



HEALTH AND SAFETY POLICY AND ARRANGEMENTS

DYNAMIC MECHANICAL SERVICES LTD.

DATE OF LAST REVIEW: 23/08/2019

Contents

HEALTH AND SAFETY GENERAL POLICY STATEMENT	3
RESPONSIBILITIES	5
GENERAL SAFETY ARRANGEMENTS	6
Risk Assessment	6
Consultation	6
Defect Reporting	6
Display Screen Equipment (DSE)	6
Lone Working	6
Manual Handling	6
Work at Height	7
Young Persons	7
New and Expectant Mothers	7
First Aid	7
Welfare	7
Accidents, Accident Reporting and Investigation	7
Training	7
Managing Temporary or Migrant Employees and Volunteers	8
Equipment	8
Purchasing	8
Occupational Road Safety	8
Hazardous Substances and Occupational Health	8
Personal Protective Equipment	8
Sub-Contractors	9
Stress	9
Premises	9
Electricity	9
Gas	9
Asbestos	10
Plant and Equipment	10
Oil	10
F-GAS	10
Legionella	10
Waste	10
Permits to Work	10
Co-operation and Communication	11
Housekeeping	11
FIRE SAFETY ARRANGEMENTS	12
Health and Safety Organisation Schedule	13
Overall responsibility	13
Management responsibility	13
Review and Audit	13



HEALTH AND SAFETY GENERAL POLICY STATEMENT

It is the policy of Dynamic Mechanical Services Ltd. that health and safety be given the highest priority in all our work activities whether they take place in occupied or vacant properties.

The Company is committed to:

- ensuring that any health and safety risks arising from our work activities are properly managed
- ensuring that our work activities do not present any risks to our clients or to anyone who may be in the vicinity
- working to prevent accidents and work-related ill health
- ensuring that it provides the correct plant or equipment for the tasks to be carried out
- ensuring that all plant or tools used by it are maintained properly
- ensuring there are adequate welfare facilities on all its jobs
- ensuring the safe handling, use and storage of materials whether solid, gas or liquids
- ensuring that appropriate Personal Protection Equipment is supplied where needed
- ensuring that all employees or sub-contractors are competent to do their tasks, and to give them adequate training and/or supervision
- Where practicable we will upgrade our policy and carry out necessary compliance measures to harmonise with our client's policies
- reviewing this policy annually

Our stated aims and objectives for the year 2019/2020 are:

- To ensure our Health and Safety policy is up date and corresponds to industry changes
- To update risk assessments where needed reviewing our method statements to improve efficiency and safety. Through monitoring of KPI's delivered by operatives in the field and our clients.
- To continue work on compliance and integration of our harmonisation policy. We will work closely with clients to comply together; for their specific industry.

Implementation, maintenance and review

The Directors, Bret Bardsley and Darian Takieh accept overall responsibility for all Health and Safety within the Company and is responsible for all policy implementation.

This Health and Safety Policy was adopted by Dynamic Mechanical Services Ltd. On: **Thursday, 12 September 2019** it will be subject to review annually prior to commencement of the next financial year or after any major incidents.



FIRE SAFETY POLICY

The Directors of Dynamic Mechanical Services Ltd. Is the 'Responsible Person' for fire safety.

Fire is a hazard that could affect all parts of our premises. The consequences of the fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting and detection.

This policy expands on our general health and safety policy. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings. Its requirements extend to everyone on the premises, legitimately or otherwise.

The aim of this policy is to achieve a 'fire safe' environment for all employees and building occupants. To achieve this, we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct and train all the relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

We have allocated responsibilities and detailed arrangements to support this policy.

This Fire Safety Policy was adopted by Dynamic Mechanical Services Ltd. On: Thursday, 12 September 2019

RESPONSIBILITIES

Everyone involved in the management of our business has their duties and responsibilities clearly defined. This is to ensure our Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

Whilst the Company Directors accept that it has the overall responsibility for health and safety in connection with business concerns it has given to Bret Bardsley the authority and the associated responsibility for the day to day management of Health and Safety. Bret Bardsley has, in turn, delegated specific management responsibilities and authority to Department managers.

The Company Directors require Bret Bardsley to report on the operation of this policy and health and safety issues arising on no less than an annual basis.

Bret Bardsley will routinely monitor that those to whom they have delegated authority have properly and effectively discharged their duties.

A diagram of our management organisation and a list of responsible persons is detailed in the Health and Safety Organisation Schedule.

In preparing this policy and our health and safety procedures and arrangements we have taken account out of the requirement for employees to take reasonable care for their own health and safety and to co-operate with their employer in managing health and safety risk.

Dynamic Mechanical Services Ltd. Retains to act as a source of competent advice on health and safety matters to the Company and its Directors.

GENERAL SAFETY ARRANGEMENTS

Risk Assessment

We undertake risk assessments of all identified hazards related to work undertaken by our workforce. We eliminate these risks wherever possible. Where we cannot achieve this we implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to our workers and others. Our risk assessments are reviewed periodically and new work activities are risk assessed, as above.

We have listed the specific activities undertaken by our employees that are likely to carry significant risk. We have considered the risk from each of these activities and assessed where the control measures are adequate or whether further action is necessary.

The results of all significant and completed risk assessments have been made known to our employees and are available for their reference.

Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

Consultation

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation, we have established a process for Managers to consult with employees about work-related health, safety and welfare issues. We also use this system to deliver simple messages and rules through 'one to one' meetings and shorts training periods such as 'tool box talks'.

Defect Reporting

To ensure our workplace is maintained in a safe state, regular inspections are carried out. We encourage employees to let us know, through their managers or representatives, about their concerns for health and safety at work. We also maintain a system whereby defects which may cause an accident can be reported. This system is checked on a regular basis and defects corrected.

Display Screen Equipment (DSE)

Some employees are users of display screen equipment. We provide standard equipment and all users are given information about the correct adjustment of the workstation and the correct posture for using it. All display screen users complete a Self-Assessment Questionnaire. Where these identify issues we work to resolve them or seek further advice. We recognise our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

Lone Working

We employ people who may, as part of their duties, have to work alone for all or part of the working period. We identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place we identify and implement systems to ensure that safe working and communication exists between the lone worker and their management. Affected workers have been notified of our arrangements for the management of lone working activities and that we require them to notify management of their concerns in this area so that we can improve our ability to make work operations and travel safer for them.

Manual Handling

From time to time some employees have to manually handle loads, in such cases we have assessed the risks to their health from this type of work. Where possible we have eliminated the need for manual handling, by providing mechanical handling equipment or by introducing alternative measures. Where we have been unable to do this we have provided work related training and instruction in manual handling techniques and have instructed employees not to attempt to lift items beyond their capabilities.

Work at Height

We have made arrangements to protect the health, safety and welfare of our employees and others against the risks involved in working at height. Wherever possible we avoid work at height. When it cannot be avoided, we consider the risk to our workforce ensuring that we train and instruct them to adequately plan, organise and carry out the work in a safe manner.

Young Persons

When we employ young people (under 18 years old) we use a checklist to assess and guide the measures we need to take to ensure their health and safety at work. We do not allow young people to operate dangerous machines unless as part of a formal training qualification and then only under close supervision. Young people are closely supervised whilst at work.

Where children under 16 take part in work experience programmes we will prepare a specific job description and risk assessment in agreement with the local Education Authority.

New and Expectant Mothers

Should any of our employees become a new or expectant mother we will take steps to ensure their continued health and safety at work. We use a checklist to assess and guide the measures we need to consider and undertake 'one to one' discussions and seek formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

First Aid

We have taken action to provide suitable first aid arrangements for our employees whilst at work and visitors who may be affected by our activities. We have assessed the reasonable level of first aid provision required for our business and have made the appropriate arrangements.

Welfare

We have a duty to provide our staff with welfare facilities on company premises or while in the field. Welfare will be provided in company vehicles and when on site arrangements will be made with the client to provide welfare facilities. If this cannot be achieved a suitable temporary facility will be provided.

Accidents, Accident Reporting and Investigation

Employees are instructed to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented.

We understand our duties to report incidents under statutory regulations within the appropriate timescales. Details are set out in the Accident Book and the RIDDOR list of reportable injuries document. If we are not sure whether an accident is reportable we call the Pearson Holland Management Services for advice.

Training

For our business to operate efficiently and effectively we need to have a trained and competent workforce. We recruit employees and sub-contractors with the specific skills and qualifications appropriate for their job. On starting work they are given induction training, using the induction training pack which tells them about and how to recognise hazards and risks and what they need to do to eliminate, reduce and avoid identified risks. We also provide any additional training that may become necessary. All training is recorded.

Managing Temporary or Migrant Employees and Volunteers

Temporary and migrant employees or volunteers are only taken on if they have the specific skills and qualifications appropriate for their job. They receive induction training, using the induction training pack, including health and safety information and instructions and details of emergency and first aid procedures. We check that employees who do not have English as their first language understand what we tell them and our procedures. If they are involved in safety critical tasks, we assess their abilities ensuring they have the competence and understanding to perform in their role and communicate clearly with colleagues.

Equipment

We try to ensure that all equipment used in the course of our business is maintained in good condition, serviced to manufacturer's schedules and is safe to use. The workforce is provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been properly trained in its use, including any safety related devices and guarding.

No employees will knowingly misuse work equipment and/or remove guards that are there to prevent specified risks.

Employees have been given responsibility for ensuring that equipment issued to or used by them is maintained in good order. They have been told to report any defects or problems to their manager. It is our policy that defective equipment will be withdrawn from use until repaired or replaced.

Where we use equipment, such as pressure vessels and lifting equipment, which requires statutory examination at specified frequencies we make the required arrangements. Where necessary we will always opt to hire equipment of this nature as to eliminate liability.

All equipment used is logged and copies of inspections and maintenance records are held. Training records are kept on the training matrix.

Purchasing

When we purchase or hire new work equipment and materials, we consider the health and safety implications of its use. We also look to obtain the safest available equipment and substances.

We always obtain Safety Data Sheets for substances and similarly, technical data and instructions for work equipment. We consider the hazard and risk data that is provided, and inform and train our employees as necessary.

Occupational Road Safety

We ensure the safety of our employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety. To do this we ensure only authorised and appropriately licenced drivers, use vehicles for work purposes. We also ensure that all vehicles are adequately insured, inspected and maintained

Hazardous Substances and Occupational Health

In the course of business, we may use a number of potentially hazardous substances. Some are used in such small quantities that they present no risk to health unless deliberately misused. We list and assess all of the chemicals and substances that we use. Where there are potential risks we implement suitable control measures and provide clear instruction and information to the workforce.

Where we use horticultural chemicals and pesticides that are approved only for professional use they are handled and used only by people trained in accordance with the requirements of the Food and Environmental Protection Act and following the DEFRA Code of Practice for Using Plant Protection Products.

Personal Protective Equipment

Some of the work we undertake requires use of personal protective equipment (PPE). This includes assessing the risk to those employees who work outdoors and are exposed to the sun or inclement weather. We provide appropriate PPE, with storage facilities and replacements free of charge. We instruct and expect our employees to use any PPE identified as necessary. Employees are responsible for the day to day care of the PPE issued to them, to report damage and to request replacements.

Sub-Contractors

From time to time we employ sub-contractors to work for us or to do work on our behalf. We expect them to comply with our health and safety procedures and to have their own arrangements for safe and healthy working. Before a contractor is employed we ask them to provide copies of their health and safety policy, insurance and risk assessments and assess their ability to work safely and without risk to our staff and visitors.

Contractors are made aware of and are expected to follow our site rules. When arriving on site all contractors sign in and whilst working on college premises their adherence to our site rules is frequently monitored.

Stress

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe an employee is showing signs of work related stress we have in place systems to discreetly monitor and assess individuals. Where appropriate we seek to provide the necessary occupational health assistance and counselling programmes where required.

Premises

We manage our premises to provide a safe place of work. We maintain the means of access and egress, the fabric of the building, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation. The workplace is regularly cleaned, maintained, adequately lit and ventilated.

Electricity

The fixed electrical systems used in our premises have been inspected, tested and certificated by a competent electrical contractor.

Our employees are instructed to make a visual safety check of portable electrical equipment each time that it is used. They report defects to us for repair or replacement.

We have also implemented a formal system for the more thorough inspection and electrical test of portable electrical equipment. We keep an inventory of equipment and records of these inspections.

Work carried out on plant in the field will be done so by a member of staff holding the relevant competencies and registered with the recognised registration body that underwrites the competency required. All works where reasonably practicable will be done when fully isolated using the safe isolation procedure set out in the best practice guide which is available in:

- The office
- Company vehicles

Where installations cannot be isolated safely and proved to be 'dead' then work shall stop. The relevant manager will be then advised on the necessary steps to carry on safely and implementation of a full management plan and safe system of work to be implemented.

Gas

Gas appliances and supply pipes are subject to an annual safety check by a GasSafe™ registered engineer. The main isolating controls are clearly marked and accessible so that the supply can be quickly isolated in an emergency.

Gas work carried out in the field by the company will be done so by technicians of the relevant level of competency as defined in The Gas Safety (installation and Use) regulations 1998. Technicians who carry out work on gas supplies and plant will be, from time to time, asked to apply for a Permit to Work. Work will only be carried out when, Bret Bardsley or Darian Takieh have authorised the Permit.

Asbestos

We have surveyed all areas of the premises under our control to establish the location and condition of asbestos containing materials. An asbestos management plan has been developed to manage the risk of exposure to asbestos. Where employees may be exposed to asbestos containing materials asbestos awareness training is carried out and refreshed. Contractors coming to work for us are informed of its presence.

Asbestos can be challenging to identify while on site in certain situations, all staff will be appropriately trained in identifying and dealing with asbestos. Whenever asbestos is identified during the risk assessment or while performing work. Work shall stop, the appropriate manager will be informed and a plan to carry on working safely will/must be made.

Plant and Equipment

All plant and equipment within the company premises under our control such as HVAC, lightning conductors, pressure vessels, passenger and goods lifts are inspected and maintained and records are kept.

Plant and equipment on site will only be used by trained persons. Where plant has been hired, full safety inspections are to be carried out by the operator and the maintenance manual of the plant is to be consulted. Where maintenance and safety cannot be proved on the plant work will stop and the relevant manager will be advised and a plan to carry on working safely be formed.

Oil

Technicians with the relevant level of competency will be permitted to work on fuel oil installations.

F-GAS

Only technicians with the relevant level of competency will be permitted to work on refrigeration systems which incorporate refrigerants covered under: REGULATION (EU) No 517/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 16 April 2014 on fluorinated greenhouse gases and repealing Regulation (EC) No 842/2006.

Legionella

We have a duty to protect the health of our workforce and others affected by our activities from the risk of infection by Legionella Pneumophila from our hot water and cooling systems. We have to assess the risk of infection and attempt to eliminate that risk or implement suitable control measures. The control measures are reviewed at least every 12 months and the risk assessment every 2 years.

Waste

We have suitable arrangements in place for the collection and disposal of our waste from our premises. When off site, arrangements for the responsibility of waste will be made between the company and client. We hold the necessary licence to carry waste if needed to transfer to a sustainable waste management facility.

Permits to Work

To protect our workforce and others from risks to their health and safety we have developed and implemented permit to work systems for all high risk work activities such as:

- hot work on plant that has contained flammable or hazardous substances.
- hot work anywhere on college premises because of the fire risk
- work on electrical distribution systems and high voltage installations.

Co-operation and Communication

Employees attending client sites will familiarise themselves with the client's procedures the first point of contact on site will be with the 'Responsible Person'. This will usually be the facility manager, site manager etc. Before commencing work, the site supervisor will attend any site meetings which will clearly define the scope of works to be carried out and the impact on other trades etc. After presence on site is confirmed a site specific risk assessment will then be carried out.

Housekeeping

It is imperative to maintain good housekeeping while on site all employees will take part in on site 'tool box talks' regarding housekeeping which will cover the effects on efficiency, health and safety.

FIRE SAFETY ARRANGEMENTS

We have nominated the Bret Bardsley to take responsibility for coordinating fire and emergency arrangements and for the regular review of our fire risk assessment.

We have appointed a competent person to identify fire risks, potential emergency situations and people who may be affected.

We have completed action on all the issues raised in that assessment. The assessment remains current.

We have provided firefighting equipment, emergency lighting, emergency signs, adequate means of escape and evacuation procedures in accordance with our Fire Risk Assessment. We have an active no smoking policy.

We review our fire procedures and precautions every year and make sure that our Fire Risk Assessment remains valid.

Employees and sub-contractors receive instruction in fire safety procedures as part of their induction. Fire drills are held regularly and when 'on site' we will adhere to the client's relevant fire safety arrangements.

If it is discovered 'on site' that there are no fire safety arrangements in place, we will implement our own in line with our risk assessment.

Details of the action we take to maintain our fire safety equipment, arrangements and procedures are kept in our Fire Safety Log-book.

Visitors receive information on fire safety on first coming to the office or arriving on site.

Where a person may have difficulty in using the ordinary means of escape, either permanently or temporarily, a personal emergency evacuation plan is developed with their input and communicated to fire wardens and those that need to know. Any persons required to assist in their evacuation receive suitable training.

Health and Safety Organisation Schedule

Overall responsibility

The following person(s) have overall responsibility for the health and safety. They are responsible for the annual review and endorsing the health and safety policy.	The Directors
A copy of the health and safety policy statement is displayed at:	Company vehicles, office notice board
A copy of our employers liability insurance schedule is displayed at:	Company vehicles, Office notice board
The location of the health and safety law poster is:	Company vehicles, office notice board

Management responsibility

The following person(s) are responsible for overseeing the management of health and safety and fire safety	Bret Bardsley
The following person(s) are responsible for the day to day management of health and safety. Their responsibilities are defined in their individual health and safety responsibilities and monitoring guides.	
Title	Department
Technical Director	Field service and administration
Technical Director	Field service

Review and Audit

Date	
26/06/2016	Implementation
26/06/2017	Review and External Audit
26/06/2018	Review and External Audit
26/06/2019	Review and External Audit

Signed by: Bret Bardsley

Position: Managing Director

Signature:

