



Keith Judge
Carpenter, Builder and Contractor
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CV3 2DE Or visit our website at <http://www.keithjudge.net>

PROPRIETOR: Keith C Judge
VAT Reg No 536 0297 48

Health and Safety at Work [Act 1974]

This is the Health and Safety Policy Statement of

Keith Judge, Builder and Contractor

Keith Judge, Proprietor, has overall responsibility for health, safety and welfare, and will ensure that the policy is properly implemented, monitored and periodically reviewed, in accordance with the relevant statutory provisions.

Statement of general policy is:

The company will take all reasonable practicable steps to meet these responsibilities paying particular attention to the provisions and maintenance of:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our 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;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and to review and revise this policy as necessary at regular intervals.

Signed: KEITH C JUDGE, Proprietor



REGISTRATION No: 30035
Tel: 0181 380 4600 Fax: 0181 380 4601
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Responsibilities

- 1.1. Overall and final responsibility for health and safety is that of Keith Judge.
- 1.2. Keith Judge is responsible for ensuring health and safety standards are maintained/improved.
- 1.3. All contractors and sub-contractors have to:
 - 1.3.1. co-operate with supervisors and managers on health and safety matters;
 - 1.3.2. not interfere with anything provided to safeguard their health and safety;
 - 1.3.3. take reasonable care of their own health and safety; and
 - 1.3.4. report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Failure to observe these duties may lead to disciplinary action.

Health and Safety Risks arising from work activities

- 1.4. Keith Judge will undertake risk assessments.
- 1.5. Keith Judge will record the findings of the risk assessments.
- 1.6. Action required to remove/control risks will be approved by Keith Judge.
- 1.7. Keith Judge will be responsible for ensuring the action required is implemented.
- 1.8. Keith Judge will check that the implemented actions have removed/reduced the risks.
- 1.9. Assessments will be reviewed every 12 months' or when the work activity changes, whichever is soonest.

Safe Plant and Equipment

- 1.10. Keith Judge will be responsible for

- 1.10.1. identifying all equipment/plant belonging to him needing maintenance.
- 1.10.2. ensuring effective maintenance procedures are drawn up for the maintenance of equipment belonging to him.
- 1.10.3. ensuring that all identified maintenance is implemented.
- 1.10.4. checking that new plant and equipment meets health and safety standards before it is purchased.
- 1.11. Any problems found with plant/equipment should be reported to Keith Judge and to the company responsible for hiring such equipment.
- 1.12. It is the responsibility of contractors and sub-contractors to check plant/equipment belonging to or hired to them prior to their use on site and for the maintenance of such plant/equipment.

Safe handling and the use of substances

- 1.13. Keith Judge will be responsible for
 - 1.13.1. identifying all substances that need a COSHH assessment.
 - 1.13.2. undertaking COSHH assessments when necessary.
 - 1.13.3. ensuring that all actions identified in the assessments are implemented.
 - 1.13.4. ensuring that all relevant contractors and sub-contractors are informed about the COSHH assessments.
 - 1.13.5. for checking that new substances can be used safely before they are purchased.
- 1.14. Assessments will be reviewed every 12 months' or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- 2.1. The Health and Safety Law poster is displayed at/leaflets are issued at 33 Heather Road, Binley Woods, Coventry and The Yard, Long Lawford. Nr Rugby.
- 2.2. Health and safety advice is available from Keith Judge and the HSE and the HSE website at www.hse.gov.uk
- 2.3. Supervision of any young workers/trainees, employed by him will be arranged/undertaken/monitored by Keith Judge.

Competency for tasks and training

- 2.4. Keith Judge will be responsible for ensuring that any appropriate training required is given. Training records are kept at 33 Heather Road, Binley Woods, Coventry.
- 2.5. Training will be identified, arranged and monitored by Keith Judge

Accidents, first aid and ill health

- 2.6. Health surveillance will be arranged as necessary by Keith Judge.
- 2.7. Health surveillance records will be kept by Keith Judge at 33 Heather Road, Binley Woods, Coventry.
- 2.8. The first aid box(es) are kept in all vehicles belonging to Keith Judge.
- 2.9. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Keith Judge at 33 Heather Road, Binley Woods, Coventry.
- 2.10. Keith Judge at 33 Heather Road, Binley Woods, Coventry is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- 2.11. To check working conditions, and ensure safe working practices are being followed, Keith Judge will endeavour to

- 2.11.1. carry out inspections as necessary,
 - 2.11.2. have reports submitted to you by others working on site,
 - 2.11.3. do spot check visits
- 2.12. Keith Judge is responsible for investigating work-related accidents or sickness absences that occur.

Keith Judge is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures, fire and evacuation

- 3.1. Keith Judge is responsible for
 - 3.1.1. ensuring that a fire risk assessment is undertaken and implemented.
 - 3.1.2. contacting the local fire service for advice on escape routes, extinguishers and alarms.
- 3.2. All contractors and subcontractors will be responsible for ensuring that they undertake routine checks in their area of work and in their working practices to prevent fire or any other emergency when present on site.
- 3.3. All contractors and sub-contractors are responsible for their own duty of care of themselves and others in accordance with UK and EU Law.
- 3.4. All contractors and sub-contractors are to be responsible to be aware of the site emergency point to be designated at all premises.

Asbestos

- 3.5. should contact be made with asbestos, the local council for the property will be contacted immediately, all work will be stopped until further notice.
- 3.6. Specialist firms will be engaged to carry out this type of work.

Chemicals

- 3.7. All data sheets will be followed at all times in accordance with the manufacturers instructions.

Confined spaces

- 3.8. Adequate ventilation will be maintained at all times as is practicably possible.

Electricity/Gas/Water

- 3.9. Any electrical/gas or water works will be by authorised electricians, plumbers and local authorities only.

Excavation/Demolition

- 3.10. Internal door/wall removal/cutting
 - 3.10.1. Remove top courses of brickwork to expose for inspection to ensure non-load bearing.
 - 3.10.2. Contact contractor/employer and stop all works immediately.
 - 3.10.3. All to wear protective head gear, footwear and clothing.
 - 3.10.4. Skips on site will contain soil only. Mixed waste will be removed separately from site by vehicles to avoid a fire hazard.
 - 3.10.5. At sites of excavation 1.8m high site fencing will be erected to avoid access to the area of work.
- 3.11. Demolition
 - 3.11.1. To be carried out by specialist contractors.

Falling objects/collapsing structures

- 3.12. Due care and attention will be taken at all times to cordon affected areas of and place signs to raise awareness of men working overhead and risk of falling objects.

Fire and explosion

- 3.13. Due care will be taken at all times to prevent fire and explosion.

Machinery (including guarding)

- 3.14. All machinery will be checked regularly for wear and tear and all persons involved in its use informed.

Manual handling

- 3.15. Avoid moving heavy objects at all times.
- 3.16. Use mechanical aids wherever possible.
- 3.17. Use team moving.
- 3.18. Keith Judge will provide the necessary guidance and training where appropriate.

Noise

- 3.19. Wear protective ear defenders to help prevent damage from excessive noise when operating power tools.

Substances hazardous to health

- 3.20. Always follow manufacturers instructions and wear protective clothing including protective nose and mouth mask.
- 3.21. Openings surroundings areas where internal wall/door removal is to be carried out must be covered with plastic sheeting or similar to prevent dust spreading.

Temperatures

- 3.22. Due care and attention should be maintained when using products or machinery when hot and cold temperatures are apparent.
- 3.23. Seek advice from manufacturers where appropriate and data sheets.

Transport

- 3.24. Items in transit to be secured.

Working alone/ heights

- 3.25. Working alone on roofs is strictly prohibited.