



12 Fiona Close, Easton Lane, Winchester, Hampshire, SO23 0HB
Telephone (01962) 856911
Website address www.aquamaintain.co.uk
Email info@aquamaintain.co.uk

HEALTH AND SAFETY POLICY

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Issued by:

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AQUAMAIN
HEALTH AND SAFETY POLICY
December 2009

This document sets out the Health and Safety Policy of the Aquamaintain partnership (referred to hereinafter as 'Aquamaintain' or 'the Firm') in accordance with the requirements of the Health and Safety at Work Act 1974.

1. General Policy

1.1 It is the policy of Aquamaintain to take all reasonable steps to ensure the health and safety of all employees at work.

1.2 The responsibility for health and safety is shared by everybody involved in the Firm's work. All managers, employees and sub-contractors appointed by the Firm must therefore familiarise themselves with this policy and take positive action to ensure that it is effective in safeguarding their own health, and the health of all other staff at work.

1.3 The Firm has a statutory responsibility to ensure the health and safety of others who may be affected by our work, and all staff will take positive action to ensure that this duty is observed.

1.4 The Firm will periodically consult with employees to identify measures to increase the awareness of health and safety matters, and to ensure that all reasonable steps are being taken to make this policy effective.

1.5 The Firm will take the necessary measures to ensure the proper training, supervision and instruction of all employees in matters relating to their health and safety, and to provide relevant safety information for them.

1.6 Failure by staff to observe the Firm's health and safety rules and procedures will be regarded as a disciplinary matter, and may result in severe disciplinary action.

2. Personnel Responsible for Health and Safety

2.1 Mr. Ben Kavanagh has overall responsibility for health and safety matters in the Firm. In his absence, Mr. Scott Devlin will act as his deputy to ensure compliance with this policy.

2.2 The general responsibilities of the management are:

- a) to consistently set a good example on matters of health and safety;
- b) to provide and maintain safe and healthy working conditions for all staff and regularly review safety procedures;
- c) to ensure that relevant information on safe operating procedures is made available to all staff, and ensure that employees receive adequate safety training;
- d) to provide the necessary safety equipment and protective clothing and ensure that they are maintained in good condition;
- e) to ensure that regular safety inspections are carried out.

2.3 The general responsibilities of the Firm's employees and sub-contractors are:

- a) to work in a safe manner at all times and observe all aspects of the Firm's policy on health and safety;
- b) to assist management in identifying measures to increase the awareness of health and safety issues;
- c) to make full use of safety equipment and protective clothing where required to ensure health and safety at work;
- d) to report to management any potential hazards and health risks which come to their attention at their place of work;
- e) to report all accidents to management, whether or not they have involved personal injury, and co-operate in the investigation of any such incidents so that preventative procedures can be implemented.

3. Statutory Duties of Employees

Sections 7 and 8 of the Health and Safety at Work Act state the following:

3.1 General Duties of Employees at Work

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

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

3.2 Duty Not to Interfere With or Misuse Things Provided Pursuant to Certain Provisions

- (i) No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

4. Disciplinary Action

4.1 Employees who fail to observe the Firm's health and safety rules and procedures will be subject to one or more of the following sanctions, depending on the severity of the offence:

- a) Issuance of a verbal warning
- b) Issuance of a formal written warning
- c) Temporary suspension without pay
- d) Instant dismissal, particularly in the case of seriously reckless behaviour or deliberate sabotage of safety equipment.

4.2 Sub-contractors who fail to observe the Firm's health and safety rules and procedures will be subject to one or more of the following sanctions, depending on the severity of the offence:

- a) Issuance of a verbal warning
- b) Ejection from site of the offending member of the sub-contractor's staff

c) Immediate termination of sub-contract without compensation

5. Accidents

5.1 All accidents resulting in personal injury while at work must be reported to the Site Supervisor, who will in turn notify the Firm's Head Office. It is the responsibility of the injured employee to ensure that the details of the accident are recorded in the site accident book as soon as is practicable after the incident. The site accident book for each site will be located in the Firm's site office, or if no site office is in use, in the Site Supervisor's vehicle. Serious accidents or fatalities are to be immediately reported to the Local H.S.E office by Mr. Ben Kavanagh.

5.2 First aid boxes are located in the site office at each site, or if no site office is in use, in the Site Supervisor's vehicle. The Site Supervisor must ensure that all site staff have immediate access to first aid equipment at all times, even if he/she is temporarily absent or unavailable. Mr. Ben Kavanagh is responsible for ensuring that the first aid boxes are re-stocked, and it is the responsibility of the Site Supervisor to notify Mr. Kavanagh if stock has been used so that replacements can be ordered.

6. Fire Safety

6.1 Fire-fighting appliances are available in the Firm's Head Office, in all site offices and manufacturing workspaces. All staff must familiarise themselves with the location of these appliances. Mr. Ben Kavanagh is responsible for ensuring that this equipment is routinely maintained and kept in serviceable condition.

6.2 It is the responsibility of all employees to ensure that fire escapes, gangways and doors are kept free from obstructions which could impede escape from the building in the event of fire.

6.3 In the event of fire or explosion, employees should:

- a) Raise the alarm;
- b) Contact the fire service by dialling 999 as soon as possible;
- c) Evacuate the building or work area to the designated assembly point;
- d) Warn other people in the vicinity.

7. Training

7.1 Managers are to receive training in health and safety matters appropriate to their responsibilities.

7.2 All new employees are to attend an introductory health and safety seminar on commencing their employment, in which the Firm's health and safety policy and emergency procedures are to be fully explained.

7.3 No employees are to be given duties or responsibilities unless they have received adequate training to enable them to carry out those duties in a safe manner, and have been instructed in precautionary measures to minimise the risks to themselves and others.

8. Potential Work Hazards

8.1 No plant or mechanical equipment is to be operated by any person who has not received the necessary training. Plant operators are required to produce an approved operator's certificate prior to commencing work on site.

8.2 Potentially hazardous tools and equipment are to be visually inspected before each use, and the Site Supervisor informed of any defects so that a replacement can be provided.

8.3 All electrical equipment and extension cables are to be visually inspected prior to their use to ensure that cable insulation, connections and built-in safety features are in sound condition.

8.4 Any substances used in the Firm's work which could be hazardous to health are to be recorded in a register as required by the C.O.S.H.H. Regulations 1988. This register is kept at Head Office, and substances recorded in the register are to be used only in strict accordance with the manufacturer's instructions. If recommended by the manufacturer, personal protective equipment must be used.

8.5 Where a risk assessment has identified the need for personal protective equipment the Site Supervisor must ensure that employees are aware of their duty to use the equipment supplied, to take care of their equipment and report any loss or damage to it. Site Supervisors are required to keep a signed and dated record of the issue of all personal protective equipment.

9. Working on or near Water

9.1 Much of the Firm's business involves working on or near deep water, and all employees and sub-contractors are required to strictly observe the Firm's rules and procedures on site safety equipment and safe working practices in relation to this type of work.

9.2 Lone working near deep water is not permitted unless, in exceptional circumstances, permission to carry out lone inspections of deep waters has been granted by Mr. Ben Kavanagh. In this unlikely event, lone workers must wear the personal protective equipment specified in Item 9.4 and contact the Firm's office on commencement and completion of the visit, and at 30 minute intervals during the visit. Failure to observe this strict requirement will result in the immediate implementation of emergency procedures, and disciplinary action will ensue. Lone working in boats or over water is not permitted at any time.

9.3 Boats, outboard motors and other mechanical equipment must be visually inspected by the Site Supervisor daily before use. This equipment must only be operated by trained personnel.

9.4 Personal protective equipment is of paramount importance. Auto-inflation life jackets, one-piece flotation suits and rubber gauntlets will be inspected daily by the Site Supervisor, and must be worn by all personnel working on or near open water.

9.5 When boats are in use, at least one member of the site staff, namely the Site Supervisor or a competent person designated by him, must remain on the shoreline at all times to supervise safety.

9.6 When working on steep banks or at heights over water, safety harnesses must be worn at all times, and must be anchored to a solid structure on the shoreline.

9.7 Where non-employees have access to the work area, all team members are to take extreme care to safeguard public health and safety, particularly during vehicle movements and the movement and positioning of materials and tools.

Signed:..... Job Title:

Name: Date: