

IGLOO

Construction & Project Management

Health and Safety

Information File

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Section 1.0

Health and Safety Statement policy

Health & Safety Policy Statement

Our statement of general policy is:

- ❖ To provide adequate control of the health and safety risks arising from our work activities;
- ❖ To consult with our employees on matters affecting their health and safety;
- ❖ To provide and maintain safe plant and equipment;
- ❖ To ensure safe handling and use of substances;
- ❖ To provide information, instruction and supervision for employees;
- ❖ To ensure all employees are competent to do their tasks, and to give them adequate training;
- ❖ To prevent accidents and cases of work-related ill health;
- ❖ To maintain safe and healthy working conditions; and
- ❖ To review and revise this policy as necessary at regular intervals

This policy outlines the approach that will be adopted to achieve these goals.
The Director is ultimately responsible to implement the company's policy.

The Work

All construction works will be carried out to Health and Safety at Work Act 1974.

All site staff regardless of employee of the company or a sub-contractor of the company shall comply with H&S rules and regulations discussed in this document.

Responsibilities and Accountabilities

a. Company Obligation

As Employer the company has a duty so far as reasonably practicable to ensure, the health, safety and welfare at work for all employees.

The following are included:

- Safe system of work.
- Provision and maintenance of safe plant.
- Safe place of work
- Safe working environment.
- Arrangement for safe use, handling, storage and transportation of substances.

b. Personal obligation

Each and every employee has a legal and moral duty and responsibility to take care of the Health and Safety of themselves and other person including the public who may be affected by their acts or omissions at work.

There is also a statutory obligation to:

- Co-operate with the company / employer or other persons on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety; and.
- Report all health and safety concerns to an appropriate person (as detailed in this policy)

Consultation with the Employee

It is the company's intention to consult with our employee at least once a year on matters affecting the employee.

The consultation will be carried out either through an elected safety representative or directly

Training

Employees will be competent and trained to carry out the relevant works to which they have been assigned. Safety training will be reviewed when it is required and will be given where it is necessary for operatives to have.

Safe execution of work

All works shall be planned safely (by way of consultation if necessary) and executed as described in the Method Statement.

Safe plant and Equipment

The company shall ensure that all plant and equipment that requires is identified, that the maintenance is done and that new or second hand plant and equipment meets health and safety standards before being used.

Information, instruction and supervision

Establish where the Health & safety law poster, to be displayed, or where the leaflets are available from, where people can go for health and safety advice.

Inform employee what training is available for young workers or trainees.

Competency for tasks and training

All employees will be given health and safety induction training when they start work, which will cover basics such as first aid and fire safety.

The induction shall be job-specific.

It is part of IGLOO policy that you must have **CSCS** cards before you start work on site.

Sub-Contractors

Sub-contractors working for **IGLOO**, will conform with the Health & Safety Policy of this company and shall meet their legal obligations.

Any sub-contractor who may be unhappy with any parts of this document must discuss the issue with the site/project or contract manager prior to starting any works.

Review

Health & Safety documents shall be reviewed by an independent advisor once every year in order to maintain an up to date documents.

Confirmation

The Health & safety documents will be distributed to all employee and the sub-contractors.

It the responsibility of the Managing director to ensure this document is been implemented on sites

Authorised: Hamid Mostaani

Position: Managing Director

Signature:

Date:

Section 2.0

Risk Assessment & COSHH

Method Statement

Method statement shall be produced for all works.

Risk assessment

Risk Assessment will be carried out on any works that carries risk prior to start of the task.

COSHH:

Safe handling and use of substances

All substances hazardous to health under the “*Control of Substances Hazardous to Health*” Regulations 2002 (as amended) (COSHH) will be risk assessed.

Hazardous substances include:

- substances used directly in work activities (e.g. adhesives, paints, cleaning agents);
- substances generated during work activities (e.g. fumes from soldering and welding);

Effects of hazardous substances

Examples of the effects of hazardous substances include:

- skin irritation or dermatitis as a result of skin contact;
- Asthma as a result of developing allergy to substances used at work;
- Losing consciousness as a result of being overcome by toxic fumes;
- Cancer, which may appear long after the exposure to the chemical that caused it;
- Infection from bacteria and other micro-organisms (biological agents).

When hazardous materials are delivered to site, literature and documents from the supplier shall be studied and if necessary a risk assessment will be carried out prior to start of the work.

Risk Assessment

You must:

- Identify the hazardous substances present in your workplace;
- Consider the risks these substances present to people’s health.

Once the risk assessment were carried out and the level of risk was identified the risk can be controlled and you will establish how to deal with the risk.

Example: spraying paint in an enclosed area whilst there are people in the vicinity.

Controlling the risk: If possible; remove people from the room while spraying

If not possible: open all the windows and hand out dust mask & goggles

Section 3.0

Environmental & Waste management Policy

Environmental Policy

The Company recognises the paramount importance of the protection of the environment.

The Company is committed to providing the necessary financial and personnel resources to fulfil the Company environmental policy.

Environmental Aim

The Company is committed to preventing pollution, to minimising its environmental impacts and to developing a culture of continual environmental improvement by establishing clear sets of environmental objectives and targets within the framework of an environmental management system.

The Company will seek to comply with all relevant environmental legislation and, where practicable, will strive to achieve environmental performance, which are better than legal minimum.

Responsibility

This environmental policy applies to all of our operations including management; employees and the sub-contractor have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Resources

We will ensure that resources are available to enable us to achieve our objectives and targets.

Objectives

Integration of formal environmental procedures, in to the company's day to day operating procedures.

Targets

We will strive to achieve the following targets:

- Prevention on pollution of land, air and water from the company's places of work, and all activities that the company shall undertake.
- Identifying and managing key risks and arrange that there are policies in place for dealing with each risk.
- Minimising the energy consumption, by improving systems and methods that the company have adapted and implementing the improved system.

- Reviewing environmental impacts from all company's activities, including those affecting the local community.
- Encouraging suppliers of goods and services to adapt best environmental practice from sustainable sources wherever possible.
- Demonstrating our responsibility as a good neighbour by actively supporting environmental initiatives in the areas where we are present

Global Warming

The effect of climate change can be seen in our everyday lives. Weather patterns are becoming increasingly disrupted around the world and the effects of the change can be seen in forms of tsunamis, torrential rain, drought ..., affecting millions worldwide. IGLOO as an individual company will take its share of responsibility by monitoring our ways in the industry and helping our employees to become environmentally aware by having the right attitude and help us to take the correct steps to help the world with what we can do.

Waste management policy

The Company will prevent waste wherever it can, by adapting methods such as the Waste Hierarchy viz:

- Reduce waste - control ordering/adequacy of storage procedures.
- Re-use – top soils, pipe beddings, bricks, tiles, form work.
- Re-cycle - demolition materials/oils/lubricants.
- Removal - to a facility which can recycle.
- Additionally works may be designed to be intrinsically less wasteful,

i.e. Apply more friendly and effective materials, i.e.; - Use of heavy corrugated plastic as a shuttering membrane for concreting instate of timber.

Disposal of Waste

Disposal of waste is a crucial part of Waste management Policy. This will be in accordance with all statutory requirements, and will be actively monitored on each site and disposal will be segregated and verified and dispose of to a recognised and certified place.

Reduction of Waste generally

Throughout the Company, existing procedures for reducing waste/saving energy, e.g. vehicle sharing, reduction of unnecessary journeys, controlled heating, re-use of consumables wherever possible, will be developed to maximise the net benefits. E.g. paper waste.

Monitoring and auditing

To achieve our goal on Waste management Policy we shall carry out the following:

- Site inspection undertaken monthly as a minimum will include an environmental component and generate a report for discussion at the monthly Management meeting.
- Site managers will inspect sites daily or more frequently if required and log findings on the Environmental Survey. If action is required, it will be taken
- Monthly Management meetings reviewing the Company performance in key areas include an assessment of environmental issues both generally and in respect of all operational sites. Minutes are taken and actions implemented.
- Environmental issues will form part of the Quality Assurance quarterly Management Review meeting; audited internally and also annually by external assessor.
- We will endeavour to encourage our management to take our waste management Policy to heart

Communication

This environmental policy is available on request. If you wish to obtain a copy or would like to discuss our progress against our objectives, please call us on [-----].

This policy is also available on our website at <http://www.igloopm.co.uk>.

Signed _____

Hamid Mostaani

Director

Date:

Section 4.0

Equal Opportunity policy

Equal Opportunities Policy

IGLOO supports equality of opportunity and is committed to oppose all forms of unlawful or unfair discrimination on grounds of gender, race, colour, nationality, ethnic or national origin, marital status, sexual orientation, gender reassignment, disability, employment status, religion or belief, age, trade union membership or activity and responsibility for dependants.

In accordance with the IGLOO Personal Harassment and Bullying Policy and Procedure the Company is committed to providing an environment free of harassment and bullying ensuring equality of treatment to all staff.

All individuals will be treated fairly and equitably and decisions on recruitment, selection, training, promotion and career management will be based solely on individual ability, effective performance and the needs of the Company.

Relevant Legislation

As a company, IGLOO will fulfil the provisions and requirements of the following legislation, which applies to the field of equality:

- Equal Pay Act 1970;
- Sex Discrimination Act 1975 (as amended);
- Race Relations Act 1976 (as amended);
- Disability Discrimination Act 1995 (as amended);
- Employment Equality (Sexual Orientation) Regulations 2003;
- Employment Equality (Religion or Belief) Regulations 2003;
- Employment Equality (Age) Regulations 2006.

These pieces of legislation make it unlawful for an organisation to discriminate directly or indirectly on grounds of gender, marital status, gender reassignment, pregnancy or maternity, race, colour, nationality, ethnic or national origin, age, sexual orientation or religion or belief.

For age, sexual orientation and religion or belief, discrimination is unlawful whether it is based on reality or a perception of a person's age, sexual orientation or religious views or other beliefs and, in addition, some parts of the legislation make it unlawful to discriminate against an individual based on their association with others of, for example, a particular sexual orientation or race.

The company will not introduce any requirements or conditions that have disproportionately have adverse effect on person on a particular sex, marital status, nationality, racial or ethnic colour or religion beliefs, which cannot be shown to be necessary for the satisfactory performance of the company's operations.

IGLOO ensures that the implementation of the Equal opportunity policy is reviewed regularly and monitored for effectiveness.

Any act of discrimination by employees or any failure to comply with the terms of Equal opportunity policy will result in disciplinary action.

Section 5.0

Forms

Section 6.0

Data Sheets