



Policy Statements

TO PROVIDE SERVICE AND QUALITY
WITHOUT COMPROMISE



AKC
Woodend
Horseshoe Hill
Littleworth Common
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SL1 8QE

Tel. 01628 669777

www.a-k-c.co.uk



Policy Statements

HEALTH AND SAFETY AT WORK

AKC are committed to constructing to the highest quality standards and ensure that all operations are carried out in accordance with section 2 (3) of the Health & Safety at Work etc ACT 1974, and are conducted to ensure, as far as is reasonably practicable, the health and safety of their employees, the employees of clients, and all other persons likely to be affected by their operations.

The achievement of a high level of safety and consistency calls for a systematic and disciplined approach by all employees. Therefore all employees will be made aware of the AKC safety policy, and all employees will be required to be familiar with and adhere to the aims of this policy and with our safety procedures.

All employees have a duty and a legal responsibility to work in a professional and safe manner, and to exercise personal responsibility for his or own safety and that of others. We have an excellent Health and Safety record on all our sites and every employee is expected to co-operate fully in maintaining it and promoting a safe work environment.

All staff will be issued with a copy of this Policy Statement, which represents the commitment of AKC and the whole of the workforce to this Safety Policy.

AKC's Responsibility

1. To ensure, as far as is reasonably practicable , the health, safety and welfare at work of all employees, suppliers, contractors and sub-contractors and of other persons not in his employment who may be affected by his activities
2. To institute proper reporting, investigation and costing of injury, damage and loss with a view to achieving a reduction in accident by analysing accident causes and trends.
3. To ensure that a suitable person is appointed to co-ordinate, the safety activities with any contractor or sub-contractor on site.
4. To ensure that the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 are adhered to.
5. To provide and revise as appropriate a written statement of their general policy with regard to health and safety at work and to bring the statement and any revision of it to the notice of all his employees.



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Our Employees Responsibilities

1. To ensure that new employees or sub-contractors receive proper induction into the Company's working and safety procedures.
2. To ensure that all materials, equipment and tools on site are in good order and suitable for their intended use. Report defects in plant and equipment and to take steps to prevent their use.
3. To report and record all injuries.
4. To ensure that the first aid kit provided is well stocked and readily on hand on all sites.
5. Roofwork; Asses the hazards of fragile roof materials, roof edge protection, slippery surfaces, loose materials falling from roof, contact with overhead electricity cables and take the appropriate precautions.
6. Sub-Contracting Companies on site. Although the sub-contracting employer is responsible for the safety of his own employees and other persons whilst conducting his operations, he will never the less be additionally subject to the safety procedures of AKC.
7. Working on Client occupied premises. Where work is undertaken on occupied premises, special safety considerations may apply. The Site Foreman must liase closely with the client-occupier and include any practicable safety conditions that the client may stipulate, in addition to those of the company.
8. To ensure that he or she displays a personal commitment to safety at all times.



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AKC employs sub-contractors to erect scaffolding etc. Sub-Contractor's Responsibility.

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2. To institute proper reporting, investigation and costing of injury, damage and loss with a view to achieving a reduction in accident causes and trends.
3. To co-ordinate or appoint a suitable person to co-ordinate, the safety activities with any sub-contractor on site.
4. To provide, maintain and promote so far as is reasonably practicable, a safe place of work and safe working conditions.
5. To provide and maintain suitable and adequate plant in good working order, and to ensure that all plant that is the subject of statutory testing, is recorded and is tested in good time.
6. To provide necessary safety equipment, current safety information, maintain and continually review, update a hazardous materials data, identification, risk assessment file, institute working and safety procedures for dealing with hazardous materials.
7. To ensure that the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are adhered to.
8. To ensure that the employees have received proper training and that the adequate information and instruction on Statutory requirements, Codes of Practice, correct working methods, materials, plant and safety are available.
9. To provide and revise as appropriate a written statement of his general policy with regard to health and safety at work and to bring the statement and any revision of it to the notice of all his employees.



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General Procedures

Scaffolds: All scaffolds more than 2m high must be fitted with a guard-rail and toe-board. The guard-rail must be fitted at a height between 915mm and 1.15m, and the toe-board a height of 150mm minimum. The maximum gap between toe-board and guard-rail is 760mm. Adequate intermediate protection will be provided where necessary. Bay length for general purpose work to be maximum of 2.1m. Board ends must not overhang their support by more than 4 times their thickness (usually 150mm). Adequate diagonal and cross bracing fitted and tied in to the building. Incomplete scaffolds, that are those in the process of erection or dismantling are to have notices fitted stating "SCAFFOLDING NOT TO BE USED". All access equipment is hired from a reputable company and will be in full compliance with The Construction (Health, Safety and Welfare) Regulations 1996 and PASMA Guidelines.

Ladders: All ladders more than 3.048m long, if used as a working platform, must be securely lashed and fastened or footed to prevent slipping. If used to provide access to scaffolds or working platforms, they must be securely lashed and project at least 1.066m above the platform level. Where possible ladders should be set at the correct angle of 305mm out for 1.219m up. All ladders should be inspected for defects on a regular basis and always prior to use.

Under 18's: No person under the age of 18 is permitted to use any plant or machinery unless supervised or fully trained in the use of the machine or for the purpose of training.

Protection of Eyes: Protective goggles must be worn whilst using machinery or working with glass.

Protection of Hands: Heavy-duty industrial gloves must be worn whilst using machinery, handling glass or other sharp materials

Protection of Head: Helmets must be worn when such protection is necessary.

High Visibility Clothing: High visibility jackets suitable for the prescribed task to be worn at all times whilst working on the highway or on site

Ear Defenders: Ear defenders to be worn by all operatives of machinery or personal within 5 meters of such machinery in operation.

Protection from Harmful Dust: Suitable masks should be worn in dusty conditions and approved respirators must be used when dealing with toxic materials or if there is a possibility of coming into contact with asbestos dust.



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Employees Responsibilities:

1. To be familiar with the Companies Safety Policy and Procedures.
2. To take a large measure of personal responsibility individually for Health and Safety and other persons who may be affected by acts or omissions at work. To co-operate with Site Foreman and Employer on all matters concerning safety
3. To always use correct tools and equipment for the task in hand, and to use the respective safety equipment and protection appropriately. Operators must not misuse or abuse the protective equipment provided.
4. To keep personal and company tools in good order.
5. To keep the work place clean and free from obstruction and hazard.
6. To report to the Site Foreman and refrain from using any defective plant, equipment or materials.
7. To report all personal injury.

Construction (General Provisions) Regulations 1961
Excavations, vehicles, explosives, general site tidiness, safety supervision.

Construction (Lifting Operations) Regulations 1961
Cranes, lifting gear, lifting appliances etc.

Construction (Working Places) Regulation 1966
Scaffolds, ladders, suspended scaffolds, roof work etc.

Construction (Health and Welfare) Regulations 1966
Wearing of helmets on sites where there is a risk of head injury.

Construction of Substances Hazardous to Health 1988
Applies to work in confined spaces.

Approved Code of Practice "Managing Construction of Health and Safety".

HSG47 (2000). Health and safety act.

HAUC June 2002 Specification for reinstatement of openings in highway



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