they have access to welfare facilities (as a minimum toilet & washing facilities and a rest area)

These may be provided in a number of ways which are listed below: Toilets

1. fixed installation:
	1. at their base location
	2. at the satellite compound
	3. on site
2. portable installation on site
3. suitably designed vehicle
4. incorporating a chemical toilet
5. fixed installation near site (includes public toilets)
6. portable installation near site
7. pre-arranged use of private facilities

Washing facilities

1. hand basins/bowls as part of installations as above
2. hand-washing facilities made
	1. available within the work
	2. vehicle with a supply of clean hot and cold, or warm water (running water so far as is reasonably practicable)
	3. provision of non-alcoholic wet wipes as an interim measure or in addition to washing

facilities

Rest areas

1. fixed installation:
	1. at their base location
	2. at the satellite compound
	3. on site
2. mobile installations on site
3. work vehicle which is readily available and has sufficientseating
4. facilities which are conveniently accessible to the worksite (includes private facilities)

Drinking water

1. fixed installation:
	1. at their base location
	2. at the satellite compound
	3. on site
2. suitable container of drinking water adequately labelled onvehicle
3. boiling water for hot drinks

Area for changing and storing clothing

1. fixed installation:
	1. at their base location
	2. at the satellite compound
	3. on site
2. on vehicle if appropriate

## Accident reporting and investigation

All accidents MUST be reported to the Managing Director and the details recorded in the accident book. Serious accidents where hospital treatment is required must be reported to the Competent Person as soon as possible after the incident.

The Directors of Global Access Training Ltd undertake to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 by reporting thefollowing:

* Deaths
* Specified injuries
* Injuries which have caused over seven days’ incapacitation (not counting the day on which the accident happened)

The Competent Person will be responsible for forwarding notification to the enforcing authorities

Accident investigations will be undertaken by the Managing Director in consultation with the Competent Person. The purpose of this investigation, as stated in the Statement of Intent is to:

* determine the cause(s) with a view to preventing a recurrence by asking the following questions
	+ WHAT caused the accident?
	+ WHO was involved?
	+ WHEN did it occur?
	+ WHY did it occur?
	+ HOW could it have been prevented?
	+ HOW can a recurrence be prevented? In addition, the investigation is used to
* gather information for use in any criminal or civilproceedings
* confirm or refute a claim for industrial injury benefit
* prepare notification to be made to the Health and Safety Executive

Employees undertake to cooperate with both internal accident investigations, and externals investigations launched by, for example, the Health and Safety Executive.

In some cases, it may be illegal to fail to answer questions asked by the HSE during an accident investigation.

## Communication & Consultation

The Directors of Global Access Platforms Ltd are committed to effective communication and consultation on Health and Safety issues, and as such ensure that the company meets the requirements under the Safety Representative and Safety Committees Regulation 1977 if there is a recognised Trade Union, or the Health and Safety (Consultation with Employees) Regulations 1996 where there is no recognised Trade Union.

The communication and consultation, which will be open to all employees will cover at least the following:

* The content of the Health and Safety Policy and Arrangements
* Site Specific rules for a particular job or site
* Updates on changes in legislation or best practice which may affect the way in which jobs are undertaken
* Planning of Health and Safety training
* Changes in working practice resulting from new work equipment or technology. This communication and consultation will be through:
* Monday morning briefings, held at the beginning of the working week
* Formal staff meetings

Information given at these briefings will also be made available on paper or by e-mail

## Monitoring / Audit / Review

The Health and Safety policy, the associated arrangements and risk assessments are live documents, which must remain in line with changes in legislation, best practice and industry standards.

The Directors of Global Access Platforms Ltd will ensure that the Health and Safety policy, associated arrangements and risk assessments are formallyreviewed

* At least every 15 months
* After an accident / incident (an accident which did not causeinjury)
* When there is a change in legislation, best practice or industrystandards

The review is undertaken by the Managing Director, in consultation with employee representatives and the Competent Person. This review is undertaken at a formal meeting arranged by the Managing Director.

The Managing Director and Competent person will also carry out site inspections, ensuring that every member of staff, not working in the office, has his or her working practice checked by an inspection at least once per year.