



MIDTHERM ENGINEERING LIMITED

Health & Safety Policy Statement (Health & Safety at Work (etc.) Act 1974)

Midtherm Engineering regards the health and safety and welfare of its employees, sub-contractors and those who may be affected by the Group activities as being of prime importance and undertakes to comply with the provisions of the Health and Safety at Work (etc.) Act 1974, including any Regulations and Approved Codes of Practice additional to the Act.

Midtherm Engineering Undertakes:

1. To comply with all statutory obligations in relation to health, safety and welfare.
2. To ensure that those to whom health and safety responsibilities are delegated fully understand and meet those responsibilities.
3. To provide and maintain safe equipment, withdrawing the same from use immediately if noted or reported as being defective.
4. We require all employees and sub-contractors to exercise a duty of care and to co-operate in setting up and maintaining, as far as is reasonably practical, safe and healthy conditions, avoiding actions and using equipment which may be detrimental to the health and safety of themselves and others.
5. To give all information, instructions, training and supervision as necessary for the establishment and maintenance of safe places of work.
6. To ensure safe use, handling, storage and transportation of articles and substances which are inherently or potentially dangerous.
7. To encourage employees to develop an awareness of health and safety as an integral part of their duties.
8. To ensure that any person other than employees in the Group premises are not exposed to any hazards from the work there in.
9. To allocate sufficient resources to enable these aims to be met.
10. To bring this policy to the attention of all Midtherm Engineering employees, sub-contractors and persons working on or visiting the sites under its control.
11. To regularly review and amend the policy as necessary.

Signature:

Director: R W J Andrews

Date: Amended 5th May 2005

RESPONSIBILITIES

The Board Of Directors

The Board of Directors of the company is responsible for the Health and Safety policies of the company.

The General Manager

The General Manager has the day to day responsibility for ensuring that this policy is put into practice and for informing the board of directors about health and safety matters. The General Manager is responsible for the overall control and co-ordination of the activities of the company so far as is necessary and reasonably practicable for the efficient management of the health and safety function. The General Manager is responsible for the implementation of this policy by agreeing a programme of work for health and safety including:

1. Compliance with all statutory obligations in relation to health, safety and welfare.
2. Ensuring that those to whom health and safety responsibilities are delegated fully understand and meet those responsibilities.
3. The implementation of the policy in his area of control using, wherever appropriate, instructions referred to in the arrangements section.
4. Monitoring performances and giving advice on any areas where improvements may be possible.
5. Enlisting the advice/recommendations of consultant safety specialists if necessary.
6. Monitoring the Company's safety performances and giving advice on any areas where improvements may be possible, such monitoring will include site inspections, accidents/dangerous occurrence data collection, processing and investigating.
7. Providing all staff sub-contractors clients and visitors involved in the company's operations with adequate information and provision for training in relation to hazards to health and safety that are inherent in any of those activities.
8. Liaising with any outside bodies interested in the Company's health and safety function, such as Health and Safety Executive, Fire Service Officers and other officials where appropriate.
9. Providing any necessary safety training, for all levels of employees and contractors on internal or external courses.
10. Investigating accidents and implementing actions to prevent a recurrence whenever possible. Ensuring that new employees receive induction training and also training specific to their duties (ref. General Arrangements).
11. The issuing of personal protective equipment and other safety equipment as necessary and ensuring that employees issued with such are trained in its use and maintenance.

Contracts Engineers

The Contracts Engineers are responsible for:

1. Compliance with all statutory obligations in relation to health, safety and welfare.
2. Ensuring that those to whom health and safety responsibilities are delegated fully understand them, and meet those responsibilities, the implementation of the policy in his/her area of control using, wherever appropriate, instructions referred to in the arrangement section.
3. Monitoring contract performances and giving advice on any areas where improvements may be possible.
4. Reporting to the General Manager in writing all health and safety concerns.

All Employees and Sub-Contractors

All employees and sub-contractors are responsible for actively co-operating with the management of Midtherm Engineering Limited 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, and ensure they report and do not use any equipment that has obviously become defective since its last inspection.
- Reporting immediately to the site Safety Officer all accidents and injuries.
- Reporting immediately to the General Manager all accidents and injuries.
- Wearing of protective clothing and safety equipment where specified or where conditions warrant its use, and being responsible for its conditions and maintenance.
- Not interfering with any equipment provided in the interests of health and safety.

Failure to comply with this Health and Safety Policy may mean that disciplinary action will be taken.

“It shall be the duty of every employee and sub-contractors while at work:

To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work. And as regards any duty or requirement imposed on his 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.”

(Health and Safety at Work (etc.) Act 1974.)

General Arrangements

1. The policy statement establishes the Company's commitment to ensuring the health, safety and welfare of employees and others in general terms.
2. Midtherm Engineering Limited is required to display a copy of the policy, or an abstract in a prominent position.
3. Visitors, clients and contractors to Midtherm Engineering or site works, will be informed of and must comply with the Policy.
4. Essential information for people with special responsibilities will be available as necessary.
5. All reasonably practicable measures will be adopted to identify, eliminate or otherwise control hazardous conditions which present risks to the health and safety of anyone on Midtherm Engineering's premises or sites under its control, or anyone likely to be affected by Midtherm Engineering activities.
6. The drafting of codes of practice or instruction sheets will be done by the Executive Consultant of Midtherm Engineering Limited in conjunction with other relevant persons and will form the basis by which that area of work shall be conducted.
7. A copy of the Health and Safety Policy will be displayed at Head Office. Copies of "Heating and Ventilation - Site Safety" will be issued to all employees and sub-contractors working on site works.
8. Midtherm Engineering so far as is reasonably practicable, will ensure that contractors employed on Midtherm Engineering premises and site works are competent and that they conduct their operations in accordance with the Midtherm Engineering Health and Safety Policy.
9. For site works Midtherm Engineering will nominate an engineer with responsibility for all safe working procedures etc. (The Contract Engineer).
10. All tools and equipment brought onto Midtherm Engineering premises or site works, either hired or purchased by the Company, will be of a design and condition to meet statutory requirements for safety.
11. Midtherm Engineering Limited will provide all necessary training and instruction to enable the management staff and others to achieve healthy and safe working conditions.
12. New employees and sub-contractors to Midtherm Engineering will undergo routine training in safe working practices and any special training requirements will be provided as necessary.
13. A record of accidents and incidents will be maintained and head office and any inspectorate notices will be dealt with at Management Level.
14. Accident records will be analysed by the Health and Safety Committee and recommendations will be made of any action felt necessary as a result.
15. Fire precautions and evacuation procedures will be prominently displayed.
16. Emergency plans will be devised and will be practised and modified as necessary.
17. Safe means of access to and egress from the workplace will be maintained.

Arrangements

Accidents

Investigation & Recording

Should a major injury or dangerous occurrence happen it will be reported to Health and Safety Executive by the quickest possible means, usually by telephone, and subsequently on form F2508. A copy of the completed F2508 will be retained for Midtherm Engineering's records.

Accidents occurring on site or Midtherm Engineering premises will be reported to the main office where they will be recorded in the accident book. They will also be reported to the site Safety Officer where applicable.

Any case of work related disease will be reported on form F2508A.

In the event of an accident or dangerous occurrence an investigation would be carried out by either or both the Managing Director and Executive Consultant and if felt to be necessary in conjunction with a Health and Safety Consultant.

Prevention

1. Midtherm Engineering is aware that the majority of accidents are preventable by good safety management. The Company's policy, therefore, is 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 Management, calling upon outside specialists where required.

2. A Health and Safety Committee has been set up which will meet 6 monthly to consider and discuss any problems that may be identified within the Company and also any new legislation which is relevant.

The members of the Health and Safety Committee are listed below: -

HEALTH & SAFETY COMMITTEE

1. The General Manager
2. The Contracts Engineers
3. The Installation Engineers Representative
4. Safety Assistant

The committee will report to the Managing Director.

3. Contractors/sub contractors must at all times comply with the respective Engineer's instructions and report all accidents, dangerous occurrences or near misses.

4. Midtherm Engineering Limited will normally be sub-contractors to a Client or Main Contractor, therefore the policy of the Client or Main Contractor will apply, unless this is less stringent than that of Midtherm Engineering Limited.
5. On sites where the CDM (Contract, Design and Management) regulations apply, then Midtherm Engineering Limited will comply with these regulations.
6. The electricity at Work Regulations 1989 will be complied with, in particular those relating to "absolute duty" i.e. Reg. 4 (5) 5, 8, 9, 10, 11, 12, 13, 14, 15 and 16.

All plugs, sockets, cables and electrical equipment are permanent fixtures. Any faults will be isolated and corrected by a competent electrician.

All individual isolators and machine controls are clearly labelled.

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

On site, local isolation is effected by Midtherm Engineering Limited as far as possible. Cables will be positioned to prevent tripping hazards.

All electrical appliances, whether fixed or portable, will be tested for safety at suitable intervals by a competent electrician to the latest IEE Regulations. Certificates to be held by Hilton.

All portable tools and site equipment will be either battery operated or 110 volt a.c. and appropriate transformers will be supplied for the latter.

Environment

1. All requirements of The Workplace (Health, Safety and Welfare) Regulations will be complied with as far as is reasonably practicable.
2. All premises, furniture, furnishings and fittings will be kept in a clean and hygienic state, and free from safety hazards.
3. Floors steps and passageways are maintained in a safe condition providing safe access and egress.
4. Suitable and sufficient sanitary and washing facilities are provided and the walls, floors and ceilings are cleaned regularly.
5. Consideration is given to the heating, lighting and ventilation arrangements with regards to personal comfort and any special requirements of the task being performed.

On Site

In general the main contractor will provide and maintain facilities such as toilets, washroom and canteen or messroom facilities.

Each site contract engineer or person responsible for safety will ensure that the working environment for his employees is adequate and in good working order, e.g. lighting, heating, safe access and egress etc.

Fire Arrangements

1. An evacuation procedure has been drawn up to be followed in the event of a fire. This is practised twice yearly.
2. The person discovering the fire will sound the alarm, and the fire service will be summoned by a senior person in charge
3. In the event of fire all employees will evacuate the building as quickly as possible but in a controlled manner - no running or other dangerous behaviour - without stopping to collect personal belongings.
4. All fire fighting equipment is clearly labelled and must not, in any circumstances, be obstructed or interfered with.
5. Fire exits are labelled and must also not be obstructed
6. Fire extinguishers are tested and serviced by an appropriate company
7. The fire alarm system is checked at regular intervals throughout the year by an outside company, and is checked week from each alarm point in sequence internally. The testing is recorded in the file kept by the alarm box.
8. Records are kept of all equipment and alarm checks and of fire drills
9. Designated employees will be instructed in the use of fire fighting equipment and will co-operate with the Fire Emergency plan.

On Site

The client or main contractor will provide and maintain all necessary fire-fighting equipment. Where Midtherm Engineering Limited is the main contractor the contractor the company will provide necessary fire extinguishers, water hoses and fire blankets if these are not already in the area of working.

Fire extinguishers are carried in all vehicles where flammable materials are being transported. Portable extinguishers are supplied with Acetylene bottles or welding apparatus.

First Aid

1. Midtherm Engineering Limited 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 involved.
2. The persons responsible for administering first aid will have a current First Aid Certificate approved by the Health and Safety Executive. Expiry dates of training certificates will be recorded and refresher courses will be attended before the three years expiry time is reached.
3. A first aid box is maintained both at the Head Office and in each van.
4. There is always at least one First Aider or appointed person on the premises to take charge in an emergency and ensure that the sick or injured receive First Aid. Each site team (2/3 men typically) will include a First Aider or an Appointed Person.
5. The names of qualified First Aiders will be displayed together with their location.
6. A record of action taken or treatment administered will be maintained. This with treated person, date, time of treatments and signature of First Aider.
7. The telephone number of the nearest hospital accident and emergency unit will be displayed by the first aid box, and is Derby Royal Infirmary 01332 347141.
8. The electric shock treatment placard will also be displayed where appropriate.
9. Skanska Emergency Contact No 08000 284525.

On Site

First Aid facilities are arranged in conjunction with the client or main contractor, in accordance with the regulations and Induction Procedures. The names of qualified First Aiders will be clarified on site together with their location prior to commencement of work.

The Electric shock treatment placard will also be displayed on site, this is the responsibility of the client or main contractor.

Where first aid facilities are not provided by the client or main contractor then Midtherm Engineering Limited will ensure that they are provided by themselves.

Hazardous Substances

Midtherm Engineering Limited is aware of the COSHH (Control of Substance Hazardous to Health) Regulations 2002 and undertakes to comply with them.

No new substances or processes will be introduced into the Company without a risk assessment being carried out.

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

All materials are stored in a separate designated building.

Health Surveillance

Midtherm Engineering Limited will, where appropriate, arrange for health surveillance on all employees as necessary according to the job being performed. Occupational health care will be provided in appropriate situations which will be determined as a result of COSHH assessments.

Lifting equipment. Cranes and hoists

When lifting operations are in progress the areas immediately below the operation and adjacent to winching equipment will be suitably barriered. Where 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 supplied by the customer or hired by Midtherm Engineering Limited for its use the necessary certificates of safe condition must be obtained before accepting the equipment. Notwithstanding this, the vehicle or equipment would only be accepted for hire when senior Midtherm Staff were satisfied that it was indeed safe for use. In the case of crane hire, a qualified driver would be hired.

All crane hires undertaken by Midtherm Engineering will be offered to our clients as 'CONTRACT LIFTS' (LOLER 1998 / BS 7121 Part 1 1989), any deviation will result in the client organizing all safety requirements.

Maintenance

Where applicable maintenance will be carried out at suitable intervals by an appropriately qualified experienced person and adequate records will be kept.

Manual Handling

In compliance with the Manual Handling Operations Regulations 1992 Midtherm Engineering Limited will, where tasks involving manual lifting and carrying operations are involved, assess the risk of injury. Wherever possible alternative operations or means of moving the items concerned will be introduced as per the specific method statement.

Noise

Midterm employees and sub-contractors are likely to be exposed to noise levels above the first action level when working on site. Since emissions will be from machinery or equipment which is the responsibility of the site owner or the Main Contractor, they are unable to reduce noise levels at source.

Employees are each issued with a box of disposable ear plugs and given appropriate training regarding the need for wearing and the effects of noise on hearing.

Permits To Work

Where a permit to work is required, this will be issued by the client or main contractor. Extensions of the permit will only be obtained from the same responsible person.

Where a hot works permit is required & obtained the office will be informed to facilitate additional hot works insurance.

Personal Protective Clothing And Equipment

All personal protective equipment is issued at 12 monthly intervals from Head Office by the General Manager to employees. Any lost or damaged equipment will be replaced upon request by the individual wearer. Gloves, ear plugs, impact resistant goggles and welding goggles, overalls, safety boots, high visibility jackets and hard hats are all compulsory.

Employees send back a signed receipt for the personal protective equipment which is then filed in their personal records, Sub-Contractors must provide their own protective equipment.

Protective clothing and equipment must be properly maintained and any losses or defects reported as soon as possible to the supervisor.

Training is given in the use and maintenance of all Personal Protective Equipment issued and information regarding the reasons why it is needed in the particular circumstances for which it is issued. Employees and sub-contractors are instructed that they have a duty to use safety equipment at all times which are specified by management and to maintain it in good condition.

Failure to use will result in disciplinary action.

Risk Assessments

Midterm Engineering Limited will endeavour to carry out risk assessments of all activities. Reference will be made to the Risk Management Manual prepared by the Heating and Ventilating Contractors Association which contains generic assessments appropriate to the industry.

Safety Signs

Safety signs, conforming to the Safety Signs Regulations, will be displayed wherever required and barriers or screens erected around hazardous or restricted areas.

When working on site this will be the responsibility of the client or main contractor.

Scaffolding

Temporary means of access and scaffold structures shall comply with the requirements of the Factories Act 1961 and the Construction (Working Places) Regulations 1966. Scaffolders shall produce evidence of training under the CITB's Construction Industries Scaffolders Record Scheme, or produce evidence of other equivalent training.

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 they 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.

Midtherm Engineering would normally only need to use scaffold towers, which would be hired on each occasion and erected by our own qualified employees. A scafftag system will be adopted.

Storage

Midtherm Engineering Limited 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 if designed to:

1. protect people from the hazards of the item stored,
2. protect the material from the environment,
3. secure the items against misuse or theft.

Appropriate signs/information are displayed on or about the locations and/or the container as appropriate.

Flammable materials are stored in a separate area.

Storage to be in Level 1 Plantroom and Level 4 Plantroom 4.5.

Training

Midtherm Engineering Limited will carry out sufficient training and instruction to ensure that all persons engaged in work on the Company's premises or sites:-

1. work safely and do not endanger others, are aware of the hazards and risks associated with their employment,
2. know what means of control have been installed to minimise the risks and how to use and maintain them,
3. are aware of the requirement to co-operate with the company in fulfilling its legal obligations.

Training will not be used to compensate for inadequacies in other aspects of health and safety. Training will be carried out internally / externally as deemed necessary, taking into account statutory requirements and internal Company requirements. Refresher training will also be undertaken where deemed necessary or as stipulated by statutory requirements.

The training cycle will be as follows:

- * decide if training is necessary,
- * identify training needs,
- * identify / determine training objectives,
- * develop learning activities,
- * carryout training,
- * evaluate effectiveness,
- * record achievements.

All operatives to carry a CSCS card.

Induction Training

The induction programme for employees and sub-contractors to Midtherm Engineering Limited will include an appropriate introduction to the company's safety policy.

Sufficient information and training will be given to enable them to commence work safely and meet their obligations, under sections 7 and 8 of the Health and Safety at work (etc.) Act 1974.

At Head Office a tour of the premises will be included pointing out possible hazards and necessary precautions to be taken.

Any person working on the premises, will be advised of their personal responsibilities and informed of the hazards and precautions applicable to their visit and be informed of the Company's Safety Policy. They will be advised by the appropriate Manager.

A full Skanska Induction will be completed by all operatives prior to commencing work.

Transport

Midtherm Engineering Limited vehicles comply with Road Traffic Legislation with regard to their serviceability, annual testing and use.

Drivers are assessed as being competent and hold a current operating certificate or driving licence as appropriate and should have received correct loading and unloading instructions for the vehicle being operated. Driving Licences are checked periodically.

All Company vehicles are serviced regularly and maintained in a roadworthy condition, and are tested according to statutory requirements.

Vehicles are equipped with first aid kits, and fire extinguishers where applicable.

Visual Display Screen Work

In compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, assessments will be carried out on all display screen work stations. All factors involving risks to health will be considered, including ergonomic, environmental, work schedules, human factors etc. Assessments will be recorded and records kept and maintained. Reassessments will be in accordance with the regulations.

- Eye tests will be provided where necessary under the regulations.
- Information and training will be given on all aspects of display screen use.
- No new equipment will be purchased without an assessment of its suitability being first carried out.

Waste Disposal

All waste is disposed of in a proper manner according to the Environmental Protection Act 1990 - Duty of Care.

Midtherm Engineering Limited will endeavour to make safe any waste on the Company's premises so that neither people, animals nor the environment are put at risk by its presence.

The client or main contractor will normally be responsible for the disposal of waste when on site and will comply with the requirements of the act. Any query must be referred to the site manager.

Waste to be disposed of in Hilton's waste bins for disposal at McGinley's waste point.

Welding, Cutting And Burning

All precautions to minimise fire risk will be adhered to. Fire extinguishers will be at hand.

Gas cylinders will where practicable be mounted on trolleys in the vertical position, if this is not practicable they should be secured in the vertical position at the location of use. When not in use they will be secured in a properly designed compound at least twenty feet from combustible and flammable materials.

The area in which work is to be carried out will be adequately cleaned and combustible materials removed where possible. Where overhead work is to be undertaken the area beneath will be similarly cleaned and combustible materials removed.

All other hazards which cannot be removed should be protected by sheeting etc. Where work involves naked flames these should not be left unattended and must be extinguished immediately after use.

A thorough examination of the work area will be undertaken by the operative after the termination of each work period.

When welding, cutting and burning in confined spaces extraction equipment will be provided, if this is not practicable respiratory protective equipment will be provided.

Trailing cables and hoses must be kept clear of gangways and roadways and from hot debris. Where this is not practicable they should be protected from mechanical damage and heat.

The Heating and Ventilation Contractors Association booklet 'Welding Safety' is issued to all contract engineers. All Midtherm employees carrying out hot works will be fully qualified.

Work Equipment

All those using the work equipment will be given appropriate information, written instructions where necessary and adequate training.

All work equipment currently in use will be assessed as to its suitability and safe use.

WORK ON ROOFS

Before working on any roof the roofing materials must be identified and safe access and safe work place provided, for example by the use of crawling boards, crawling ladders, hand rails, toe boards. Materials shall be prevented from falling and notices warning of overhead work displayed at ground level when appropriate. Fall arresters and harnesses will be carried and used whenever necessary. Training is given in fitting and use of these.

Man safe system is fitted to Level 5 roof.