



ATMOSPHERE AIR CONDITIONING

HEALTH AND SAFETY POLICY

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HEALTH & SAFETY AT WORK ETC ACT 1974

HEALTH & SAFETY POLICY STATEMENT

Atmosphere Air Conditioning regards the health and safety and welfare of both the company’s employees and those who may be affected by the company’s activities as being of prime importance and undertakes to comply fully with the provisions of the Health and Safety at Work Act 1974, including any regulations and approved codes of practice additional to the act. The company also undertakes to comply with any new legislation that may be forthcoming.

Atmosphere Air Conditioning undertakes to;

- provide and maintain safe equipment.
- require all employees to exercise a duty of care and to co-operate in setting and maintaining, as far as is reasonably practical, safe and healthy conditions, avoiding actions which may be detrimental to the health and safety of themselves and others.
- Make adequate provision for, and maintain, a healthy and safe working environment in premises under its control.
- Give all information, instructions, training and supervision as necessary for the establishment and maintenance of safe places of work.
- Ensure safe use, handling, storage and transportation of articles and substances which are inherently or potentially dangerous.
- Encourage employees to develop an awareness of health and safety as an integral part of their duties.
- Ensure that any persons other than employees of the company are not exposed too any hazards of the work there in.
- Allocate sufficient resources to enable these aims to be met.
- Bring this policy to the attention of all employees and persons working on or visiting the site.
- Regularly review and amend the policy as necessary.

Signed:

General Manager

January 2009.

THE HEALTH & SAFETY CO-ORDINATOR

The Health & Safety Co-ordinator, reporting to the partners of Atmosphere Air Conditioning, is responsible for:

- producing general safety instructions and information.
- Supplying information on changes or revisions to the company's Health and Safety Policy.
- Monitoring and assessing changes in legislation or standards, including the impact of proposals for new European legislation and advising on the action necessary to meet them.
- Enlisting the advice/recommendation of consultant safety specialists where necessary.
- Monitoring the company's safety performances and giving advice on areas where improvements may be possible, such monitoring will include site inspections, accident/dangerous occurrence data collection, processing and investigation.
- Compliance with all statutory obligations in relation to health, safety and welfare.
- Will provide adequate information and provision for the training in relation to hazards to health and safety.
- Ensuring that those to whom health and safety responsibilities are delegated fully understand and meet those responsibilities.
- Liaising with any bodies interested in the company's health and safety function, such as Health and Safety Executive, fire service officers and other officials where appropriate.
- Providing necessary safety training, for all levels of employees on internal or external courses.
- Investigating actions and implementing actions to prevent a recurrence wherever possible.

RESPONSIBILITIES OF THE DIRECTORS

The directors of Atmosphere Air conditioning will have equal responsibility for:

- 1.** The implementation of the policy in his area of control using, wherever appropriate, instructions referred to in the arrangements section of this document.
- 2.** Providing the financial resources to enable the company to meet its health and safety responsibilities.
- 3.** Monitoring health and safety performances and giving advice on any areas where improvements may be possible.
- 4.** Complying with all statutory obligations in relation to health and safety codes of practice instruction sheet.
- 5.** Ensuring that those to whom health and safety responsibilities are delegated fully understand and meet those responsibilities.
- 6.** The issuing of personal protective equipment and other safety equipment as necessary and obtaining signatures of receipt, and ensuring that all employees issued with such are trained in its use and maintenance.

EMPLOYEES

This policy has been circulated, understood and accepted by all Atmosphere's employees

All employees are responsible for actively co-operating with the management in the application of this Health and Safety Policy and particularly:

- Practising safe working procedures at all times and ensuring as far as possible that others do so.
- Bringing to the attention of their immediate supervisor any hazardous situation which comes to their notice.
- Reporting to management immediately any accidents and injuries.
- Wearing of protective clothing and safety equipment where specified or where conditions warrant its use, being responsible for its condition and maintenance.
- Not interfering with any equipment provided in the interest of Health and Safety.
- It shall be the duty of every employee while at work to take reasonable care for health and safety of himself/herself and of other persons who may be affected by their acts or omissions at work.

It shall be the duty of every employee while at work as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

- Any breach of the company Health and Safety rules may result in disciplinary procedure.

GENERAL ARRANGEMENTS

The policy statement establishes the commitment of Atmosphere Air Conditioning to ensuring the health, safety and welfare of employees and others in general terms.

Visiting clients and contractors will be informed of and must comply with the policy. They will also be protected by the provisions of the policy.

Essential information for people with special responsibilities will be available as necessary.

All reasonable practical measures will be adopted to identify, eliminate or otherwise control hazardous conditions which present risks to the health and safety of anyone likely to be affected by the activities of Atmosphere Air Conditioning.

The drafting of codes of practice or instruction sheets will be done by the health and safety co-ordinator and will form the basis by which that area of work shall be conducted.

Copies of specific relevant legislation will be displayed, where safe working practices have been prepared they will be on display at the appropriate machines or work area or otherwise be easily available to employees.

Atmosphere Air Conditioning will so far as is reasonably practical, ensure that contractors employed are competent and that they conduct their operations in accordance with health and safety policy.

Any sub-contractor working for Atmosphere Air Conditioning will work with the company's safety policy and will liaise with the safety officer.

Atmosphere Air Conditioning will ensure so far as it is practical to do so, that all sub-contractors employed by them are competent and qualified to carry out the operations in accordance with the health and safety policy. The safety policy of the main contractor where applicable will also be adhered to.

All tools and equipment brought onto site works, either hired or purchased will be of a design and condition to meet statutory requirements for safety.

Atmosphere Air Conditioning will endeavour to provide all necessary training and instruction to enable management, staff and others to achieve healthy and safe working conditions.

New employees will undergo routine training on safe working practices and any special training requirements will be provided as necessary.

A record of accidents and incidents will be maintained. Any inspectorate notices will be dealt with by the health and safety co-ordinator.

Any accident will be reviewed by the health and safety committee and recommendations will be made of any action felt necessary as a result and will be conveyed to the appropriate person.

Fire precautions and evacuation procedures will be prominently displayed. Emergency plans will be devised and will be practised and modified as necessary. Safe means of access and egress from the workplace will be maintained.

ABRASIVE WHEELS

Portable grinding machines will only be used by suitably trained persons. The abrasive wheel regulations 1970 will be adhered to at all times.

ACCIDENTS

INVESTIGATION AND RECORDING

Should a major injury or dangerous occurrence happen it will be reported to the Health and Safety Executive.

All accidents however small will be reported and placed in the accident book.

In the event of an accident or dangerous occurrence an investigation will be carried out in the first instance by the manager and subsequently by the health and safety co-ordinator. The aims will be to;

1. Identify the cause or causes.
2. Establish means of preventing a recurrence.
3. Maintain a statistical record of the event.

PREVENTION

Atmosphere Air Conditioning is aware that the majority of accidents are preventable by good safety management. The company's policy is therefore to plan all activities and work procedures with safety in mind and to provide appropriate instruction and information to all employees. This will be actioned by the health and safety co-ordinator calling on outside specialists where required.

All employees are encouraged to look out for any potential hazards and report them to the management.

The health and safety committee will meet to consider and discuss problems that may be identified within the company and also any new legislation which is relevant.

The health and safety committee will consist of all of the partners of the company.

Meetings will be minuted and copies will be available for all employees.

Regular safety inspections and audits will be carried out and a copy of the results will be sent to the safety committee.

A programme of health and safety training will be introduced.

ASBESTOS

In the event of Atmosphere Air Conditioning employees discovering the presence of asbestos on any premises in no circumstances would operations proceed. An approved licensed contractor would be called upon who would adhere to the control of asbestos at work regulations 1987.

CONTRACTORS/SUB-CONTRACTORS

Under instruction from the appropriate manager all contractors/sub-contractors shall adhere to the health and safety policy of Atmosphere Air Conditioning and that of their own company, and that of the client whose site it is. All contractor and sub-contractor employees must be made aware of these requirements by their employers prior to commencement of work. A code of practice will be issued to all contractors working for Atmosphere Air Conditioning and will be signed to acknowledge receipt and intended compliance before any work is carried out.

The contractor/sub-contractor must ensure that all equipment brought to site is in good condition and complies with the relevant statutory legislation and is used or erected safely.

Personal protective clothing must be provided by the contractor/sub-contractor and they must ensure their employees make full and proper use of such equipment.

Contractors/sub-contractors must keep the site of their work tidy and clear from obstructions. All floors and walkways must be kept clear of obstructions in order that a secure footing can be maintained.

Contractors/sub-contractors will ensure that safe means of access and egress at place of work is maintained.

They will also ensure that suitable precautions are maintained so as not to pollute the atmosphere, ground or waters.

Contractors/sub-contractors must at all times comply with the respective managers instructions and report all accidents and dangerous occurrences.

CONFINED SPACES

No employee or sub-contractor will enter a confined space without having received appropriate training and a permit to work where necessary.

ELECTRICAL

The Electricity at Work Act Regulations 1989 will be complied with.

All electrical work is carried out by a competent electrical engineer.

All electrical appliances will be tested for safety at suitable intervals. This will include any personal items brought into the company's premises by employees, which must be tested prior to their being used on the premises.

Good access to mains switchboards and individual isolators will be maintained.

All individual isolators and machine controls are clearly labelled.

Where necessary tripping devices or residual circuit breakers will be incorporated into the system.

Wherever possible, extension leads will only be used for machine work, or on a temporary basis.

A full electrical inspection as required by the Electricity at Work Act 1989 will be carried out as required.

An inspection record will be affixed to the switch gear for each circuit to show the date of the last inspection and the proposed date of the next one.

Wherever possible, all portable tools and equipment will be 110 volt a.c. and no others will be allowed.

FIRE ARRANGEMENTS

All fire fighting equipment is clearly labelled and must not in any circumstances be obstructed.

Fire extinguishers are tested and serviced by an approved company.

Records are kept of all equipment and alarm checks and of fire drills.

All employees will be instructed in the use of fire fighting equipment and will co-operate with the fire emergency plan.

Fire extinguishers will be provided for delivery and service vehicles.

FIRST AID

Atmosphere Air Conditioning will comply with the First Aid Regulations 1981 which require adequate supplies of first aid materials to be available, based on the number of people on the premises, the size of the premises and the type of work being carried out.

Each expiry date of training certificates is recorded and refresher courses will be attended before the three years is reached.

There is always at least one first aider or appointed person on all premises to take charge in an emergency and insure that the sick or injured receive first aid. The names of qualified first aiders will be displayed together with their location.

A record of action taken or treatment administered will be maintained. This will include the name of treated person, date, time of treatment and signature of the first aider.

The telephone number of the nearest hospital accident and emergency unit will be displayed by the first aid box.

The electric shock treatment placard will also be displayed where appropriate.

First aid kits will be provided in delivery and service vehicles.

HAZARDOUS SUBSTANCES

Management will carry out assessments on all hazardous substances and processes as required by the Control of Substances Hazardous to Health Regulations 1988.

No new substances or processes will be introduced into the company without a risk assessment being carried out. All assessments will be recorded and records kept and maintained. Reassessments will be taken in accordance with regulations.

All hazardous substances will be stored, used and disposed of in a safe manner.

Local exhaust ventilation systems will be properly maintained and will have measurements carried out at intervals of not more than fourteen months. All records will be kept.

LIFTING EQUIPMENT, MACHINES AND HOISTS

All lifting equipment and machines will be properly examined every six months and checked before use. Certificates and inspection records will be made available when required and safe working load will be marked and not in any circumstances exceeded.

When lifting operations are in progress the areas immediately below the operation and adjacent to winching equipment will be suitably barriered. When this is not possible the site foreman directing the operation will ensure that no personnel will enter or be present in the area.

Where lifting equipment is hired the necessary certificates of safe condition must be obtained from the hirer before accepting the equipment.

MAINTENANCE

All maintenance will be carried out at required intervals by an appropriately qualified and experienced person and adequate records will be kept.

MANUAL HANDLING

Atmosphere Air Conditioning will in compliance with the Manual Handling Regulations 1992, carry out an assessment to determine the risk of injury on all tasks involving manual lifting and carrying operations. Wherever possible alternative operation or means of moving the items concerned will be introduced. Where this is not practical, training will be given in safe lifting and carrying techniques. All assessments will be documented and records kept and maintained. A reassessment will be carried out in accordance with the Manual Handling Regulations 1992.

ENVIRONMENTAL POLICY

Atmosphere Air Conditioning recognises the relevant legislation, regulations and government guidance and wherever possible will endeavour to meet the industries relevant codes of practice.

Atmosphere Air Conditioning will always seek to create reductions in waste generation and energy usage. Whenever required, Atmosphere Air Conditioning and Ventilation Limited will employ a specialist company for the disposal of waste and/or hazardous materials.

All Atmosphere engineers and employees will endeavour to maintain clean and tidy work sites and work areas to ensure minimum inconvenience to clients.

This policy will be issued to all relevant sub contractors.

NOISE

Atmosphere Air Conditioning will in compliance with the Noise at work Regulations 1989, where employees at risk have been identified, will reduce noise levels to the lowest reasonably practicable.

An assessment will be undertaken by a competent person wherever an employee is likely to be exposed to the First Action level of the above. Assessments will be recorded and records kept and maintained, reassessments will be carried out in accordance with regulations.

Where employees are at risk Atmosphere Air Conditioning will, Where reasonably practicable, reduce the noise at source and only issue hearing protection as a last resort.

PERMITS TO WORK

Where a permit to work is required, this will be issued by the manager in charge of that operation. Extensions to that permit of work will only be obtained from the same manager in charge.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

In compliance with the Personal Protective Equipment Regulations 1992, Atmosphere Air Conditioning will, where protective clothing and equipment are provided, ensure :-

Protective clothing and equipment is maintained and any losses or defects reported as soon as possible to the immediate supervision.

Assessments will be carried out to determine the suitability of all personal protective equipment prior to its issue or purchase. All assessments will be recorded and records kept and maintained. Reassessments will be carried out in accordance with regulations.

Training is given in the use and maintenance of personal protective equipment issued and also information regarding the reasons why it is needed in the particular circumstances for which it is issued. Employees are instructed that they have a duty to wear/use equipment provided at all times and to maintain it in good condition. Signatures will be obtained for receipt of such equipment by employed and also as a record of training given.

Contractors, sub-contractors are responsible for the provision, assessment , maintenance and use of personal protective equipment for their own work.

PRESSURE VESSELS/GAS CONTAINERS

Assessments will be carried out on all pressure vessels and gas containers and records will be and maintained in accordance with the Pressure Systems and Transportable Gas Container Regulations 1989 and associated approved codes of practice.

PROCESS MACHINERY/SITE EQUIPMENT

The relevant manager will ensure, by means of regular inspections, that all machinery is in safe condition prior to use. In the case of site equipment, this when hired will be supported by any relevant statutory documentation and proof of examination of it being fit for use, prior to any employee, contractor, sub-contractor commencing with work.

This will include compliance with BS 5304 Safety of Machinery Act. Also any inspections as required under statutory regulations will be undertaken by a competent authorised person and records will be kept and maintained.

Where special training is required in connection with any machine or process this will be provided by management, or an outside body should the expertise not be readily available within the company. All training will be documented and recorded.

SAFETY SIGNS

The relevant manager will ensure that safety signs, conforming to the Safety Signs Regulations, will be displayed wherever required e.g. eye / ear protection. When working on site this will be the responsibility of the main contractor.

SCAFFOLDING

Temporary means of access and scaffold structures shall comply with the requirements of the Factories Act 1961. Scaffolders shall produce evidence of training under the CITB's Construction Industries Scaffolders Record Scheme, or produce evidence of other equivalent training.

All scaffolding structures should carry a suitable notice which bears the scaffold identity number, the safe working load of its platforms, the scaffold inspector's signature and his unique identification code and clear indication of the seven day safe access period. Incomplete scaffolds must carry a "no access scaffold incomplete" notice.

No scaffold shall be used by anyone unless it has been inspected for satisfactory condition within the previous seven days. Under no circumstances will scaffolding be altered by anyone other than a competent person.

Where an employee or sub-contractor is making use of an existing scaffold he must ensure that permission has been granted by the site engineer responsible for scaffolds and that the scaffold will bear the loads his work will impose.

STORAGE

Atmosphere Air Conditioning will ensure all substances and equipment are stored in a safe and proper manner according to their properties, taking account of relevant legislation.

The means of storage is designed to:

- Protect people from the hazards of the item stored.
- Protect the material from the environment.
- Secure the item against misuse or theft.

Appropriate signs and information are displayed on or about the location and or the container.

TESTS AND INSPECTIONS

Machinery and equipment which is subject to mandatory checks and inspections will have these carried out by a competent person at the prescribed intervals.

Other machinery checks and inspections will be carried out by persons appointed as competent by the manager responsible for that area.