

Company Statement

Blackoak Surfacing provide services for both private and public sector organisations. We formed in the May 2015 and from then on we have built ourselves a reputation for be prompt, efficient and reliable company. In addition to the quality package we already provide, we make every endeavour to offer value for money and strive to achieve constant improvement to our service.

We have the capacity for large-scale private and commercial installations, as well as being there for those small jobs around your spaces, where you need to call upon the help of a professional.

All employees and sub contractors that we use are aware of the strict health and safety rules that we uphold at Blackoak Surfacing due to our continuous work throughout the North West. Risk Assessments, Method Statements are undertaken for each job.

These are just a few things we do to maintain our strict reputation for health and safety on site which has gained an impressive client base throughout the local community.

Thomas Jordan
Managing Director

Blackoak Surfacing Ltd

Health, Safety & Environmental Policy**Policy Statement**

(Health and Safety at Work Act etc. 1974)

Blackoak Surfacing**Our statement of general policy is:**

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with any 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 where applicable.
- To ensure all employees are competent to do their tasks, and to ensure adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.
- To recycle and reuse materials where possible.
- To dispose of materials in an environmentally and safe manner.

Signed:

Date:

Review Date:

Health, Safety & Environmental Policy

Health and Safety Responsibilities

Overall and final responsibility for health and safety is that of Thomas Jordan.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Thomas Jordan.

To ensure health and safety standards are maintained/ improved, Thomas Jordan will:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety ;
- Take responsible care of their own health and safety; and
- Report all health and safety concerns to appropriate person.

Health and safety risks arising from work activities

Risk assessments will be undertaken by Thomas Jordan who is also responsible for any action required to remove/control risks and will be responsible for ensuring the action required is implemented.

Thomas Jordan will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Safe plant and equipment

Thomas Jordan will be responsible for identifying all equipment/plant needing maintenance and will be responsible for ensuring effective maintenance procedures are drawn up and implemented. Thomas Jordan will check that new plant and equipment meets health and safety standards before it is purchased.

He will ensure that where applicable tools and equipment receive Portable Appliance Testing.

Safe handling and use of substances - Safety data sheets

Thomas Jordan will be responsible for identifying all substances which need a COSHH assessment and will be responsible for undertaking COSHH assessments and ensuring that all actions identified in the assessments are implemented.

Mark Yates will check that new substances can be used safely before they are purchased.

Assessments will be renewed every 12 months or when the work activity changes, whichever is soonest.

Information, instruction and supervision

Health and safety or Environmental advice is available from HSE or NetRegs Websites.

Competency for tasks and training

Training and competency levels that have been attained by Thomas Jordan.

Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs, emergency first aid in the workplace appointed persons. Any developing Health surveillance records will be kept by Thomas Jordan. The first aid box is kept in the van.

The appointed person/first aider is Thomas Jordan.

All accidents and cases of work-related ill health are to be recorded in the accident book.

This book is kept by Thomas Jordan who is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority in line with RIDDOR.

Monitoring & Reviewing

To check working conditions, and ensure safe working practices are being followed, Thomas Jordan will monitor and renew documentation to ensure continuity of safe systems of work and good practice. Thomas Jordan is responsible for investigating accidents, work-related causes of sickness absences, and is responsible for acting on investigation findings to prevent recurrence.

Emergency procedures-fire and evacuation

Escape routes are checked on every contract to ensure access to every back door and front door.

Alarms where applicable and responsibilities defined, they would be tested by Thomas Jordan.

When on site, local fire procedures and evacuation programmes will be followed in accordance with site rules or Construction (Design and Management) Regulations.

Manual Handling

Poor lifting and carrying techniques are the root causes of the bad backs and muscular problems, which in extreme circumstances can have a permanent effect. In manual handling

everybody should be made aware of manual handling techniques, and report any problems or concerns associated with manual handling operations to a responsible person immediately.

Where formalised systems of work have been designed for the work activity, ensure that they are complied with and also that regular rest breaks are taken where manual handling activities are repetitive in order to prevent the onset of fatigue.

All workers should also ensure that walkways are free from obstructions before moving a load and make full and proper use of personal protective equipment including gloves and if the load is too heavy, seek assistance. Where possible make full and proper uses of aids to lifting and carrying, such as trolleys, chutes and access equipment.

The person carrying out the lift should be close to the load with the feet about hip width apart and the lead foot slightly forward in line with the load. The knees should be bent so that the body is at the correct height. The load can then be lifted by straightening the knees, placing most strain on the muscles of the thighs and legs.

Electricity

The consequences of an electrical incident can range from a very mild shock to death.

The following basic rules will help to prevent such incidents:

- . Assume all electrical supplies are live until proven otherwise.
- . Unless the employee is authorised and competent to do so, they should never interfere with or try to repair any part of an electrical installation.
- . Defective or damaged electrical equipment must be isolated, withdrawn from use and reported to the supervisor – NEVER continue using faulty equipment.
- . Never improvise with electrical equipment – always use the correct component for the particular application.

Portable Electrical Appliances

(Appliances which are connected to an electrical supply by a plug and Socket)

- . As a norm, use only 110V appliances. Where 240V appliances cannot be avoided, make sure that they are supplied via residual current devices.
- . Check portable appliances and their cables for defects before plugging in.
- . In checking for defects, make sure that the portable appliance carries a legible current inspection tag.
- . Protect trailing cables from damage and from causing tripping hazards.
- . Do not use electrical appliances in hazardous environments unless you are sure it is safe to do so.
- . Switch off and isolate all electrical equipment and appliances after use.

The Working Environment

- . Establish the locations and status of overhead or underground electrical supplies.
- . Take care that plant and equipment does not come into contact with live electrical services.
Never use metal ladders around live electrical services.

Signed:

Date:

Review Date:

Vehicle safety & controls

Employers and dutyholders must make sure that vehicles used in the workplace are: safe, driven safely, and regularly maintained, repaired and inspected.

Key messages

Employers and dutyholders must make sure that vehicles used in the workplace are:

safe;

right for the job;

driven safely;

accessed safely; and

regularly maintained, repaired and inspected.

These pages are for workplace transport managers who are responsible for choosing and maintaining vehicles for use in the workplace.

Electric shock

Check condition of lead and plug before use.

Use 110v or battery tools or RCD where practicable.

Check for hidden/buried cables before drilling etc.

Do not work where water is present without specialist advice.

Qualified person to test all portable electrical hand tools at least annually.

Flammable/Explosive atmosphere

Fire/Explosion - Do not use heat generating equipment without Hot Work Permit.

Do not work near flammables, compressed gases, in explosive atmospheres or confined spaces without specialist advice.

Check with Clerk of Works before using flammable fuel or gas driven equipment.

Moving parts

Entanglement - Loose clothing, Jewellery and long hair to be kept clear of moving parts.

Use guards where appropriate.

Flying debris, swarf etc.

Eye, hand or facial injury

Use protective eyewear or face shield.

Use guards where appropriate.

Wear protective gloves where appropriate.

Advise nearby persons of hazard.

Isolate area with barriers, tape etc. where necessary.

Noise

Hearing damage

Wear hearing protection if above 80dB(A) or if uncomfortably loud
(request assessment if in doubt).

Advise nearby persons of hazard.

Supervisors should inform users of risks from noise.

Vibration

Hand/Arm Vibration Syndrome (HAVS)

Carpal Tunnel Syndrome

Select power tools with lowest vibration levels.

Minimise the time individuals use the equipment (e.g. job rotation).

Restrict use of vibration inducing tools to recommended times (see Departmental guidance, manufacturer's information, local risk assessment or label on equipment/ box).

Ensure tools are properly stored, maintained and used according to manufacturer's instructions.

Supervisors should inform users of risks from vibration.

Arrange health surveillance for those identified at risk from vibration.

Ergonomic

Musculo-skeletal injury

Ensure there is adequate room to do the job.

Minimise the time individuals use heavy equipment (e.g. job rotation).

Use jigs and suspension systems to assist the handling of heavy equipment (e.g. large grinders).

Wear safety footwear unless feet protected by other means (e.g. sitting at a bench).

Slips, trips and falls

Minor injury

Major injury

Fatal injury Ensure work area is free (as is practicable) from trailing cables, tools, materials, debris and spills.

All work should be from a suitable and stable work platform.

The use of ladders restricted to trained users and must be cleared with supervisor.

Dust

Respiratory illness

Reduced visibility

Skin irritation Use a dust mask (check for fit).

Increase ventilation to work area (e.g. open windows, temporary extract etc.)

Wear close-fitting safety goggles.

Stop working if visibility is noticeably reduced.

Wear suitable protective clothing (especially gloves).

Clean work area regularly (e.g. sweep, vacuum, wash down).

Air line detaching or bursting

Eye/face injury

Distraction

Check condition and connections of air-line before use.

Ensure air-line is not on a traffic route (pedestrian or vehicular).

Tool jamming or binding

Wrist/hand injury

Check tool is appropriate for the job and used in accordance with manufacturer's instructions.

Trained operators only (or under strict supervision).

Ensure tools are maintained according to manufacturer's instructions.

Inappropriate use

All of above

Check tool is appropriate for the job and used in accordance with manufacturer's instructions.

Users shall be trained in the correct use of portable tools.

Inexperienced power tools users should be supervised or observed when first using an unfamiliar item of equipment or in an unfamiliar environment.

Power tools should be securely stored when not in use.



Signature to confirm that this is a suitable and sufficient assessment of risk and that stated control measures are in place and will be reviewed.

Name of Assessor

Signature Date

Name of Supervisor

Signature Date

Local Safety Coordinator

Signature Date

Departmental Safety Office

Signature Date

Additional Users

Signature Date

To:

Re: ASSIGNED PPE/CONFIRMATION OF RECEIPT

I hereby confirm that the following items of PPE have been given to me on the understanding that they must be used whenever the job specific risk assessment or the Client requires them to be worn.

The items remain the property of Whiteoak Creative Spaces at all times. Mark Yates must be informed immediately if any item needs replacing through loss or wear and tear.

Safety Boots	Hi – Vis vest
Safety Glasses	Hard Hat
Gloves	Ear Defenders
Waterproofs	Dust Masks

Signed:

Date:

A Fresh approach to groundwork....

